

***STUDENT HANDBOOK  
WADSWORTH HIGH SCHOOL  
2020-2021 SCHOOL YEAR***



*“Where Quality Education is a Community Tradition”*

**WELCOME TO WADSWORTH HIGH SCHOOL  
Administrative Team**

Mr. Steve Moore, Principal  
Mr. Rich Berlin, Associate Principal  
Mr. Chris Sieber, Assistant Principal  
Mr. Brad Musgrave, Athletic Director

**IMPORTANT TELEPHONE NUMBERS**

**Area Code (330)**

Main Office: 335-1400 WHS FAX 335-1376

Attendance Office: 335-1370

Athletic Office: 335-1372

Athletic Office FAX: 335-0189

Transportation: 336-3571

Board Office: 336-3571

**Wadsworth High School hours of operation: 7:00 a.m. to 3:30 p.m.**

**STUDENT HANDBOOK RATIONALE**

**The Wadsworth High School Student Handbook has been designed to meet the needs of all students in grades 9-12 who are enrolled in classes at Wadsworth High School, through our Four Cities Compact, or the College Credit Plus Program. Since all young men and women who attend this institution are considered students, they are all subject to the rules and regulations found in these pages regardless of age. The student handbook, its rules and regulations, applies to all Wadsworth City Schools' property, and vicinity, employees, employees' property, and all school related activities, both home and away. If an offense in this code occurs when school is not in session, or just before school (example: summer or vacations), the action or penalty will begin when school resumes if permissible.**

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

**WADSWORTH HIGH SCHOOL WEB PAGE**

<https://www.wadsworth.k12.oh.us>

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

Please also refer to the Wadsworth City Schools web page for the following information that supports this student handbook:

Wadsworth City Schools' Board of Education

Policies and Guidelines: <http://www.neola.com/wadsworth-oh>

## SCHOOL CALENDAR, 2020-2021

|                          |  |
|--------------------------|--|
| August 31                | First Day of School, 1-12, last name A-L   |
| September 1              | First Day of School, 1-12, last name M-Z   |
| September 2              | First Day of School, 1-12 all students     |
| September 3              | WMS / WHS 2-Hr. Delayed Start              |
| September 7              | No School – Labor Day                      |
| September 25             | No School – Professional Development       |
| October 1                | WMS/WHs 2-Hr. Delayed Start                |
| October 16               | No School                                  |
| October 23               | End of First Quarter                       |
| November 5               | WMS/WHs 2-Hr. Delayed Start                |
| November 5               | Parent Conferences                         |
| November 13              | No School – Professional Development       |
| November 26- November 30 | Thanksgiving Break – No School             |
| December 3               | WMS/WHs 2-Hr. Delayed Start                |
| December 22- January 3   | No School – Winter Break                   |
| January 7                | WMS/WHs 2-Hr. Delayed Start                |
| January 14               | End of Second Nine Weeks, First Semester   |
| January 15               | No School – Professional Development       |
| January 18               | No School – Martin Luther King Jr. Day     |
| February 4               | WMS/WHs 2-Hr. Delayed Start                |
| February 15              | No School – President’s Day                |
| March 4                  | WMS/WHs 2-Hr. Delayed Start                |
| March 19                 | End of Third Quarter                       |
| April 1                  | WMS/WHs 2-Hr. Delayed Start                |
| April 2                  | No School (Good Friday)                    |
| April 5-9                | No School – Spring Break                   |
| May 6                    | WMS/WHs 2-Hr. Delayed Start                |
| May 28                   | Baccalaureate                              |
| May 30                   | Commencement                               |
| June 3                   | Student’s Last Day & End of Fourth Quarter |
| June 4                   | Teacher Work Day                           |

| <b>Nine Week Grading Periods</b> | <b>Student Days in Session</b> | <b>Interim Report</b> |
|----------------------------------|--------------------------------|-----------------------|
| August 31 – October 23           | 37                             | September 25          |
| October 26 – January 14          | 46                             | November 20           |
| January 19 – March 19            | 43                             | February 12           |
| March 22 – June 3                | 46                             | April 30              |

\*\*Report cards are issued electronically, but can be printed upon request by parents or guardians.\*\*

## ALMA MATER

To you, Alma Mater,  
We always will remain so true.

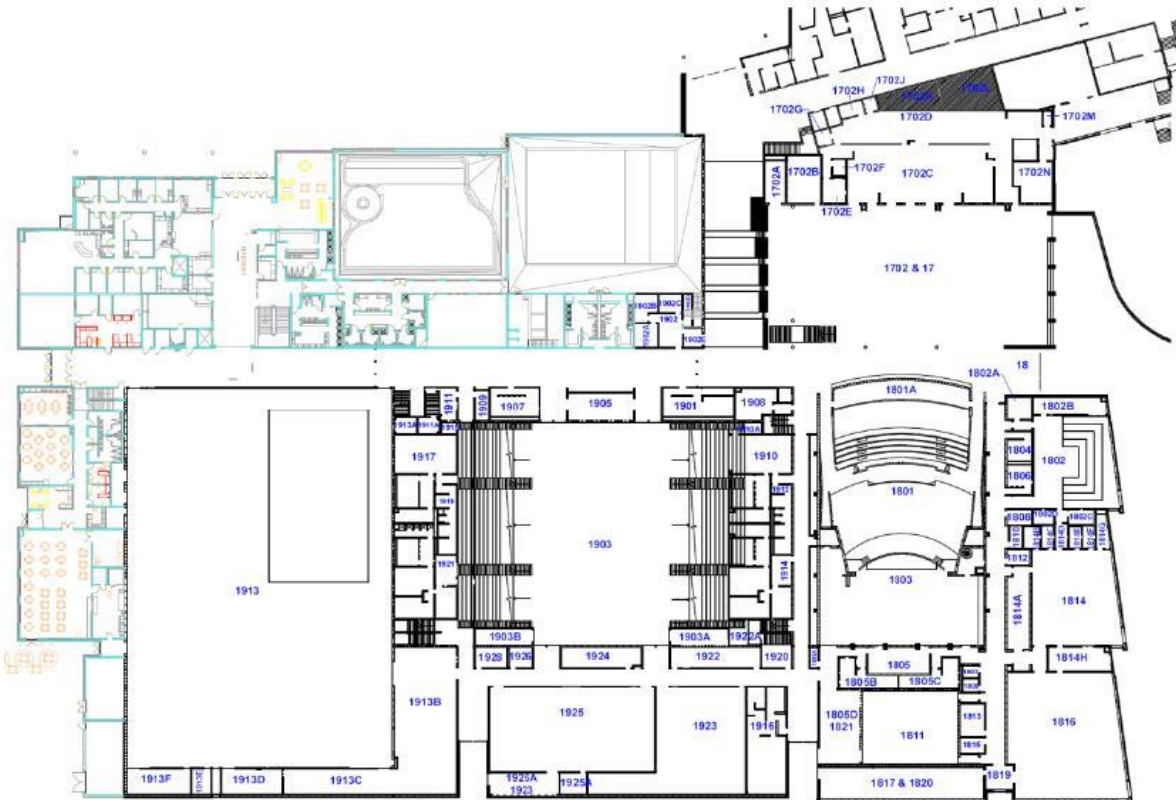
Our hearts and our loyalty  
Will ever be in thought of you.

To you we owe our happiness  
And all of our success.

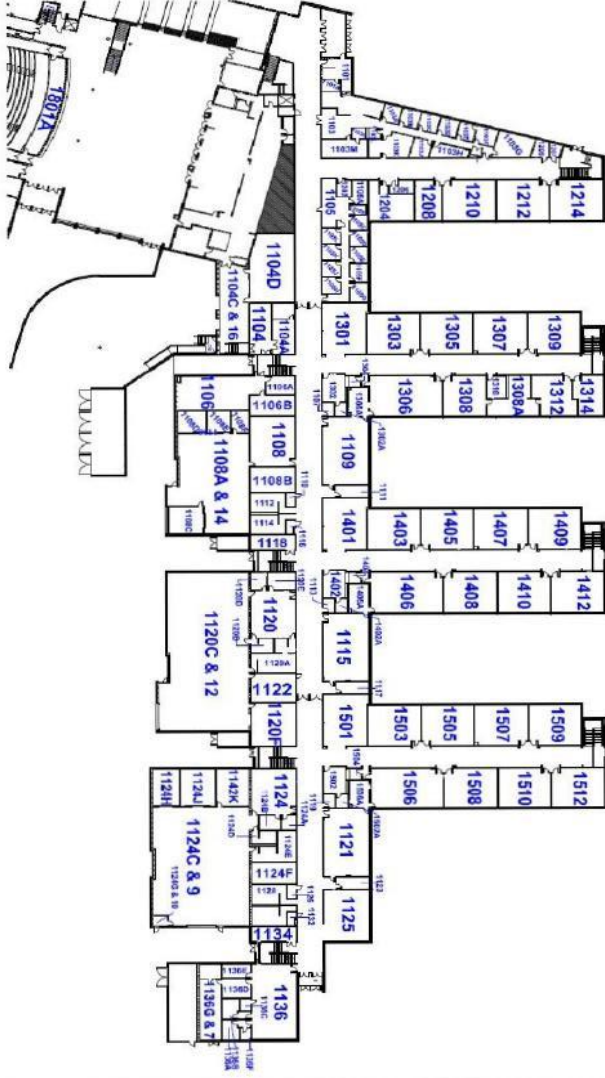
Forever will your banner be our pride  
Success to you, dear Wadsworth High.



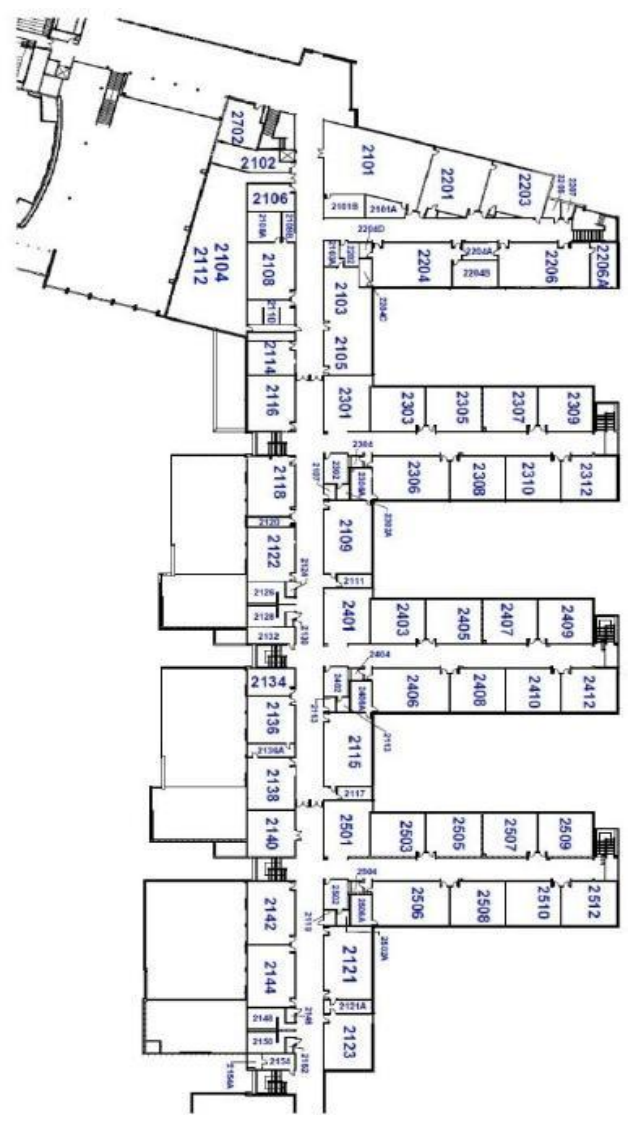
### WHS Fine Arts/Music, Gym/Field House, Athletics



# WADSWORTH HIGH SCHOOL First Floor



# WADSWORTH HIGH SCHOOL Second Floor



## BELL SCHEDULES

Regular Bell Schedule

| Period | Four Lunches         | Minutes |
|--------|----------------------|---------|
| 1      | <b>7:35 - 8:20</b>   | 45      |
| 2      | <b>8:24 - 9:09</b>   | 45      |
| 3      | <b>9:13 - 9:58</b>   | 45      |
| 4      | <b>10:02 - 10:47</b> | 45      |
| 5A     | <b>10:51 - 11:18</b> | 27      |
| 5B     | <b>11:23 - 11:50</b> | 27      |
| 5C     | <b>11:55 - 12:22</b> | 27      |
| 5D     | <b>12:27 - 12:55</b> | 27      |
| 6      | <b>1:00 - 1:45</b>   | 45      |
| 7      | <b>1:49 - 2:34</b>   | 45      |

2 Hour Delay Schedule

| Period | Four Lunches        | Minutes |
|--------|---------------------|---------|
| 1      | <b>9:35 – 10:02</b> | 27      |
| 2      | <b>10:06-10:32</b>  | 26      |
| 3      | <b>10:36-11:02</b>  | 26      |
| 4      | <b>11:06-11:32</b>  | 26      |
| 5A     | <b>11:36-12:01</b>  | 25      |
| 5B     | <b>12:05-12:30</b>  | 25      |
| 5C     | <b>12:34-12:59</b>  | 25      |
| 5D     | <b>12:34-12:59</b>  | 25      |
| 6      | <b>1:34-2:02</b>    | 28      |
| 7      | <b>2:06-2:34</b>    | 28      |

## LOCKER LOCATIONS

| <b>First Floor</b> |              | <b>Second Floor</b> |              |
|--------------------|--------------|---------------------|--------------|
| 1000 to 1092       | 1200 Hallway | 2000 to 2099        | 2200 Hallway |
| 1100 to 1325       | 1300 Hallway | 2100 to 2331        | 2300 Hallway |
| 1400 to 1631       | 1400 Hallway | 2400 to 2631        | 2400 Hallway |
| 1700 to 1931       | 1500 Hallway | 2700 to 2931        | 2500 Hallway |

## A.L.I.C.E. Safety Procedures

**A- Alert:** Admin will make an announcement to **ALERT** students about situation.

- Listen to instructions from the PA system and teachers.
- Knowing what is going on and being able to keep a level head will increase chances of survival.
- Do not panic, you only need to focus on staying safe for around five minutes before help to arrive.

**L- Lockdown:** If leaving is not safe or possible you must **LOCKDOWN**.

- If the threat is too close to evacuate, barricade the doors and windows.
- Turn off the lights.
- Remain both calm and quiet.

**I- Inform:** Staff will continue to **INFORM** students about the situation.

- As the situation evolves you will be informed via the PA system.
- Continue to make decisions as more information becomes available.

**C- Counter:** If your room is invaded, **COUNTER** and distract the attacker.

- If your room is invaded and you cannot escape throw items at the attacker.
- Stay low to avoid line of fire.
- A moving target is harder to hit.
- Remember countering an attacker should only be a last resort.

**E- Evacuate:** **EVACUATE** the building as soon as SAFE as POSSIBLE.

- Do not push or shove others. We are all in this together.
- If one exit is too crowded to evacuate find or create another one.
- Go to the predetermined rally point, if it is safe. If not, go to another safe spot.

**Remember:** it only takes 3-5 minutes for help to arrive! When law enforcement arrives it is better to show, not tell, you are not part of the threat. Put your hands in the air, fingers spread.

## QUICK REFERENCE GUIDE

|  |                         |
|--|-------------------------|
| Accident/Emergency Situations          | Teacher, Administrator  |
| Activities Account                     | Mr. Berlin              |
| Activities Assessment                  | Athletic Office         |
| Athletic Program                       | Mr. Musgrave            |
| Attendance Officer                     | Mr. Kresowaty           |
| Awards Policy                          | Mr. Moore               |
| Career Tech Information                | School Counselor        |
| Class Change Request                   | School Counselor        |
| Co-Curricular Activities               | Mr. Berlin              |
| College Applications                   | School Counselor        |
| College Day Procedures                 | Attendance Office       |
| Community Agency Referrals             | School Counselor Office |
| Credits/Transcripts                    | School Counselor        |
| Discipline                             | Mr. Berlin/Mr. Sieber   |
| Early Release Pass (Compact Students)  | School Counselor Office |
| Educational Planning for Students      | School Counselor        |
| Entry or Withdrawal of Students        | Administrator           |
| Extracurricular Program                | Mr. Berlin              |
| Field Trips                            | Mr. Berlin              |
| Flyers/Signs                           | Mr. Moore               |
| Food Service                           | Mrs. Gnap               |
| Fund Raising                           | Mr. Berlin              |
| Grade Changes                          | Classroom Teachers      |
| Home Instruction                       | School Counselor        |
| Homeroom Assignments                   | School Counselor        |
| Injuries/Medical                       | Teacher, Administrator  |
| Locker Assignment / Maintenance        | Guidance Office         |
| Locker Policy                          | Mr. Sieber              |
| Lost and Found                         | Main Office             |
| Parking Permit                         | Mr. Sieber              |
| Policy Clarification                   | Administrator           |
| Psychological Referrals                | School Counselor        |
| Receipt & Disbursement of Monies       | Activity Advisor        |
| Records                                | School Counselor        |
| Scheduling Events & Use of Building    | Mr. Berlin              |
| Scheduling Students                    | School Counselor        |
| School Counselor Programs and Policies | School Counselor        |
| Stolen Materials & Theft Report        | Administrator           |
| Student Council                        | Mr. Schoonover          |
| Summer School                          | Mr. Berlin              |
| Traffic Control                        | Security                |
| Tutors                                 | School Counselor        |
| Vacation Requests                      | Mr. Moore               |
| Work Permits                           | Main Office             |



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## **SECTION I - ATTENDANCE**

**(BOE Policy 5200)**

### **REPORTING ABSENCES FROM SCHOOL ATTENDANCE OFFICE PHONE NUMBER**

**(330) 335-1370**

**PARENT MUST CALL TO REPORT STUDENT ABSENCE BEFORE 9:30 a.m.**

**MR. KIRK KRESOWATY, ATTENDANCE OFFICER  
MRS. KANDI WALLET, ATTENDANCE CLERK**

### **ATTENDANCE POLICIES/PROCEDURE**

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

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

#### **REQUIREMENTS**

Regular attendance by all students of the Wadsworth City School District is very important. There is a direct correlation between attendance at school, and performance; therefore, it is imperative that a student be in attendance at school. All students will be urged to make doctor appointments, do personal errands, etc., outside of school hours.

Sound attendance patterns are essential; therefore, students will be expected to be on time and to attend every day unless given an excused absence for a legitimate reason. During the school year letters of attendance will be sent out in the event a student has missed 38 hours in a month, or 65 hours of instruction for a year. In addition, letters will be sent to students who have been truant from school (absent without any notification) for 30 or more consecutive hours in a week, 42 hours or more hours in a month, of 72 or more hours in a year. The attendance office and administration will work with parents when appropriate to establish meetings to address attendance issues; and when necessary will employ the building's Absence Intervention Team (AIT) to assist students and parents dealing with attendance issues. When parents are aware of special problems concerning their child that are of a continuing nature and are related to patterns of absence, we encourage the parents to inform the high school attendance officer.

Emancipated **eighteen-year-old** students have special privileges to sign in and out of school. The attendance officer and an administrator must approve these students. All regular school rules must be followed.

## **ABSENCES**

### **EXCUSED**

Absence from school may at times be necessary. Below are acceptable reasons to be excused for missing school as prescribed by statues of the State of Ohio and the Wadsworth City Schools.

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

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

### **UNEXCUSED**

The absence will be recorded as unexcused or truant. Each case will be considered on its merits by the principal and the respective teacher(s).

Unexcused absences may include, but not limited to the following:

1. Oversleeping
2. Car trouble
3. Missing the bus
4. Vacation with a parent or guardian without prior notice and approval from administration.
5. Missing class because of Dress Code violation
6. Failure to follow procedures for college visitation days
7. Other absences not listed as excused

When a student's absence(s) from school becomes chronic, a student may be referred to the building Attendance Intervention Team for disciplinary actions may be taken by the school system.

Discipline may include court referral as the parent has a legal obligation to see that the child attends school.

### **ATTENDANCE (ELIGIBILITY)**

To be eligible for extracurricular activities, students need to be present for four full class periods. Basically, this means that students must attend classes until 10:47 a.m. or be in attendance at the high school by 10:02 a.m. for the rest of the day.

### **CALLING OFF FROM SCHOOL**

Whenever a child is going to be absent, the parents should notify the Attendance Office sometime between **7 a.m. and 9:30 a.m.** each day of the absence so that the reason for absence will be known. The number is **(330) 335-1370 or (330) 335-1371**. The attendance office routinely calls parents/guardians to verify absence(s). The call is only to ensure the location and safety of the student. Without parent contact, a student will be presumed to be unexcused absent from school, and deemed truant if the school receives no notification. If a parent or guardian does not report the absence of a student, and information is not provided regarding a student's absence, it could become a truancy. If it is absolutely impossible for the parent/guardian to call the school, the student will be required to bring a note to school after each absence explaining the reason for the absence or tardiness. When students reach age 18, they are **not permitted** to call themselves off and are **not permitted** to write their own notes.

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

Students are expected to attend classes daily. Teacher passes to go to another classroom, library, or study hall are valid for only ONE (1) period. Failure to report to designated area will count as a truancy. Skipping Class may result in disciplinary action by the administration. Progressive discipline will be used in the event a student does not change their behavior.

### **COLLEGE VISITATION PROCEDURE**

Prior to visiting a college, a student must pick up a college visitation form from the Attendance Office. The form should then be completed and returned to the Attendance Office at least two (2) school days prior to the scheduled visit. This form must be signed by both parent and counselor in order for the student to receive their exemptions. **Permission for college visitations during the month of May, may be granted by the high school principal.**

### **EARLY DISMISSAL FROM SCHOOL**

Any student who must leave school early (before 2:34 p.m.) for appointments must bring a written request signed by parent or guardian to the Attendance Office prior to the start of school, on the day you wish to have early dismissal. This request should state the reason, time of desired dismissal, tentative time of return, and phone number where the parent may be reached. Upon

returning to school, the student must present a verification form that has been filled out and returned to the Attendance Office.

## **EARLY RELEASE**

All early release privileges must be approved by the administration. Any student who receives the early release privilege must have transportation home and **MUST LEAVE SCHOOL PROPERTY AT THE DESIGNATED TIME**, unless approved by an administrator. A student who obtains the early release **MAY NOT COME BACK** to school to ride the bus. Any student who does not follow these guidelines may lose the privilege.

Once in school, students are encouraged to complete the day. **Students must be in attendance four full periods to be eligible for competition.** When you return to school after an absence, follow this procedure:

1. Reported absence – parent contact is made – go directly to class
2. Unreported absence (no call)
  - a. Take note to attendance office on the day you return to school between 7:25 to 7:35 a.m. to pick up an admittance slip.
  - b. You must have a note within 2 days of return to school. Any student returning to school without a verification of his/her absence will be called to the attendance office. Should a student's absence be classified as truant, that student maybe subject to the Absence Intervention Team, and possible intervention action, as well as discipline from the administration.

## **LEAVING THE BUILDING**

Wadsworth High School is a “closed campus.” Students entering the building prior to 7:35 may do so through the main entrance door (Door 1) and the bus entry door at the end of the 1100 hallway (Door 6). Students leaving the campus prior to 2:34 must exit through the attendance office and the main entrance door (Door 1). Students having valid reasons to be excused during school hours must bring a note from a parent or guardian to the attendance office before the start of school.

The request must include the following information:

1. Student name and grade
2. Reason for request to be excused
3. Dismissal times and time of return (if applicable)
4. Parent's or guardian's signature and telephone numbers

(Following approval to leave during school hours, a high school student will be issued an exit pass. This pass permits a student to leave class and the building at the time specified. During school hours all students leaving WHS must have a pass.)

**When you return to the building, you must check in at the Attendance Office and receive an admit slip. You may not leave the building for any reason without permission from the Attendance Office or an Administrator.** Again, all students must exit and enter the building

during the school day (7:35 to 2:34) through the main entrance (Door 1). Any student leaving the building without this permission will be considered truant. Excuses received after a student has left the building will not be accepted.

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

1. For absences (both excused and unexcused), it is the responsibility of each student with either absence upon their return to school to immediately make arrangements with his/her teacher(s) to make up the work, and assignments that have been missed. The length of time for completion of make-up work shall be commensurate with the length of the absence.
2. A student will be given one day to make up work for each day missed. Scheduling of make-up work is at the teacher's discretion. If the work is not made up, zeros can be given. Whenever students are not required to make up work for excused or unexcused absences they are NOT GIVEN ZEROS or other penalties for the missed work. The grades computed for the nine weeks can only reflect the work completed.
3. Please contact the School Counselor office (on the third day of absence) with any questions or concerns regarding make-up work or homework policy for prolonged absences of five (5) days or more. School Counselors will request assignments from teachers and teachers will have twenty-four (24) hours to respond.

## **PERFECT ATTENDANCE**

Students who have perfect attendance for all four years of high school will receive an award on Student Recognition Day. Perfect attendance will be awarded to those students who have no recorded absences and/or tardies. This includes absences of any length of time, and those absences/tardies that are excused and/or unexcused.

## **TARDINESS TO CLASS**

Recommended Progressive Discipline Procedure for Tardiness to Class:

- |           |  |
|-----------|--|
| 1st Tardy | Warning  |
| 2nd Tardy | Warning  |
| 3rd Tardy | Teacher assigned detention (20 minutes). Teacher contact with parent/guardian by phone |
| 4th Tardy | Office referral – 30 minute detention  |
| 5th Tardy | Office referral –Saturday Detention  |
| 6th Tardy | In School Detention (1-3 days)   |

Beyond six (6) tardies the administration will consider additional consequences, which may include Out-of-School Suspension and/or loss of credit for class or classes affected by tardiness.

## TARDINESS TO SCHOOL

The Attendance Office will keep a record of each student's tardiness to school. The school will take action for all unexcused tardies (see below). Students who are tardy three (3) or more times in a school year may be subject to disciplinary action that may range from a warning to out of school suspension and the possibility of recommendation for expulsion.

Students who are late to school will not be counted as tardy if they were appearing at court, or had a doctor or dental appointment that could not be scheduled outside of school hours. **HOWEVER**, a statement from the court, doctor's or dentist's office is required when the student returns to school. **Students may lose their driving privileges and have their permit revoked when tardies become excessive. This includes issues that involve tardies due to car trouble or for abusing their driving privilege.**

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

### Penalties –Late to school tardies

|                        |   |
|------------------------|---|
| 1st Tardy              | Warning   |
| 2nd Tardy              | Warning   |
| 3rd Tardy              | Thursday Detention, After school, detention for one hour.   |
| 4th Tardy              | Warning toward 5 <sup>th</sup> tardy, recorded.<br>(Parent/Guardian is called by Attendance Officer)  |
| 5th Tardy              | Saturday School Detention for 1 hour.<br>(Parent/Guardian is called by Attendance Officer).   |
| 6th Tardy              | Saturday School Detention for 2 hours.<br>(Parent/Guardian is called by Administrator).   |
| 7 <sup>th</sup> Tardy  | In School Detention, Multiple Saturday Detention, Loss of Driving Privileges (1-3 weeks) if student drives to school.   |
| 8th Tardy              | 2 Days In School Detention, Multiple Saturday Detentions, or Loss of Driving Privileges (till end of semester, minimum of 6 weeks) if student drives to school. |
| 9th Tardy              | 3 Days In School Detention, Multiple Saturday Detentions, Loss of Driving Privileges for the school year if the student drives to school.                       |
| 10 <sup>th</sup> Tardy | Out-of-School Suspension with a possible Court Referral.  |



## **TRUANCY**

Truancy will not be tolerated by the Wadsworth City School District. When a student is absent from school without a legitimate excuse or notification by parent / guardian, it constitutes truancy. A student with this type of absence will receive appropriate school (disciplinary) action in accordance with the student code of conduct. The parent has a legal obligation to see that the child attends school. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent.

### TRUANCY (RECOMMENDED DISCIPLINARY PROCEDURE)

|                         |   |
|-------------------------|---|
| 1st Truancy             | 2 Hour Thursday Detention (1) day.  |
| 2nd Truancy             | Saturday School Detention, (1) day.   |
| 3 <sup>rd</sup> Truancy | Saturday School (2 days) / In School Detention (2) days and meeting with parent / guardian. Referral to Attendance Intervention Team. |
| 4th Truancy             | Saturday School (3 days) / In-School Detention, 3 days, meeting with parent/ guardian, Attendance Intervention Team.                  |

If excessive truancy continues to exist, students may be referred to the Medina Juvenile Judge (or designee).

Discipline may include court referral as the parent has a legal obligation to see that the child attends school.

## **VACATION**

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester and End of Course Testing Weeks). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, s/he will be considered an unexcused absent from school. The student may be given approximate assignments and materials and pages to be completed. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

In order for the vacation to be excused prior to the vacation, parents / guardians must notify the building administration before leaving on vacation to receive approval.

### **CAREER TECH STUDENTS**

All vocational students who attend compact schools must either ride the bus or complete the driving permission form signed by their parent/guardian. Students who do not have a signed driving permission form must ride the Compact Bus. All students must sign an attendance roster daily upon arrival. When the home school and the compact schools are on different schedules due to varying vacation periods, the vocational students will be expected to attend all classes that are in session.

Wadsworth students who attend classes at Wadsworth High School as well as classes at other compact schools must follow the attendance procedures of both schools.

## **SECTION II – DISCIPLINE**

### **STUDENT CONDUCT**

Good conduct is based on the respect and consideration of the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students of the Wadsworth City School District will conform to school regulations and accept directions from authorized school personnel. A student who fails to comply with established school rules, or with any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations.

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

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

## **DRESS CODE/STUDENT APPEARANCE**

All teachers will assist in enforcing the Minimum Standards of Dress as adopted by the Board of Education Policies and Administrative Guidelines. Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle, which is considered contrary to good hygiene, or which is destructive or disruptive in appearance and/or detrimental to the routine operation of the school, will not be permitted.

Clothing that is severely torn, shredded, or frayed, may not be permitted during the regular school day. Pants that are worn below the waist (low hanging). See-through or mesh garments, pajama pants, tube tops, tank tops, hats, sun glasses, slippers, outer coats, bandannas/head coverings worn by male or female students, gang apparel, or other similar items of clothing are not permitted. Shirts promoting alcoholic beverages or tobacco products or drugs; and those with obscene or sexually explicit or other offensive printing on them will not be permitted. Cut off sleeves are not permitted. Shorts must easily reach mid-thigh length. Midriff must be covered at all times. Shirts/blouses/tops must be long enough that they can be tucked in at the waist. Skirts must be mid-thigh length or longer and must meet other conventional standards of dress. Pants with holes that are above mid-thigh length, or are tight fitting will not be allowed. Lastly, shoes must be worn throughout the day. Face painting is not permitted during the school day.

At WHS, we take a great deal of pride in allowing our students to make personal choices on what they wear, but we do have some items that we continue to ask our students to address when selecting from their wardrobe for school.

Our point of emphasis is not to ban any item in particular, but to make sure that our young ladies and men consider modesty, reduce distractions to our educational environment, and maintain our expectation for school dress code. ***Final determination of appropriate school attire rests with the school administration.***

## **SPECIAL ITEMS OF ATTENTION**

**Hats or other head coverings** are to be removed by the 7:35 tardy bell. Hats and head coverings should be left in the student's locker, or shop area if deemed necessary for their class. Failure to comply will result in hats being confiscated. Any form of **body piercing** which is contrary to good hygiene or which is destructive or disruptive in appearance and is detrimental to one's health or the operation of the school will not be permitted.

Dress Code rules may be temporarily suspended for special events (fad day, field day, parties, etc.) when approved by the Administration. Disciplinary action may result if the above standards are not followed. Dress Code violations will get immediate attention. The student's parents will be notified and the student sent home to correct the infraction, if the parent cannot bring a change of clothing to school. The time missed will be unexcused. Students may be sent immediately to In-School Detention if parents cannot be reached. It is realized that the effectiveness of the minimum standards of dress can only be achieved through joint cooperation from students, faculty, administration, and parents.

## **PROTECTIVE CLOTHING**

In the best interest of our students, safety standards and procedures will be closely adhered to. Students will be required to wear the appropriate protective devices, i.e., including safety glasses, lab aprons, safety shoes, or hard hats.

Some programs will require that you wear protective clothing appropriate to those areas while in the laboratory or shop. This may take the form of uniforms in some areas and/or protective shoes in other areas. All technical and industrial shops require leather shoes to be worn at all times while in the laboratory. You are expected to follow all safety procedures your instructor and the school may require.

## **STUDENT CODE OF DISCIPLINE**

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

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

## **PROGRESSIVE DISCIPLINARY CONSEQUENCES**

**TEACHER DEMERITS:** Students may be assigned a demerit by a teacher for violations of the Wadsworth High School Code of Conduct. Consequences will be given based upon the following:

| <b><u>Number of Demerit:</u></b> | <b><u>Disciplinary Consequence:</u></b>   |
|----------------------------------|---|
| 3, 4 or 5                        | Half hour detention                       |
| 6, 7 or 8                        | One (1) hour detention                    |
| 9 or 10                          | Two (2) hour detention                    |
| 11 and beyond                    | Saturday detention or in-school detention |

Demerits are cumulative throughout the school year. The detentions issued for demerits are served in the manner described below, under the headings “Half Hour/One Hour/Two Hour Detention, In-School Detention and Saturday Detention.”

**TEACHER DETENTION:** Students may be assigned detention by a teacher. The length, time and place of the detention will be at the discretion of the teacher. ***Twenty-four (24) hour notice will be given.*** Students are responsible to arrange their own way home.

**MORNING DETENTIONS:** Students assigned morning detentions will serve in a designated area from 7:00 to 7:30 AM. Students will be given a 24-hour notice to provide their own transportation.

**LUNCH DETENTION:** Students may be assigned a detention for misbehavior in study halls, being tardy to school, or for other minor disciplinary infractions. This detention is served in the In-School Detention room during the student’s lunch period. Students may receive 24 hour notice and will eat a sack lunch. Students may purchase a sack lunch or pack their own.

**HALF HOUR/ ONE HOUR / TWO HOUR DETENTION:** Students may be assigned a detention for misbehavior in study halls, being tardy to school, or for other minor disciplinary infractions. This detention is served after school. Students are responsible to arrange their own way home.

**IN-SCHOOL DETENTION:** is defined as a removal of the student, for a period of at least one (1), but not more than ten (10) consecutive days, from his/her regularly scheduled classes. Before a student is placed on in-school detention, the student shall be given written notice of the intention to impose in-school detention and the reasons for the intended in-school detention. The In-School Detention may be extended to 4:30 PM based on performance while serving the in-school detention and/or failure to accept discipline.

### **SATURDAY DETENTION:**

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

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

**Failure to attend scheduled detentions will result in a Thursday Discipline, In-School Detention or Out-Of-School Suspension. Students are required to bring study materials with which to work quietly.**

### **CODE OF STUDENT SUSPENSIONS, EXPULSION AND REMOVAL**

#### **Board Policy 5610 - REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out- of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled Students.")

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")

- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

The Superintendent may develop a list of appropriate alternative consequences, and set forth such list in the applicable guidelines.

In the event, the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such course of action, however, shall not include requiring the student to serve the remaining time of the suspension at the beginning of the following year.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

Students are permitted to make up all work missed during a suspension for full credit.

- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights".

**1. Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other



property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

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

A knife capable of causing serious bodily injury is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one(1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the
- b. misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- c. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife capable of causing serious bodily injury and/or

- d. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

## 2. **Violent Conduct**

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult;

and

- b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- c. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

Or

- d. Other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

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

### 3. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

Or

- b. Other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

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

- D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

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

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

## **SEARCHES**

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

## **TIMES AND PLACES APPLICABLE**

Unless otherwise noted in the individual section, this code shall be applicable to any conduct: on school grounds or property adjacent to school grounds; during, before and after school hours, on school grounds at any other time when the school or the school grounds are being used by a school-related group; off school grounds at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school. The rules and standards also apply to conduct off school premises which is connected to activities or incidents that have occurred on school property. The rules and standards also apply to any misconduct, regardless of where it occurs, that is directed at a District employee or official or the property of such employee or official.

## **SUBSTANTIVE PROVISIONS**

Misconduct for which suspension/expulsion may be imposed:

- A. Tobacco: students shall not possess, use, transmit, conceal or sell cigarettes or tobacco. State law prohibits students from smoking in any school building. This includes possession or the use of matches and/or lighters. No warning will be given for smoking violations. A student is considered smoking when seen with a cigarette, leaving a discarded one or any other evidence indicating smoking.
- B. Dress and Appearance: Students shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not distract from the educational environment.
- C. Truancy, Tardiness or Class Cutting: Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent. A student is considered tardy to first period if s/he is not in his/her assigned seat when the late bell rings.
- D. Profane, Vulgar or Improper Language or Gestures: Students shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language, or use profane, vulgar or other improper inappropriate gestures or signs or engage or attempt to engage in profane, vulgar or other improper or inappropriate actions. Student attire containing profanity or obscenity is prohibited.
- E. Insubordination (also referred to as Failure to Comply with Directives): This is defined as failing to follow the directives of school personnel or otherwise acting in defiance of

school authority. Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers or other appropriate school personnel.

- F. Failure to Accept Discipline or Punishment: Students shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals or other appropriate school personnel.
- G. Harassment, Hazing and/or Sexual Harassment: Students shall not threaten, act or participate in or attempt to threaten, act or participate in an act or acts that injures, degrades, disgraces or tends to injure, degrade or disgrace any student. This includes any unwanted sexual advances which may be verbal, visual or physical contact.
- H. Violations of School Bus Conduct Requirement: Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain seated, throwing objects as passengers, the driver or out of the window, extending arms or objects out of the window, shouting and other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention.
- I. Disrespect: Students shall not act so as to intimidate, insult or otherwise abuse, orally or in writing, any member of the school staff or student body.
- J. Disruption of School: Students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:
  - 1. occupying any school building, school grounds or part thereof;
  - 2. blocking the entrance or exit of a school building or corridor or room therein;
  - 3. setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property;
  - 4. making, by telephone call, letter or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds. Any bomb threat to a school building, or to any premises at which a school activity is occurring will subject the offender to a one-year (1) expulsion;

5. activating or attempting to activate an emergency alarm system in the absence of an emergency;
  6. preventing or attempting to prevent by physical act or verbal utterance the convening or continuing function of any school, class or activity or any lawful meeting or assembly on or off the school property;
  7. preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
  8. except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored activity or event; or
  9. continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extracurricular activity.
- K. **Damage, Destruction, Theft or Unauthorized Removal of School Property:** Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate or attempt to participate in the unauthorized removal of school property.
- L. **Damage, Destruction, Theft, or Unauthorized Removal of Private Property:** Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property or engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property.
- M. **Physical or Verbal Assault on or Abusive Language Toward a School Employee, Authorized Visitor or Another Student:** Intentionally or recklessly causing or threatening physical or emotional harm to another student or behaving in such a manner as to present an imminent risk of such harm. Students shall not use vulgar, profane or abusive gesture toward any school employee, authorized school visitor or another student, not cause or attempt to cause physical injury, or behave in such a way as could threaten to cause physical injury to a school employee, authorized school visitor or another student.
- N. **Weapons, Dangerous Instruments, Fireworks and Explosives:** Students shall not violate this District's policy against dangerous weapons in school Policy 5772. Students shall not use, possess, handle, transmit, sell, conceal or barter for, or bring upon school grounds, to a school activity or on to a school vehicle any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Items that have the appearance of a weapon or dangerous instrument are also prohibited.

Students shall not possess, handle, transmit, conceal, sell or barter for, or bring upon school grounds, to a school activity or on to a school vehicle any fireworks, explosives, inflammables, munitions or other objects that could cause physical harm or property damage. Students shall not ignite, explode, detonate or attempt to ignite, explode or detonate fireworks, explosions, munitions, inflammables or other objects that could cause physical harm or property damage.

Violations of this section of the Student Code of Conduct may be subject to a one-year (1) or more expulsion as detailed in policy 5772. Violations of this section will also result in notification to the registrar of motor vehicles and the county juvenile judge.

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

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

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

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

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



P. Trespass:

1. Students shall not enter upon school grounds or premises of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate.
2. Students already under suspension, expulsion or emergency removal shall not enter upon grounds or premises of the students regularly assigned or other school buildings without the express permission of the principal.

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

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

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

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

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

- U. Public Display of Affection or Sexual Acts: Students shall not engage in kissing, embracing or any sexual acts or displays not appropriate to the educational environment.
- V. Repeated Violations: Students who repeatedly engage in acts which violate this code shall be subject to more severe punishment, including suspension or expulsion, for subsequent violations. The District shall be entitled to maintain records of each student's misconduct and consider such records in arriving at the type and severity of punishment to be imposed for a violation of this code.
- W. Violation of Rules: Students shall not violate the policies of the Board, school rules, classroom rules or regulations. Such policies and rules and regulations will be posted in a conspicuous place. Students are responsible for becoming familiar with those items.
- X. Personal Communication Devices: Students are not permitted to use personal communication devices in a manner contrary to Wadsworth City School District Policy 5136: Personal Communication Devices. Personal communication devices include: computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.
- Y. Aiding and Abetting: Aiding and abetting any violation of this Student Code of Conduct will result in disciplinary action.
- Z. Failure to Provide Evidence/Providing False Information/Lying: Students are expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation of the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. Students shall not give or assist in giving false or fictitious accounts to any school official, policy official, fire official or any other person acting in an official or lawful capacity.
- AA. Violating Acceptable Use Policy: Students shall not use school-owned computers in a manner that violates the school's Acceptable Use Policy.
- BB. Violation of Student Publications Policy: Students shall not violate the Student Publications Policy, Policy 5722, with respect to content of student and nonstudent publications and requirements before distributing such publications.
- CC. Other Misconduct: Any misconduct which is contrary to the school's educational mission is prohibited.

## **Additional Disciplinary Concerns**

**THE STUDENT CONDUCT CODE IS ALSO POSTED IN THE COMMONS. IT IS THE STUDENT'S/PARENT'S RESPONSIBILITY TO BE FAMILIAR WITH THE ENTIRE CODE.**

### **BULLYING AND AGGRESSIVE BEHAVIOR GUIDELINE**

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

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

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Any student who believes s/he is a victim of aggressive behavior should immediately report the situation to the building principal, assistant principal or the Superintendent. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees and other appropriate consequences for third party violators.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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

### **HARASSMENT/HAZING/SEXUAL HARASSMENT**

The rights of all students are best served in a school that is well organized, safe, and maintains a positive climate for learning. When inappropriate student behavior disrupts effective learning conditions, students may be denied participation in the educational system for varying periods of time.

Students also have the right to communicate grievances without threat to grades, course credits, college recommendations or other aspects of scholastic life.

Clearly stated rules and regulations ensure that all students know what is expected of them. The following Code of conduct is designed to make students and parents aware of the rules and regulations and the consequences of failure to obey. Please inform your teacher, counselor, or any administrator immediately if you feel your rights have been violated.

## SECTION III – ACADEMIC

### ACADEMIC INTEGRITY

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

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

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

Wadsworth 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.

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.*

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

**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.

**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.

**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 Wadsworth High School 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, or removal of item from classroom without permission.
- 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.

**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.

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

Violations may result in lowering of one's grades or disciplinary action. Individual teacher's syllabus explains specific classroom action.

### ***SCHOLASTIC ACHIEVEMENT RECOGNITION***

*Exemplary scholastic achievement is encouraged and recognized at Wadsworth Senior High School. In an effort to achieve this goal, eligible pupils are named to the honor roll each grading period; eligible pupils will be recognized using the Cum Laude, Magna Cum Laude, and Summa Cum Laude honor system.*

### ***HONOR ROLL***

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

### ***ACADEMIC RECOGNITION ASSEMBLY***

*Students are recognized at an awards ceremony for students maintaining a 3.7 average*

for the school year.

### **CALCULATION FOR RECOGNITION**

Honor's Diploma recognition is calculated at the end of the 7<sup>th</sup> semester. Senior graduation honors chords are calculated at the end of the 8<sup>th</sup> semester.

### **HIGH SCHOOL GRADING SYSTEM**

Wadsworth High School's grading system uses a weighted 4.0 scale to calculate grade point averages. An example of the grading system is listed below:

|    |               | <b>College Prep</b> | <b>Honors</b> | <b>A.P.</b> |
|----|---------------|---------------------|---------------|-------------|
| A  | 93-100        | 4.0                 | 4.5           | 5.0         |
| A- | 90-92         | 3.7                 | 4.2           | 4.7         |
| B+ | 87-89         | 3.3                 | 3.8           | 4.3         |
| B  | 83-86         | 3.0                 | 3.5           | 4.0         |
| B- | 80-82         | 2.7                 | 3.2           | 3.7         |
| C+ | 77-79         | 2.3                 | 2.8           | 3.3         |
| C  | 73-76         | 2.0                 | 2.5           | 3.0         |
| C- | 70-72         | 1.7                 | 2.2           | 2.7         |
| D+ | 67-69         | 1.3                 | 1.3           | 1.3         |
| D  | 63-66         | 1.0                 | 1.0           | 1.0         |
| D- | 60-62         | .7                  | .7            | .7          |
| F  | 59 (or below) | 0.0                 | 0.0           | 0.0         |

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

For any course worth a fraction of a credit, take that fraction and multiply it by the grade point value (for example: an "A" in a  $\frac{1}{4}$  credit P.E. course would be worth  $\frac{1}{4} \times 4 = 1$  grade point).

### **EXAM POLICY**

All students in one semester courses will take an exam at the conclusion of the course, regardless if the class is taken the first or second semester.

Students deliberately not taking a final exam will receive an incomplete grade. Incomplete grades, if obligations are not fulfilled, will be converted to an "F."

### **SENIOR EXAM POLICY**

Seniors who achieve a grade of an A (regular class), or a B in an Honors or Advanced Placement Class, in a yearlong class and have not received a discipline, may be excused from their Final Exams. (Seniors may choose to take their Final Exams in order to improve their Final grades)

## **HIGH SCHOOL ACADEMIC ELIGIBILITY**

To be academically eligible for participation in co-/extracurricular activities, a student must maintain a minimum 1.7 GPA, or have passed all scheduled subject areas, the preceding grading period. **Refer to Curriculum Guide which can be found on the School Counseling webpage.**

- A. IEP students must meet this standard in all adjusted coursework or comply with specifications of IEP.
- B. Students who fail a course and do not meet the minimum 1.7 GPA will be ineligible for the next grading period.
- C. Students who receive an incomplete may be ineligible until they meet the academic standard outlined above.
- D. Students will also need to meet academic eligibility requirements as outlined by the Ohio High School Athletic Association (OHSAA). Basically, this requires passing grades (the previous grading period) in a minimum of five one-credit courses or the equivalent, which counts towards graduation. (See examples below).
- E. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
- F. All athletes are expected to attend school at least  $\frac{1}{2}$  day in order to participate in practice sessions or game contests. Exceptions must be approved by an administrator.
- G. It is the student's responsibility to select a course schedule which meets eligibility requirements.
- H. Computer based credit must be approved by the Principal. Students must remain on pace and successfully complete the course in order to maintain eligibility.

To determine credit equivalency, multiply full-year courses by a factor of 1 and semester courses by a factor of 2.

## **NATIONAL HONOR SOCIETY**

National Honor Society is an organization that seeks to honor those students who have exhibited excellence in classroom leadership, service, character, and scholarship. The following criteria have been adopted to enable the faculty council to select new members of National Honor Society.

### **SELECTION PROCEDURES FOR NATIONAL HONOR SOCIETY**

1. A list of all juniors and seniors with at least a 3.5 grade point average is compiled. Only these students listed will be considered for membership.
2. Letters are sent and several announcements are made informing the students of their eligibility and time of an information meeting.
3. Students will get an activity sheet at the information meeting. If a student is interested in becoming nominated, he/she will fill out this sheet listing all of his/her extracurricular activities. If a student does not complete an Activity Sheet, he/she will not be considered for membership.
4. The completed Activity Sheets must be returned to the School Counselor Office or to the National Honor Society advisor. The students are given two weeks to complete the Activity Sheet. Any student failing to turn in a sheet by the given date and time will not be accepted.



5. A list of students is made up from all the Activity Sheets turned in. Each teacher will be given a list in which they must evaluate the student's character. Character ratings and activity sheets are then presented to the faculty council who make final selections for membership.

### **Dismissal Procedures:**

1. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.
2. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.
3. In all cases of impending dismissal, a member shall have a right to a hearing before the NHS faculty selection council.
4. A member who has been dismissed may appeal the decision of the faculty council, under the same rules for disciplinary appeals, as set within the school district. The appeal is with the high school principal.
5. The National Council and the NASSP shall hear no appeals in dismissal cases.

### **NATIONAL TECHNICAL HONOR SOCIETY**

The preliminary search is based upon a GPA of 3.25 average. The GPA is figured by the following; Junior: based on all courses taken in Sophomore year and first semester of Junior year. Senior: based on all courses taken in Junior year and first semester of Senior year. Other qualifications for membership are a desire to study toward your vocational technical career, leadership, skill, responsibility, citizenship, service, honesty and loyalty.

### **INCOMPLETE GRADES**

Incomplete grades must be made up before the end of the first week of the next grading period. An exception may be made if a student is absent in the last week of a grading period. In that case a student may have until the end of the second week of the next grading period. Incomplete grades not made up within this period of time will be recorded as an "F".

## **SECTION IV**

### **SCHOOL COUNSELING DEPARTMENT**

#### **Counselor Assignments (Students' Last Names)**

|      |              |
|------|--------------|
| A-D  | Mrs. Rapp    |
| E-K  | Mrs. Freund  |
| L-Re | Mrs. McInnes |
| Ri-Z | Mrs. Ross    |

Student should work closely with school counselor on schedules, credit checks, testing, college and career planning. We encourage students to talk to counselors about personal and academic concerns and crisis. Counselors assist students through crisis intervention, problem solving, individual counseling, group counseling, classroom guidance, parent/family involvement, and consultation/collaboration with school staff, parents, mental health professionals, and community.

In addition to the preceding services, counseling services include:

- 1) Organization and administration of student-to-student tutoring and standardized testing.
- 2) Holding parent, teacher, and administrator conferences.
- 3) Assisting student in transition from the middle school to high school and from high school to college.
- 4) Assisting student in selecting a high school course of study.
- 5) Planning for the future.

#### **COURSE INFORMATION**

**Refer to Curriculum Guide on the School Counseling** webpage for a complete list of course offerings and descriptions.

#### **GRADUATION-EARLY**

Most students attend high school for four years, but for those students who have earned the required credits in less than four years, the early graduation program is an option. Students should work closely with the counselor to plan their programs. **Refer to Curriculum Guide on the School Counseling webpage. Senior privileges may be granted at the discretion of the building principal.**

## GRADUATION REQUIREMENTS

| Subject    | Credits | Subject            | Credits |
|------------|---------|--------------------|---------|
| English    | 4       | *Math              | 4       |
| **Science  | 3       | ***Social Studies  | 2       |
| Government | 1/2     | Economics          | 1/2     |
| Health     | 1/2     | Physical Education | 1/2     |
| Technology | 1/2     | ****Electives      | 5 1/2   |

\*Credits: 21 Total

10 Community Service Hours (Senior Year)

\* Math must include 1 unit of Algebra II or the equivalent of Algebra II.

\*\*Science units must include 1 unit of biological sciences and 1 unit of physical sciences.

\*\*\*Social Studies units must include 1/2 unit of American History, 1/2 unit of Government and 1/2 units of Economics. For the class of 2021, and beyond, you will have to obtain a 1/2 unit of World History.

\*\*\*\*5 1/2 Elective units must include one or any combination of World Language, +**Fine Arts**, Business, Career-Technical OR English, Math, Science, and Social Studies courses not otherwise required.

+One unit of elective must be a **Fine Art**. (Students following a career-technical pathway may be exempted from Fine Arts Requirement.)

*Students must complete their required credits, along with one of the following paths towards graduation:*

## WHS DIPLOMA REQUIREMENTS – CLASS of 2021 & 2022

See the following website for more details:

<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

| <u>DIPLOMA</u>   | <u>DIPLOMA (cont.)</u> |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |   |
|--|------------------------|----------------|---------|---|-------|---|-----------|---|-------------------|---|------------|---|-----------|---|--------|---|------------------------|---|------------|---|----------------|-----|---|
| <p><b><u>21 Credits</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;"><u>Subject</u></th> <th style="text-align: right; width: 30%;"><u>Credits</u></th> </tr> </thead> <tbody> <tr> <td>English</td> <td style="text-align: right;">4</td> </tr> <tr> <td>*Math</td> <td style="text-align: right;">4</td> </tr> <tr> <td>**Science</td> <td style="text-align: right;">3</td> </tr> <tr> <td>***Social Studies</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Government</td> <td style="text-align: right;">½</td> </tr> <tr> <td>Economics</td> <td style="text-align: right;">½</td> </tr> <tr> <td>Health</td> <td style="text-align: right;">½</td> </tr> <tr> <td>****Physical Education</td> <td style="text-align: right;">½</td> </tr> <tr> <td>Technology</td> <td style="text-align: right;">½</td> </tr> <tr> <td>*****Electives</td> <td style="text-align: right;">5 ½</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ 10 Community Service Hours (Senior Year).</li> <li>➤ Take 7 end-of-course exams: Algebra I, Geometry, Biology, American History, American Government, English I and English II.</li> <li>➤ Meet one of the following three:             <ol style="list-style-type: none"> <li>1. Earn a cumulative passing score of 18 pts. on seven end-of-course exams. (Minimum of 4 pts. in Math; 4 pts. in English; 6 pts. across Science &amp; Social Studies.)</li> <li>2. Earn a remediation-free score on a nationally recognized college admission exam such as ACT or SAT. The State of Ohio will pay for all 11<sup>th</sup> grade students in the class of 2018 and beyond to take the exam free of charge.</li> <li>3. Students earn 12 points through a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a workforce readiness score on the Work Keys assessment</li> </ol> </li> </ul> | <u>Subject</u>         | <u>Credits</u> | English | 4 | *Math | 4 | **Science | 3 | ***Social Studies | 2 | Government | ½ | Economics | ½ | Health | ½ | ****Physical Education | ½ | Technology | ½ | *****Electives | 5 ½ | <p>*Math must include 1 unit of Algebra II or the Equivalent of Algebra II.</p> <p>**Science units must include 1 unit of biological Sciences and 1 unit of physical science.</p> <p>***Social Studies units must include ½ unit of World History, ½ unit of American History, ½ unit of American Government, and ½ unit of Economics.</p> <p>****Students using PE Exemption must take additional ½ credit elective.</p> <p>*****5 ½ Elective units must include one or any combination of World Language, <b>+Fine Arts</b>, Business, Career-Technical Education, Family &amp; Consumer Sciences, and Technology OR English, Math, Science, and Social Studies courses not otherwise required.</p> <p><b>+One unit of elective must be a Fine Art. (Students following a career-technical pathway are exempted from Fine Arts requirement.)</b></p> <p><b>Students in the class of 2021 or 2022 may use these old requirements to qualify for graduation or follow the newly developed requirements for the class of 2023.</b></p> |
| <u>Subject</u>   | <u>Credits</u>         |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |   |
| English  | 4                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |   |
| *Math  | 4                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |   |
| **Science  | 3                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |   |
| ***Social Studies  | 2                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |   |
| Government   | ½                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |   |
| Economics  | ½                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |   |
| Health   | ½                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |   |
| ****Physical Education   | ½                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |   |
| Technology   | ½                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |   |
| *****Electives   | 5 ½                    |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |   |

# WHS DIPLOMA REQUIREMENTS – Class of 2023 & Beyond

See the following website for more details:

<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

| <u>DIPLOMA</u>  | <u>DIPLOMA (cont.)</u> |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |  |
|---|------------------------|----------------|---------|---|-------|---|-----------|---|-------------------|---|------------|---|-----------|---|--------|---|------------------------|---|------------|---|----------------|-----|--|
| <p><b><u>21 Credits</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Subject</u></th> <th style="text-align: center;"><u>Credits</u></th> </tr> </thead> <tbody> <tr> <td>English</td> <td style="text-align: center;">4</td> </tr> <tr> <td>*Math</td> <td style="text-align: center;">4</td> </tr> <tr> <td>**Science</td> <td style="text-align: center;">3</td> </tr> <tr> <td>***Social Studies</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Government</td> <td style="text-align: center;">½</td> </tr> <tr> <td>Economics</td> <td style="text-align: center;">½</td> </tr> <tr> <td>Health</td> <td style="text-align: center;">½</td> </tr> <tr> <td>****Physical Education</td> <td style="text-align: center;">½</td> </tr> <tr> <td>Technology</td> <td style="text-align: center;">½</td> </tr> <tr> <td>*****Electives</td> <td style="text-align: center;">5 ½</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ 10 Community Service Hours (Senior Year).</li> <li>➤ Earn a passing score on Algebra I and English II EOC tests (score TBD)</li> <li>➤ Earn two of the following diploma seals. One of the two must be Ohio-designed.             <ul style="list-style-type: none"> <li>○ Ohio MeansJobs Readiness Seal (Ohio)</li> <li>○ Industry Recognized Credential Seal (Ohio)</li> <li>○ College- Ready Seal- ACT scores (Ohio)</li> <li>○ Military Enlistment Seal (Ohio)</li> <li>○ Citizenship Seal – AH and Gov EOCs (Ohio)</li> <li>○ Science Seal – Bio EOC (Ohio)</li> <li>○ Honors Diploma Seal (Ohio)</li> <li>○ Seal of Biliteracy (Ohio)</li> <li>○ Technology Seal (Ohio)</li> <li>○ Community Service Seal (Local)</li> <li>○ Fine and Performing Arts Seal (Local)</li> <li>○ Student Engagement Seal (Local)</li> </ul> </li> </ul> <p>For more details and explanation of the diploma seals, visit the ODE site:<br/> <a href="http://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Graduation-2021-and-beyond_Guidance-Document.pdf">http://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Graduation-2021-and-beyond_Guidance-Document.pdf</a></p> | <u>Subject</u>         | <u>Credits</u> | English | 4 | *Math | 4 | **Science | 3 | ***Social Studies | 2 | Government | ½ | Economics | ½ | Health | ½ | ****Physical Education | ½ | Technology | ½ | *****Electives | 5 ½ | <p>*Math must include 1 unit of Algebra II or the Equivalent of Algebra II.</p> <p>**Science units must include 1 unit of biological Sciences and 1 unit of physical science.</p> <p>***Social Studies units must include ½ unit of World History, ½ unit of American History, ½ unit of American Government, and ½ unit of Economics.</p> <p>****Students using PE Exemption must take additional ½ credit elective.</p> <p>*****5 ½ Elective units must include one or any combination of World Language, +<b>Fine Arts</b>, Business, Career-Technical Education, Family &amp; Consumer Sciences, and Technology OR English, Math, Science, and Social Studies courses not otherwise required.</p> <p><b>+One unit of elective must be a Fine Art.</b></p> <p><b>(Students following a career-technical pathway are exempted from Fine Arts requirement.)</b></p> |
| <u>Subject</u>  | <u>Credits</u>         |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |  |
| English   | 4                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |  |
| *Math   | 4                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |  |
| **Science   | 3                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |  |
| ***Social Studies   | 2                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |  |
| Government  | ½                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |  |
| Economics   | ½                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |  |
| Health  | ½                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |  |
| ****Physical Education  | ½                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |  |
| Technology  | ½                      |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |  |
| *****Electives  | 5 ½                    |                |         |   |       |   |           |   |                   |   |            |   |           |   |        |   |                        |   |            |   |                |     |  |

**WADSWORTH HIGH SCHOOL  
FACT SHEET – DIPLOMA REQUIREMENTS**

*Students must meet all but one of the criteria to qualify for an Honors Diploma, and any one of the criteria may be the one that is not met. Dropping a course may impact your plans.*

| <b>Criterion</b>             | <b>Academic Honors Diploma</b>  | <b>Career Tech Honors Diploma</b>   |
|------------------------------|---|---|
| <b>Math</b>                  | 4 credits, Algebra I, Geometry, Algebra II, and one other higher level course                     | 4 credits, Algebra I, Geometry, Algebra II, and one other higher level course   |
| <b>Science</b>               | 4 credits, including two units of advanced science  | 4 credits, including two units of advanced science  |
| <b>Social Studies</b>        | 4 credits   | 4 credits   |
| <b>World Languages</b>       | 3 credits of one world language, or no less than 2 credits of each of two world languages studied | 2 credits of one world language studied   |
| <b>Fine Arts</b>             | 1 unit  | N/A   |
| <b>Electives</b>             | N/A   | 4 credits of Career-Technical minimum   |
| <b>GPA</b>                   | 3.5 on a 4.0 scale  | 3.5 on a 4.0 scale  |
| <b>ACT/SAT/WorkKeys</b>      | 27 ACT/1280 SAT   | 27 ACT/1280 SAT/WorKeys (6 Reading for Information & 6 Applied Mathematics)   |
| <b>Field Experience</b>      | N/A   | Required  |
| <b>Portfolio</b>             | N/A   | Required  |
| <b>Additional Assessment</b> | N/A   | Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career/Technical Competency Assessment or equivalent |

(Old criteria can still be used for class of 2019 & 2020)

| <b>Criterion</b>             | <b>Academic Honors Diploma</b>  | <b>Career Tech Honors Diploma</b>   |
|------------------------------|---|---|
| <b>English</b>               | 4 credits   | 4 credits   |
| <b>Math</b>                  | 4 credits, Algebra I, Geometry, Algebra II, and one other higher level course                     | 4 credits, Algebra I, Geometry, Algebra II, and one other higher level course                                       |
| <b>Science</b>               | 4 credits, including physics and chemistry  | 4 credits, including two credits of advanced science  |
| <b>Social Studies</b>        | 4 credits   | 4 credits   |
| <b>World Languages</b>       | 3 credits of one world language, or no less than 2 credits of each of two world languages studied | N/A   |
| <b>Fine Arts</b>             | 1 credit  | N/A   |
| <b>Electives</b>             | N/A   | 4 credits of Career-Technical minimum   |
| <b>GPA</b>                   | 3.5 on a 4.0 scale  | 3.5 on a 4.0 scale  |
| <b>ACT/SAT/WorkKeys</b>      | 27 ACT/1280SAT  | 27 ACT/1280 SAT   |
| <b>Additional Assessment</b> | N/A   | Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent |

*NEW Honors Diploma options for STEM, Arts, or Social Science & Civic Engagement.  
Refer to Ohio Department of Education website: search Honors Diploma for latest criteria.*

| <b>Criterion</b>             | <b>STEM Honors Diploma</b>  | <b>Arts Honors Diploma (includes dance, drama/theatre, music, and visual art)</b>                 | <b>Social Science &amp; Civic Engagement Honors Diploma</b>                                       |
|------------------------------|---|---|---|
| <b>Math</b>                  | 5 credits, Algebra I, Geometry, Algebra II, and one other higher level course                     | 4 credits, Algebra I, Geometry, Algebra II, and one other higher level course                     | 4 credits, Algebra I, Geometry, Algebra II, and one other higher level course                     |
| <b>Science</b>               | 5 credits, including two units of advanced science  | 3 credits, including two units of advanced science  | 3 credits, including two units of advanced science  |
| <b>Social Studies</b>        | 3 credits   | 3 credits   | 5 credits   |
| <b>World Languages</b>       | 3 credits of one world language, or no less than 2 credits of each of two world languages studied | 3 credits of one world language, or no less than 2 credits of each of two world languages studied | 3 credits of one world language, or no less than 2 credits of each of two world languages studied |
| <b>Fine Arts</b>             | 1 unit  | 4 units   | 1 unit  |
| <b>Electives</b>             | 2 credits with a focus in STEM courses  | 2 credits with a focus in fine arts course work   | 3 credits with a focus in social sciences and/or civics   |
| <b>GPA</b>                   | 3.5 on a 4.0 scale  | 3.5 on a 4.0 scale  | 3.5 on a 4.0 scale  |
| <b>ACT/SAT/WorkKeys</b>      | 27 ACT<br>1280 SAT  | 27 ACT<br>1280 SAT  | 27 ACT<br>1280 SAT  |
| <b>Field Experience</b>      | Required.   | Required.   | Required.   |
| <b>Portfolio</b>             | Required.   | Required.   | Required.   |
| <b>Additional Assessment</b> | N/A   | N/A   | N/A   |



*Note: Requirements are subject to change by the Ohio Department of Education.*

## LOCAL SCHOLARSHIPS

Each senior is given a Financial Aid planning packet which includes information for the local scholarships. The local scholarship application is available online through the WHS home page.

### Secondary Academic Options for Students

#### ● Educational Options include:

- College Credit Plus.
- Physical Education Exemption
- Correspondence Courses
- Computer Aided Credit (CAC)

#### ● Credit Flex:

- Test Out Option
- Summer School at another accredited high school
- Advanced Placement Test Out Option
- Student Proposal

For detailed information and deadlines, go to Secondary Academic Options are on the School Counseling webpage. Packets are also available in the School Counseling Office. Credit Flex application deadline is February 15<sup>th</sup>.

## SCHEDULE CHANGES

Students should work with the School Counselors and their parents to develop schedules. No schedule changes will be enacted without a student/counselor conference. Administrative decisions are based on course registration numbers. For this reason, we strive to minimize schedule changes. All requests for schedule changes will be governed by the following guidelines:

1. Schedule changes in preparation for the coming year should be made by close of current school year. For second semester courses, schedule changes must be complete by interim of the first semester. If an error has been made in the scheduling of courses, the student must fill out a **Request for Schedule Adjustment form**. The following circumstances are considered errors:

- A course is omitted which the student had selected.
- A course is scheduled which the student had not selected.
- Too many courses are scheduled in one semester.
- Lunch is not scheduled.
- A course taken in summer school is scheduled.
- A course not completed in summer school needs scheduled.

2. Changes from one course to a more or less difficult one within content area can be requested after the tenth day of school and in accordance to the following guidelines: After the tenth day and through the first interim, students may request to change to a different level of a course. All such requests must be presented to the student's assigned School Counselor in writing. The schedule change request must bear the student's and parent's signature and the signature of the teacher from whom the student is transferring. When there is disagreement among the student, counselor, parent or teacher concerning the advisability of such a change, a conference will be scheduled before the change is made. If disagreement still exists after a conference, the parent's request will be honored as long as the initial request was made during the first five weeks of the course. **Changes from one course to a more or less difficult course will be based on seat availability.**

- Teacher initiated changes may be made through *interim of the 2<sup>nd</sup> grading period (week 5)*.
- Parent/Student initiated level changes will not be honored after week 5 of the first grading period.
- Grades accumulated in the course from which the student transfers will be given to the teacher of the course in which the student enrolls. Accumulated grades will be transferred to the new course and used in calculating the grade point average for the new course.

3. Students must continue reporting to their scheduled classes until official schedule change forms have been processed.

4. Schedule changes may be considered in specific circumstances after the school year begins. Those changes may be made according to the following guidelines:

a. Students who are failing a year-long course may request to drop the course and add a course for second semester. Requests to drop a yearlong course and replace it with a second semester course must be made by *interim of the 2<sup>nd</sup> grading period (week 5) of a yearlong course*. See "Withdrawing from a course" for specific guidelines.

- If a student is eligible to drop a course, has no study hall, he or she will be assigned to a study hall until the end of the first semester. (Only one study hall may be scheduled per semester.)
- Students must see a counselor when they are considering adjusting schedules.

b. In specific circumstances, students may request schedule changes as need arise. Specific circumstances include family hardship, family moving into the Wadsworth School district, and finding the course of study does not follow their previous school's curriculum, or seniors who need credit adjustments in order to graduate with their class. Students must make an appointment with their counselor to discuss possible adjustments.

c. Students wishing to change courses for a second semester class must make the request prior to the interim of the second grading period. No requests to change second semester classes will be accepted after this date.

5. Students may not drop below six periods of coursework for the school year. Students may schedule a maximum of one study hall per semester and not drop a course to have more than one study hall per semester. Students in Small Group Instruction and Computer Assisted Curriculum Program will not be permitted to have a study hall. Students taking college classes on their respective college campus, must have a minimum of 13 credits. Remember, for purposes of athletic eligibility, consult with your guidance counselor and athletic director to ensure that you are taking the required number of classes per OHSAA eligibility guidelines.
6. Seniors taking AP or CCP may be permitted to take five courses if they are in good standing for graduation.

## **WITHDRAWING FROM A COURSE**

### **Generally**

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

### **Full Year Course**

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

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

### **Semester Course**

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

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

## STANDARDIZED TESTING

The standardized tests and their dates are listed below

- A. American College Test (ACT)
- B. Preliminary Scholastic Aptitude Test–National Merit Qualifying Test
- C. Scholastic Aptitude and Achievement Test (SAT) – **Refer to [www.collegeboard.org](http://www.collegeboard.org) for testing dates and locations.**
- D. End of Course Exam
- E. Advanced Placement Tests

\*\*\*Please refer to the WHS Guidance Page for updated testing dates and times.\*\*\*

## SUMMER SCHOOL

Wadsworth Senior High School offers a program each year based on the students' needs and desires. The actual program will be finalized by the number of students who enroll. The program is open to students who have finished eighth grade and throughout high school. Students who need courses to complete requirements for graduation are also welcome to attend. All courses are offered at the same time. Thus, a student may take only one course. Additional courses may be taken for credit recovery with administrative approval. The classes are held from 8:00 a.m. to noon daily for three to six weeks. Attendance **every day** is mandatory. Registration forms are available March through June. Completed registration forms should be taken to the Athletic Office.

## SECTION V – GENERAL

### ACADEMIC ELIGIBILITY

To be academically eligible for competition or public performance in co-extracurricular activities, a student must receive a passing grade in a minimum of five one credit courses (or the equivalent) the preceding grading period and meeting EITHER of the following criteria:

1. Maintain a (1.7) grade point average, OR
2. Be passing the rest of their scheduled subject areas.

**Students who are ineligible will also be denied leaving the building for a field trip/class activity, unless the only time missed is from the sponsoring class.**

### ANNOUNCEMENTS AND BULLETINS

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

## **ASSEMBLIES**

Assemblies are presented periodically for the purpose of recognizing special achievements, presenting speakers, and encouraging school spirit. Attendance at all assemblies is required. Students must exhibit behavior that is appropriate and courteous at all times. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. The conduct of the student body at assemblies conveys an important message to the speaker and to the public. Traditionally, WHS students have displayed good conduct and respect for speakers. Students should report to assemblies promptly and sit where designated. It is recommended that students do not leave valuables in your classroom. Stopping at vending machines, general misconduct, and throwing items of any kind during assemblies is prohibited.

## **BOOK BAGS**

Students are not permitted to carry book bags to and from classes. Students are allowed to bring their books and materials to and from school in book bags. Book bags should be stored in lockers during the school day. Large purses or mini sport bags are not allowed to be carried during the school day (unless going directly to or coming from PE).

## **BOOKSTORE**

The bookstore is located in the Athletic Office next to the cafeteria. Students may purchase school supplies and school spirit items. Students are asked not to loiter in the bookstore area, especially during the lunch hours. Please note payment of fees or dues may be made at the Athletic Office.

## **BREAKFAST**

Breakfasts are served each school day from 7:00-7:30 a.m. in the Commons. We serve a wide variety of choices

## **BUS TRANSPORTATION**

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

*Students who ride the bus to school are expected to ride the assigned bus to and from school. The driver of the bus will be responsible for the orderly conduct of the students. Improper conduct could result in the loss of this service. **Any misbehavior that distracts the driver is a very serious violation and jeopardizes the safety of everyone. While on the bus, students are under the authority of the driver. The driver reports all discipline cases to the transportation supervisor who will consult with an administrator.***

*The above rules of conduct are for your own safety as well as that of your fellow students. It is the responsibility of the student to get to school if he/she misses the bus. Students will be expected to enter the building immediately upon arriving at school. Students will not be permitted to go to the student parking lot if they ride to school in a bus or walk to school. **Violations:** Any student persistently violating essential bus rules may be denied the privilege of riding the bus and may be required to furnish their own transportation.*

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

## **CAFETERIA REGULATIONS/PROCEDURES**

Students may purchase a lunch or ala Carte items at the cafeteria. There are different serving areas for lunch. Serving areas include a pizza station, grill station, main entrée station, sub station, and salad station. **Do not leave purses or other personal items of value unattended.** No commercialized lunches will be permitted. Students may not call out for lunch, nor have food brought in to the lunchroom. All food and drinks purchased in the cafeteria must be consumed in that area. Snacks and drinks purchased in the commons should be consumed in the commons. The only exception would be seniors who pack their own lunch. No glass containers are to be brought to school. Each student must use their own ID # to be provided a lunch. Students are not permitted to share their ID numbers with each other.

1. Students are not permitted to loiter in the hallways surrounding the Cafeteria or in the main entrance lobby.
2. Students are not permitted in any of the academic wings without written passes.
3. Only restrooms located in the 1800 hallway will be used during lunch.

Students are permitted to charge lunches to their account if they do not have money. All charges owed at the end of the school year will be added to a student's outstanding fees.

## **CLASS ACTIVITIES AND CLASS FINANCES**

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

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

## **CLASS DISMISSAL**

Classes are dismissed by the teacher and not the bell. There are four minutes between each class, which allows ample time to reach any section of the building. Students are expected to be in their designated classroom seats at the beginning of the period.

## **CLASSROOM STANDARDS**

1. Be in class and seated on time.
2. Bring necessary materials to class.
3. Follow instructor's directions.
4. Get permission before speaking.
5. Be respectful and courteous to others.
6. Do not use profanity or inappropriate language.
7. Help keep your classroom clean.
8. No food or pop in classroom. No colored water bottles, must be clear, and only water is allowed in classrooms
9. Students are expected to participate actively and positively in class.

## **CLINIC**

The clinic is located in the Main Office. When a student is too ill to attend class or becomes injured, the student should get a pass from his/her teacher and report to the Main Office. The pupil may not remain in the clinic for more than 15 minutes. Permission to release students from school will be allowed by office personnel after parents or their designee has granted authorization. **Illness will not be accepted as a reason to loiter in a restroom or around other parts of the building.** The school is not allowed to dispense medicine; first aid will be given as needed.

## **CLOSING SCHOOL**

In the event of school closing, accurate information will be made available to parents and staff members through AlertNow and local radio/TV will broadcast announcements. The decision to close will be announced, when possible, by 11:30 p.m. on the day preceding closing. Announcements will be made only when our school will be closed. The Wadsworth City School system is NOT part of the Medina County School System. Schools will be open if no announcement of closing is made on or before the 7:00 a.m. newscasts. Should the Superintendent determine school will be delayed two hours refer to Two Hour Delay Bell schedule.

## **DRIVING AND PARKING REGULATIONS**

Driving to school is a privilege. Seniors and Juniors will be eligible for a permit. Sophomores may be eligible if parking spots are available and will be required to park in the lot adjacent to the outdoor pool. Each student accepts the responsibility to drive safely and to observe the rules and

regulations of the school. The administration will suspend the driving privileges of students who cannot accept the responsibility of safe driving, cannot get to school on time, or follow other school rules. As a reminder, use of tobacco in a car while on school property is prohibited.

The student parking lot is located at the east side of the building. Students are expected to park in the assigned parking lot and park within the spaces outlined in white. Students are to drive with extreme care when leaving or entering the parking lot and should stop at any cross walk on school grounds.

Pupils who drive to school must park in the student parking lot then enter the school immediately after parking. Do Not Park behind the school, in the Faculty Lot, visitors parking areas, or in Community Center areas on North and West side of WHS Complex.

Students must register all vehicles with the office. There will be a limited number of permits sold. One and only one permit will be issued to each qualified student. A valid Ohio driver's license, a registration certificate, and a completed parking pass request sheet signed by parent are needed to purchase a permit. Cost of the permit is \$25. Lost or stolen permits will be reissued at a cost of \$30.

## **ELECTRONIC DEVICES**

The use of personal electronic devices are permitted only with administrative approval, or approval from classroom instructors. Devices such as cell phones, smart phones, tablets, iPods, iPads, or other personal electronic devices cannot be used during the school day. Permission to use personal electronic devices will vary depending on the location of the building. Earbuds and headphones are not permitted without permission of the classroom teacher, study hall monitor, or other school personnel. The following color system will identify level of permission of use for specific areas within Wadsworth High School.

### **Consequences for Violation of the Electronic Devices guideline will be the following:**

Violation of the Electronic Devices guideline as outlined in this document may result in the following disciplinary actions (the administration may vary discipline based on the situation):

**1st Offense** ..... Verbal warning

**2nd Offense** ..... Thursday, 2 Hour detention.

**3rd Offense** ..... Saturday School Detention.

**4<sup>th</sup> Offense** ..... 1-3 days ISD.

**Repeated Offenses** 1-5 days O.S.S., parent/guardian must pick up device and conference with building principal, loss of BYOD for the remainder of the school year.

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



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

### **FEES—FINES**

Any monies owed to the school will be recorded as soon as students incur the debt. Report cards, records, credits, transcripts, and/or diplomas may be withheld until fees and fines are paid. In addition, students may NOT receive a schedule for next year's courses until all obligations are paid. All fine/fee monies and other financial obligations are to be paid in full at the Athletic Office; no cash or checks should be given to any of your teachers. We do not allow students to charge items for other purchases.

### **HALL PASS**

Students are to use a pass given to them by their teachers. Students found to be abusing the hall pass privilege may lose this privilege.

### **LAB STANDARDS**

1. *Follow safety rules.*
2. *Wear appropriate clothing*
3. *Use equipment properly*
4. *Absolutely no horseplay or use of inappropriate language.*
5. *Follow classroom standards.*

### **LIBRARY**

Rules and regulations regarding conduct are posted in library. Each student is responsible for knowing the rules.

### **LOCKERS**

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

materials found in the lockers will be confiscated, and if necessary, law enforcement agencies will be notified. (Refer to Interrogations and Search.) Students who are staying after school for practices, to assist teachers, etc., are to take all coats and books with them since sections of the building may be closed. Keep lockers locked at all times and do not disclose your combination to anyone. Sharing of a locker is strongly discouraged. It is recommended that students **not** keep items of high value (musical instruments, calculators, jewelry, etc.) in lockers. The Board of Education does not provide insurance or assume responsibility for items missing or stolen.

Students will furnish their own padlocks for physical education, athletics, auto mechanics, and other similar classes. Students are responsible for their personal items and for having a lock on their locker. Report any problems with lockers to the main office immediately.

## **LOST AND FOUND**

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

## **OVER THE COUNTER MEDICATION**

All over the counter medication must be kept in the main office and must have a completed Over the Counter Medication Form on file. The student may take the medication as needed during the school day in the presence of school personnel.

*Students are not allowed to carry medication.*

## **PRESCRIPTION MEDICATIONS**

All prescribed medications that students must take during the school day require a note from the student's doctor. The Main Office must have a completed Medical Dispense Form, on file, for all prescribed medicine. The prescribed medication must be brought to school by the parent and picked up at the end of the prescribed period by the parent.

## **RESTROOM POLICIES**

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

## **SCHOOL HEALTH SERVICES**

### **Screenings**

This school year, vision and hearing screenings will be done in 9<sup>th</sup> and 11<sup>th</sup> grade. These are state mandated screenings for all students in these grades. Vision or hearing screenings may also be done as a result of a school staff or parent referral in any grade and band members will have their hearing screened because of the exposure to noise. For more information on school screenings, go

to [www.wadsworth.k12.oh.us](http://www.wadsworth.k12.oh.us), click on “Departments”, then click on “Health Services” on the district main web page.

### **Screening Exemption**

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

### **Health Aides**

There will be a School Health Aide in the clinic for several hours a day. The School Health Aide has been trained in basic first aid, will administer medications and do vision and hearing screenings. The School Nurse will supervise the School Health Aide. Please contact the School Nurse by calling 330.335.1460, extension 6112, if you have questions or concerns about your child’s medical condition.

### **SECURITY OF PERSONAL PROPERTY**

As it does elsewhere, theft may occur at school; however, by applying preventive measures, it can be kept minimal. It is advisable that students not:

- (1) Have large sums of money in their possession.
- (2) “Share” hall or physical education lockers
- (3) Leave any locker unlocked
- (4) Leave valuables, purses, books, etc., unattended in the cafeteria, restrooms, classrooms during assemblies, etc.

Once a theft occurs, recovery of stolen items is very difficult. Without eyewitnesses or positive evidence, it is next to impossible.

Remember to apply preventive measures and use common sense. Report any thefts to the main office immediately.

### **SECURITY MONITORS (VIDEO SURVEILLANCE AND ELECTRONIC MONITORING)**

Wadsworth School District has installed cameras and video surveillance and / or electronic monitoring equipment at the high school to monitor the building and grounds. The purpose is to assist the school in providing a safe and secure environment for its students, staff, and general public. In order to be both proactive and preventive, cameras and recording devices will be used on a 24-hour basis throughout the school year, and may be used while school is not in session.

The school reserves the right to use tapes in disciplinary occurrences. School authorities may include tapes, as part of the disciplinary investigation, to show rule violations to hearing officers, police and court authorities, parents/guardians and/or students. Recorded video surveillance and /

or electronic monitoring may be stored by the school system on their secure server for future reference. Only necessary authorized staff will observe video surveillance and / or electronic monitoring.

When school authorities observe any behavior that may be in violation of the law by any person, including students, school authorities may contact our local authorities to determine if such incident is sufficient to warrant criminal charges. If the authorities recommend that the video surveillance and / or electronic monitoring warrant law enforcement action, the central office and the proper authorities will be notified of this decision.

Law enforcement agencies may request viewing of video surveillance and / or electronic monitoring to assist them in their investigative responsibilities after completion of the proper request form.

Questions about the surveillance system, both audio or video are to be directed to the building administration, or superintendent's office.

## **SENIOR COMMONS**

The Senior Commons of the high school is a reserved section of the building for members of the Senior Class only. Underclassmen are not allowed to eat lunch, attend study hall, or to loiter in this section of the building during the school day.

## **STUDY HALL PROCEDURES**

1) Freshman, Sophomore, and Junior Study Halls:

- a) Students are to be in their assigned seats before the tardy bell rings.
- b) No talking, card playing, or sleeping will be permitted.
- c) No student shall leave the study hall at any time without a hall pass or a written pass previously obtained from a teacher.
- d) Students are to bring and use study materials to all study halls.

2) Senior Study Halls:

- a) Seniors must report to the commons study hall on time and sign the attendance roster.
- b) The attendance roster must also be signed near the end of the period to verify presence.
- c) Students may sign out **only** after checking and signing out with the commons supervisors. Seniors are not permitted in any other parts of the building without a previously obtained written pass from a teacher, counselor, or administrator. **Violation of study hall rules will result in the loss of the senior privilege.**
- d) **Any SENIOR FAILING a course will be reassigned to a quiet study hall for the next nine weeks. Students may not withdraw (WP/WF) to avoid being assigned to quiet study hall.**
- e) **Any senior on Early Release or Late Arrival that is failing a course will have their privilege removed and be placed in a quiet study hall.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

## **TECHNOLOGY USAGE**

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

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

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## **TELEPHONE CALLS**

Students will not be called to the phone except in case of an emergency. The main office will take and deliver emergency messages. Telephones, including the athletic office telephone, are not available for personal calls. Students are prohibited from using cell phones to make calls during the school day.

## **VISITORS**

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

## **SECTION VI - ATHLETICS & ACTIVITIES**

### **ACTIVITIES ASSESSMENT FEE**

**A fee will be assessed for various athletics and activities offered at the high school. The athletic and activity application form is available in the athletic office, main office, and on WHS web page. Included on this form is a listing of sports clubs activities and their associated costs.**

### **ACTIVITIES**

The following activities are available to Wadsworth High School students. We strongly encourage students to become involved in the extracurricular activities such as:

|                           |                                 |
|---------------------------|---------------------------------|
| Academic Challenge        | Mentoring                       |
| Athletics                 | NFL - Speech & Debate           |
| Band – Marching & Concert | Peer Tutoring                   |
| Cheerleading              | Pep Club                        |
| Chess                     | SADD                            |
| Choir - Concert & Show    | Science Club                    |
| DECA                      | Spanish Club                    |
| Off Broad Street Players  | STAMP                           |
| Huddle                    | Student Council                 |
| Interact                  | Suburban League Leadership Team |
| Intramural Athletics      | Yearbook                        |
| Key Club                  |                                 |

### **ATHLETICS**

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

| <b>Male</b>   |           | <b>Female</b> |            |
|---------------|-----------|---------------|------------|
| Baseball      | Lacrosse  | Basketball    | Softball   |
| Basketball    | Soccer    | Bowling       | Swimming   |
| Bowling       | Swimming  | Cross Country | Tennis     |
| Cross Country | Tennis    | Golf          | Track      |
| Football      | Track     | Gymnastics    | Volleyball |
| Golf          | Wrestling | Lacrosse      | Soccer     |

## **ARTS (Performing)**

For many students, the performing arts are an integral part of student life at Wadsworth High School. To enhance a successful auditioning experience in performing arts activities, the following courses may serve as a considerable benefit:

English/Reading Lab: Reading and interpretation skills are vital to auditions and acting. The study/discussion of literature or plays helps all students analyze actors' style and techniques to portray characters accurately and refine the student's own delivery skills.

Speech: Speech classes enable students to hone speaking proficiency and enhance confidence on the stage. Public speaking or speaking in front of audiences aids students in developing confidence and being comfortable in front of a camera.

Vocal Music: This is an outstanding program for students interested in musical theatre or other dance related performance. Voice, dance, and public presentation are excellent training opportunities for future performing arts candidates.

Theatre Arts Class: The curriculum includes viewing live theatrical performance, discussion, and analysis of techniques and methods.

## **NCAA Division I and II Eligibility Standards and Procedures:**

Student-athletes planning to play NCAA Division I and Division II sports need to register with the Eligibility Center (formerly known as the Clearinghouse) during their junior year. The website is (<https://web3.ncaa.org/ecwr3>). During the online registration, print Copy 1 and Copy 2 of the transcript release form. Sign the transcript release forms, and give both to your counselor. Also, prospective student-athletes must complete the amateurism questionnaire when they register with the Eligibility Center.

The NCAA Division I and II require 16 core courses. Wadsworth's NCAA approved core courses are on the Eligibility Center Web Site (<https://web3.ncaa.org/ecwr3>) and are listed in the Curriculum Guide.

Either the ACT or SAT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on the transcript will not be used. When registering for the ACT or SAT, use the Eligibility Center code 9999.

Division I and Division II have a sliding scale for test scores and core grade point average. The minimum GPA for Division I is 2.3, and for Division II is a 2.2. Dependent upon a student's GPA will determine what they will need on their ACT or SAT score.

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

### SPECIAL NOTICE

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

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

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

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

### **ATHLETIC CODE/EXTRACURRICULAR ACTIVITIES RANDOM ALCOHOL, DRUG AND NICOTINE TESTING OF STUDENTS**

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

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

### **Team Rules and Regulations**

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

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

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

1. Physical Examination Form – completed and on file in the athletic office.



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

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

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

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

### **Due Process**

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

## **SECTION VII** **DIRECTORY & CONTACT INFO**

### **DISTRICT INFORMATION** **DISTRICT TELEPHONE NUMBERS & ADDRESSES** **OF CENTRAL OFFICE PERSONNEL** **WADSWORTH CITY SCHOOLS**

330-336-3571

Central Office Hours of Operation---7:30 a.m. to 4:00 p.m.

Dr. Andrew J. Hill, Superintendent  
Mr. Gabe Tudor, Assistant Superintendent  
Dr. Michele D. Evans, Director of Instruction and Professional Development  
Mrs. Joyce Walker, Director of Pupil Services  
Mr. Doug Beeman, Treasurer  
Mr. Roger Wright, Director of Career and Technical Education  
Mrs. Erica Motz, Transportation Supervisor  
Mr. Scott Larch, Maintenance / Custodial Supervisor  
Mrs. Kelly Gnap, Food Service Supervisor

## **SCHOOL BOARD MEETINGS**

School Board meetings (time and place) are announced in The Post, Medina County Gazette, and Akron Beacon Journal. The public is invited.

## **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.

## **PARENT/STUDENT RIGHT TO FILE A COMPLAINT**

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

## **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

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

## **WADSWORTH CITY SCHOOLS PARENT'S RIGHT TO REQUEST EDUCATIONAL PROGRAM AND STAFF INFORMATION**

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

Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.

Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.

The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.

The qualifications of any paraprofessionals providing services to their child(ren).

In addition, the parents **shall** be provided:

1. Information on the level of achievement of their child(ren) on the required State academic assessments;
2. Timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

### **DIRECTORY INFORMATION BOE POLICY**

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

Directory Information – WHS requirement in addition to regular Directory Information statement. In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student by contacting the high school principal.

### **PARENTS RIGHT TO INSPECT, REVIEW, AND REQUEST AMENDMENTS TO STUDENT EDUCATIONAL RECORDS**

A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after the School receives a request for access or within such shorter period as may be applicable to students with disabilities. The School has a form that can be used to submit such a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee

for the copying of records, which may be waived under circumstances of unusual hardship.

- B. Request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

## **TITLE IX AND SECTION 504 COORDINATOR**

As part of the compliance program of the Wadsworth 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: Director of the Four Cities Compact, 524 Broad St., Wadsworth, OH 44281, 330-336-3571.
2. Coordinator, Section 504: Director of the Student Services, 524 Broad St., Wadsworth, OH 44281, 330-336-3571.

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.

## **EQUAL EDUCATION OPPORTUNITY BOE Policy**

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.

According to Wadsworth City School District Board of Education Policy 2260: Nondiscrimination and Access to Equal Educational Opportunity, the following person has been designated to handle inquiries regarding the nondiscrimination policies of the District: Director of the Four Cities Educational Compact, 524 Broad St., Wadsworth, OH 44281, 330-336-3571.

### **INSPECTION OF INSTRUCTIONAL INFORMATION**

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

### **COMMUNITY RESOURCE AGENCIES**

Although there are many community service agencies which address a number of community concerns, the following are some which provide assistance for children and parents: Salvation Army, FISH, and Red Cross.