

Wilmington High School Student Handbook



2020-2021



Student Handbook Certification

We, _____ and _____
Parent/Guardian Student

have received and read the Wilmington High School Student handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District.

Parent/Guardian Signature

Student Signature

Date

****Parents/Guardians and students must sign this page and return it to school. This form acknowledges that you have received and read the information contained in this handbook.***

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ANNUAL NOTICES (NONDISCRIMINATION, BULLYING, FERPA, PPRA)

The required annual notices can be viewed at the link provided for the following topics:

- Nondiscrimination in Education, Activities, and Employment (Title II, Title VI, Title IX, Section 504, the Age Discrimination Act)
- Bullying, Harassment, and Other Forms of Aggressive Behavior and the Consequences for Violating the Policy
- Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
- Notification of Rights under The Family Educational Rights and Privacy Act (FERPA)

[2020-2021 Annual Notices](#) (doc)

ACADEMIC HONESTY

- A. A student shall not engage in any act of cheating, plagiarism, or academic dishonesty. Violation of this policy will result in an F on the assignment, quiz, or test, and contact home made by the teacher. Subsequent offenses will result in additional disciplinary measures as determined by the building administration.
- B. Any of the following actions will be considered cheating:
 1. Any form of plagiarism, including the following:
 - a. use of someone else's work as your own
 - b. copying information without proper documentation of source from a textbook, study aid, or other published material (including information available on computer services, programs, and the internet)
 2. Copying homework or test answers from someone else's paper
 3. Allowing someone else to copy your work.
 4. Theft of an answer key for a test or quiz.
 5. Theft of a test or quiz prior to its administration.
 6. Use of cheat sheets.
 7. Allowing someone else to use your disk or password to access your work.
 8. Communicating to students the questions that were on a test that you have taken but they have not.
 9. The use of cell phones, laptops, or other electronic devices to send or store answers or test questions.

ANTI-GANG POLICY

The Wilmington Board of Education has determined that a policy to clarify disruptive activities on the part of any student, including gang members, will not be tolerated. The Board of Education hereby acts to prohibit disruptive, threatening, and intimidating gang-related conduct as follows:

- A. Definition: "Gang" is defined as a group of individuals, who share a unique name, identifiable marks or symbols, claim territory or "turf", associate on a regular basis, violate the school rules, and engage in criminal or antisocial behavior. A gang is any non-school sponsored group whose purposes, practices, or intent is to commit violent or illegal acts, or threaten the safety or welfare of others.
- B. Prohibited Activity:
 1. No student, on or about school property, or at any school-sponsored activity shall wear, possess, use, distribute, display, or sell any clothing, medallions, or jewelry, insignia, emblem, badge, patch, symbol, sign, tattoo (whether permanent or temporary), scar or mark, hair style, or other elements which identify a gang which are evidence of membership or affiliation in any gang or which otherwise disrupts the academic process.
 2. No student, on or about school property, or at any school-sponsored activity shall engage in conduct or use any speech, whether verbal or non-verbal (i.e. gestures, hand signals, handshakes, etc.). Showing membership or affiliation in a gang when such conduct or speech is intended to cause disruption, or when one knows or has reason to believe that such conduct or speech arouses fear, alarm, resentment, anger, hostility, or violence.

3. No student, on or about school property, or at any school-sponsored activity, shall use any speech or commit any act of omission which is disruptive, intimidating, or threatening, included but not limited to the following gang-related activities:
 - a. Soliciting membership in or affiliation with, any gang.
 - b. Soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
 - c. Painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property of others during school-sponsored activities.
 - d. Engaging in violence, extortion, or any illegal act or other violation of school policy.
 - e. Soliciting any person to engage in physical violence against any student or school employee or visitor (whether during a school-sponsored activity or on the way to or from a school-sponsored activity), or inciting others to act with physical violence.
 - f. Copying or distributing any gang-related material on school property or at school-sponsored activities.
 - g. Marching, congregating, massing together with the intent to disruptor intimidate, or when one has reason to believe that such conduct will arouse fear, false alarm, resentment, anger, hostility or violence. Such meetings or congregations are contrary to the purpose of this educational institution and will be considered trespassing. Such offenses will be prosecuted.
4. Any student, while on school property, or at a school-sponsored activity, who is found to be recruiting another student for gang membership, or who is found to be threatening, insulting, or intimidating another student into joining a gang or preventing another student from getting out of a gang, shall be suspended and/or recommended for expulsion from school.
5. Any person who is involved in a gang-related attack, or who threatens a gang-related attack, on a student or school employee or school property, or at a school-sponsored activity, shall be immediately suspended and recommended for expulsion from school.
6. Students who violate any provisions of this policy will be subject to the appropriate disciplinary action up to and including suspension and/ or expulsion. Students will be prosecuted to the fullest extent of the law for any criminal conduct including, but not limited to, trespassing, vandalism, or assault in violation of this section. Depending on the seriousness of the violation under this paragraph, the intervention program may be used to suspend any part of a school suspension and/ or expulsion ordered by the administration.

ATHLETIC ELIGIBILITY

A student must be academically eligible to try out for and/or participate on a school team.

- A. **Eligibility:** Eligibility will be established by the rules of the Ohio High School Athletic Association and the Wilmington City School District.
 1. If a student does not meet eligibility requirements, he/she will not be allowed to play in games for the particular period in question.
 2. Students will be notified of their eligibility status as soon as possible. Academic grades will be determined by the adopted grading scales and policies.
- B. **Questions:** Contact the Athletic Department with any questions or for a copy of eligibility requirements.

ATTENDANCE (ORC 3313)

Students must attend school regularly and be on time for classes in order to obtain maximum benefit from the instructional program. Punctuality, self-discipline, and responsibility are of lifelong importance. There is a direct correlation between poor attendance, poor grades, and /or class failure. Students with good attendance generally receive higher grades, enjoy school more, and are more employable after high school. The major thrust of this policy and supporting procedures is to reduce absenteeism and tardiness.

Attendance Policy

- I. **Goal:** The goal of Wilmington City School District is that no student should miss any days of school without legitimate excuse. A significant correlation exists between school attendance and academic and lifelong success. **To help ensure that our students achieve that success, Wilmington City School District has joined with all of the school districts in Clinton County in adopting a uniform attendance policy as described below.**

II. Attendance Guidelines:

- A. The attendance policy will cover each semester that the student is enrolled;
- B. Each Student will be permitted a maximum of sixty (60) hours of absences per school year without independent verification; i.e. doctor excuse, etc.
- C. Until a student accumulates sixty (60) hours of absences in a school year, a note or a phone call from the parent or guardian will excuse the absence for one of the reasons listed below. If a note or phone call is not provided to the school by the parent or guardian within forty-eight (48) hours, i.e. two business days, of the student's return to school, the absence will be unexcused.

III. Legitimate Excusable Absences:

After a student has accumulated sixty (60) hours of absences (excused or unexcused) in a school year, absences will only be excused under the following circumstances:

- A. **Short Term Personal Illness:** For a student who has been absent for sixty (60) hours in a school year, any further absence for personal illness will require a doctor's excuse. The doctor's excuse must be signed by the doctor and indicate that the student was seen by the doctor personally and state the reason for the student's inability to attend school. Any absence greater than sixty (60) hours in a school year due to illness that is not accompanied by a doctor's excuse as described above will be unexcused. A doctor's excuse must be provided to the school within forty-eight (48) hours, i.e. two business days, of the student's return to school or the absence will be unexcused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- B. **Long Term Personal Illness:** If the student suffers a long term illness requiring extended absence from school, a doctor's excuse must be provided to the school every twenty (20) school days. The doctor's excuse must indicate that the student was seen personally by the doctor, the reason for the student's continued inability to attend school, and provide specific dates which are to be excused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- C. **Chronic Illness:** Absences for a chronic medical condition (asthma, migraines, etc.) may be approved in advance by the student's healthcare provider, i.e. physician, nurse practitioner, or physician assistant, without the need for the student to be seen by the healthcare provider. Parents shall obtain this Waiver from the school nurse, administrator, or administrative assistant. Once approved by the healthcare provider and on file with the school, the parent shall provide written documentation for any absence of the specific chronic condition as long as the chronic condition is mentioned in the parent note. The Waiver is valid for August-December and shall be renewed for January-June.
- D. **Head Lice:** Students who are excluded from school due to head lice are allowed fourteen (14) hours of excused absences with two (2) occurrences per year, maximum. Days beyond the

fourteen (14) hour limit or days beyond the two (2) permissible occurrences per year are unexcused.

- E. **Illness or Injury in the Family:** Independent verification by a physician explaining the nature and severity of the illness or injury to the family member requiring the student to be absent will be required within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- F. **Quarantine of the Home:** Absences will only be excused for the length of quarantine as determined by health officials. Verification from relevant health officials explaining the nature and length of the quarantine must be submitted within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- G. **Death in the Family:** Three days absence will be permitted, unless a parent or guardian offers a reasonable explanation that more school absences are necessary. The parent or guardian may provide a note to the school to advise the school of the absence, however under certain circumstances, the school may require additional documentation to confirm the student's absence was legitimate i.e. funeral service documentation, etc.
- H. **Observance of Religious Holidays:** Any student shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held beliefs and the parent or guardian has notified the school in writing at least forty-eight (48) hours prior, , i.e. two business days, to the absence.
- I. **College Visits, Take Your Student to Work Day, Job Interviews, Job Shadowing, Armed Services Tests, and Professional Appointments:** The total of these absences may not exceed twenty-one (21) hours without the specific approval of the principal or superintendent. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied. The absence must receive prior approval by the school and verification of the student's attendance at the activity must be provided to the school within 48 (forty-eight) hours, i.e. two business days, of the student's return to be excused. For events that require absence for part of a day, the student's absence will only be excused for the time necessary to attend the event.
- J. **Court Appointments:** In the instance that the presence of the student is required in a court of law, the absence will be excused if documentation showing that the student's presence was required within forty-eight (48) hours, i.e. two business days, of the student's return to school.
- K. **Vacations:** Vacations shall be excused only if pre-approved by the school principal. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied;
- L. **Other:** The school superintendent or principal must approve, at their discretion, the excusal of absences not otherwise covered in this section.

IV. Unexcused Absences

- A. Any absence other than those described above.
- B. The school administration will make the final determination as to whether an absence is excused, but in general, unexcused absences include, but are not limited to:
 - 1. Missing the school bus.
 - 2. Experiencing transportation problems at home or on the way to school.
 - 3. Remaining at home to complete school assignments.
 - 4. Missing school without legitimate illness.
 - 5. Oversleeping.
 - 6. "My mom didn't get me up."

7. Not having suitable clothing to wear to school.
8. Working at a job during the school day without a proper work permit.
9. Babysitting.
10. Any form of recreation (unless pre-approved vacation days).
11. Personal business that can be done after school or on the weekends.
12. "Helping at home" or "was needed at home."
13. "I had a game last night."
14. Pictures or portraits.
15. Hunting season.

V. Absence Notification Procedures

- A. **Immediate Notification:** As a result of the Missing Student Act, a student's parent/guardian is required to contact the school office between 8:00 a.m. and 11:00 a.m. on the day of the absence:
 1. If the school does not hear from the parent/guardian, school officials are obligated to attempt to make contact with a parent/guardian to verify the absence. We will attempt to contact you phone. If phone contact is unsuccessful, a postcard will be mailed to you.
 2. A reported absence may still be determined to be unexcused according to the absence policy.
- B. **Ways of Reporting Absences:** Absences will be considered reported if:
 1. A parent or guardian calls the school the day of the absence and provides the reason for the absence. Calls must be made to Attendance Hotline (937-938-4669)
 2. A parent or guardian emails/provides a note/ sends other required documentation to the school listing the day(s) missed and the reason for the absence(s);
 3. School officials make contact with a parent or guardian and receive a satisfactory explanation for the absence(s).

VI. Truancy Definitions and Intervention Procedures

- A. If a student is absent without legitimate excuse for eighteen (18) hours in a school year, the parent or guardian will be notified by letter.
- B. If a student is absent without legitimate excuse for forty-two (42) hours without legitimate excuse, the student will be referred to the Clinton County Juvenile Mediation Program. Whether or not mediation is performed is at the discretion of the Mediator.
- C. Once a student is absent for thirty-eight (38) hours in a month or sixty five (65) or more hours in a year, the student's parent or guardian will be notified of the excessive absenteeism by letter. The school may, at that time, implement an intervention strategy that has been adopted by the school. (RC 3321.191(C)(1))
- D. Under Ohio law, a student is considered habitually truant if the student is absent from school without legitimate excuse for thirty (30) consecutive hours, forty-two (42) hours in one school month, or seventy-two (72) hours in a school year. (RC 2151.011)
- E. Once a student becomes habitually truant, the school will intervene with the student for a period of sixty (60) days. Said intervention may include the participation of an absence intervention team, if required, or referral to an alternative to adjudication through the Clinton County Juvenile Court.(RC 3321.191(C)(2))
 1. If the student accumulates significant absences or does not make progress during this sixty-day period, truancy charges will be referred to the Clinton County Juvenile Prosecutor for court filing.
- F. Charges may be brought against the parent or guardian of a truant student for Failing to Send a Child to School or Contributing to the Unruliness or Delinquency of a Minor. (RC 2919.24 & RC 3321.38)

Tardy to Class and School

- A. **Tardy to Class:** Teachers will take period attendance for every class. Intervention strategies will be utilized to help support students that are frequently tardy to class.
- B. **Tardiness to School** (in compliance with ORC 3331):
 - 1. In accordance with O.R.C. 3331, Wilmington High School will take the following action for being tardy to school.
 - 2. A student is tardy to school if they are not in class at 7:50 a.m.
 - 3. Acquiring 5 or more tardies to school a student may receive a consequence.

Checking In and Out of School

- A. Students must check in and out of school properly, in order to comply with the State of Ohio and WHS attendance policy.
- B. If a student is tardy to school, the student must check in to the Main Office directly upon entering the building.
 - a. Students will not be permitted into any classroom if they have not checked into the Main Office.
- C. Students must have a note from parent/guardian with reason for absence or tardy.
- D. Students leaving the building for any reason must secure a pass from the Main Office or the absence will be considered truant.
- E. A parent/guardian email to whs-attendance@wilmington.k12.oh.us is necessary for any absence, tardy, or leaving early. Email needs to include:
 - i. Student's Name (First and Last)
 - ii. Date and time they will be leaving early/coming in late, as well as times if student is leaving and returning to school on the same day.
 - iii. Parent's Name and Phone number.
 - iv. Must include the reason for leaving. If no reason is given, it will automatically be considered an Unexcused Absence.
- b. If parent/guardian does not have access to email, a phone call to the Main Office (937-382-7716) can be made and must include the above information.
- F. Passes to leave school must be obtained from the office prior to 7:50 a.m.
- G. Students with a pass to leave the grounds, but returning the same day, must report to the office upon their return to school, prior to going to class.
- H. Parents picking up students during the school day must sign them out in the Main Office.
- I. **Failure to follow this procedure will result in disciplinary action(s).**

Extended Absence Policy

- A. When a student knows in advance that there will be an extended absence or there is an extended absence due to illness/injury, the student and/or parent/guardian should complete the [Student Vacation/Leave Notice](#) and turn it into the Main Office to verify arrangements for class assignments have been made.
- B. Class assignments will be available for students missing three or more days.

Make Up Work

- A. It is the **student's responsibility** to request make-up work and submit it to the teacher in a timely fashion. This is for the student's best interests.
- B. The request from the student should be made on the first day of attendance after the absence.
- C. Make-up work must be requested within a week of school (5) five days.

NONDISCRIMINATION/HARASSMENT AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Wilmington City School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board is required by Title II, Title VI, Title IX, Section 504, the Age Discrimination Act, and implementing regulations not to discriminate in such a manner. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

District Compliance Officers / Title IX Coordinators are:

Natalie Harmeling

Director of Pupil Services

937-382-1641, Ext. 7384

769 Rombach Ave

Wilmington, OH 45177

natalie.harmeling@wilmington.k12.oh.us

Curt Bone

Director of Business Operations

937-382-1641, Ext. 7500

341 S Nelson Ave

Wilmington, OH 45177

curt.bone@wilmington.k12.oh.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in *Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities*, which is available at: <http://go.boarddocs.com/oh/wilmcsdoh/Board.nsf/goto?open&id=BTCHWS49BCE6>. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

BULLYING/HARASSMENT POLICY

Bullying is defined as a single significant act or pattern of physical and/or verbal intimidation perpetrated against another person more than once that interferes with that person's rights in the school environment. Bullying includes, but is not limited to the following: physical intimidation or assault, extortion, oral or written threats, verbal put downs or name calling, social isolation, gestures, actions, cruel rumors, or false accusations. This behavior is prohibited on school property, on the school bus, and at all school sponsored events. Please note that students found responsible for harassment, intimidation, or bullying by an electronic act outside of school may also be suspended.

Incidents of bullying must be reported to a principal, counselor, teacher, or other staff member. Each student is expected to report bullying he/she witnesses as soon as it occurs. View [Consequences](#) under [Code of Conduct](#) in this document for information regarding consequences of policy violation. View Board policy [5517.01](#) for information on complaints, privacy, reporting, immunity, notification, education and training.

SEXUAL HARASSMENT

A. Classification/Definition

1. **Verbal:** The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
2. **Nonverbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
3. **Physical Contact:** Threatening or causing unwanted touching, contacts, or attempts at the same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

B. Next Steps: Any student who believes that he/she is the victim of sexual harassment should promptly take the following steps:

1. Contact the Principal If the alleged harasser is a student, staff member, or other person associated with the District, other than the student's principal, the affected student should as soon as possible after the incident, contact his/her principal.
2. Contact the Superintendent If the alleged harasser is the student's principal, the affected student should as soon as possible after the incident, contact the Superintendent.
3. Contact Methods The student may make contact either by a written report, by telephone, or personal visit.
4. Once Reported During this contact, the reporting student should provide
 - i. The name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s).
 - ii. A written summary of each report is to be prepared promptly and forwarded to the Superintendent. Each report received by the principal or the Superintendent as provided above, shall be investigated in a timely and confidential manner.
 - iii. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding.
 - iv. No one involved is to discuss the subject outside of the investigation.
The purpose of this provision is to:
 1. protect the confidentiality of the student who files a complaint
 2. encourage the reporting of any incidents of sexual or other forms of harassment;
 3. protect the reputation of any party wrongly charged with harassment.
5. Investigation Investigation of a complaint will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then, prompt appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. The District recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts of this matter. Given the nature of harassing behavior, the District recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the

utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to the proper authorities in compliance with State law.

CODE OF CONDUCT

Good conduct is based on respect and consideration for the rights of others.

A. Expectations and Rights:

1. Students will be expected to conduct themselves in such a way that the rights of others are not violated.
2. Students and teachers have the right to a learning environment which is free from distraction, intimidation, or ridicule from other students.
3. The students of the district will conform to school regulations and accept directions from authorized school personnel.
4. These expectations are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Wilmington Board of Education or property owned, rented, or maintained by another party.
5. Additionally, the provisions of these expectations shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.
6. A student shall not cause any disruption of any classroom activity or the operation of the school, or the educational process and shall not engage in any act(s) that is potentially harmful to the health, welfare, and safety of the student him/herself, other students or staff.
7. A student who fails to comply with established school rules or with any reasonable request made by school personnel will be dealt with according to approved student discipline regulations.

B. Conduct Categories

The types of conduct prohibited by the regulations are as follows:

(Section 3313.20 of Ohio Revised Code allows for schools to develop and follow through with discipline plans to govern behavior on school property. Section 3313.66 of the Ohio Revised Code establishes the process regarding suspension, expulsion or permanent exclusion, and removal from curricular or extracurricular activities.)

Category I: These behaviors may result in the following discipline; Detention, Extended Detention, In-School Detention or ISR.

- Horseplay or simulated fighting that may result in physical or emotional injury or damage to property.
- Cheating or plagiarizing
- Tardiness to class or school
- Not completing assignments
- Excessive displays of affection
- Dress-code violations
- Lunch violations
- Minor classroom violations
- Office referral
- Cell phone or other electronic violations
- Skipping detention

** Administration reserves the right to change, alter or interpret any of the above violations or consequences.

Category II: These behaviors may result in the following discipline; Extended Detention, ISR, OSS with Instruction or Alternative School.

- Three or more Category I violations
- Disruption of school/ Disorderly conduct: student shall not cause any disruption of any classroom activity, operation of the school or educational process and shall not engage in any act that is potentially harmful to the health welfare, safety of the student himself/herself or other students.
- Chronic misbehavior which disrupts or interferes with any school activity.
- Disrespect/Disobedience toward any staff member
- Disregard of reasonable directions or commands by school authorities, administrators or teachers. (insubordination)
- Presence in areas during school hours or outside school hours where a student has no legitimate business without permission. (Skipping)
- Leaving school property without permission
- Refusing to take detention or other discipline
- Skipping Detention
- Falsifying information to school authorities
- Forgery of school related documents
- Unwarranted physical/sexual contact with another student or staff
- Any violation of the "Computer Acceptable Use Policy"
- Profane, obscene , or vulgar language/gestures at school, on school bus, or while engaged in or present at any school-sponsored event or activity
- Willfully aiding or encouraging another person to violate the prescribed rules and regulations for WCS
- Violation of school transportation rules and regulations
- Threatening or attempting to injure or cause harm to a person or property
- Failure to abide by the "Dress Code" after being warned by staff or administration

**Administration reserves the right to change, alter or interpret any of the above violations or consequences.

Category III

These behaviors may result in the following discipline; OSS with Instruction, Alternative School.

- Three or more category II violations
- Damage or destruction of private property on or off school premises including those controlled by the school or belonging to school personnel or school related personnel.
- Fighting or any altercation in which punches are thrown
- Any disrespect or disobedience toward a staff member
- Major disruption that interferes with school activities
- Abuse of another student or staff member with words, phrases, or actions which are slanderous, degrading, threatening, obscene or profane as defined by society. All remarks which include negative connotations towards someone's disability, sex, race, religion or nationality are prohibited.
- Gambling
- Extortion of a student or staff member
- Violations of the "Computer Acceptable Use Policy"
- Possession of matches, lighters, or other flammable devices
- Publication or possession of obscene, pornographic material
- Engaging in sexual acts on school premises
- Indecent exposure

- Buying, selling, transferring, using or possessing any substance containing tobacco, including but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff, dip or any other form.
- Presence on school property with a communicable disease.
- Violation of school transportation rules and regulations
- Commission of any act on school premises at school or school activity in violation of the Ohio Criminal Code, Ohio Traffic Code, or Ohio Juvenile Code
- Theft

**Administration reserves the right to change, alter or interpret any of the above violations or consequences.

Category IV

These behaviors may result in the following discipline; OSS with Instruction, Alternative School, Contact City Police, Recommendation of Expulsion.

- Any combination of category I,II, or III violations may result in the above discipline
- Assault on a school employee, student, or other person on school premises, while in the custody or control of the school, or in the course of a school related activity.
- Hazing (to persecute, harass, or humiliate another student and or employee)
- Slander (as defined in Category III)
- Theft or Possession of stolen goods
- Arson or other improper use of fire
- Presence on school premises or school controlled premises using or having used alcohol or drugs.
- Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc) or non-prescribed inhalants. Buying, selling, using, possessing or being under the influence of any counterfeit or surrogate controlled substance, (made to look like a controlled substance, or is represented to be a controlled substance, or is believed to be a controlled substance.
- Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
- Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
- Possession of a dangerous weapon: Firearms, any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive.
- Possession or use of a dangerous weapon including knives or any object that could be used to cause injury to another person. Possession of dangerous objects that would be weapons, such as; razors, metal knuckles, any chemical or gas with the intent to harm or distribute.
- Causing a false fire, tornado, bomb, or other disaster threat.

** Administration reserves the right to change, alter or interpret any of the above violations or consequences.

CONSEQUENCES: Possible Consequences for Violating the Student Code of Conduct

- A. **Detention:** Detentions are used for a variety of infractions hoping to steer behavior in a positive direction without removing a student from the classroom setting. A student is assigned a detention after the student violates school codes or policy. Parents are notified by letter and/or phone call. The length of detention varies. Detentions are either one (1) hour or two (2) hours in length, which is determined by the individual circumstances of each case.
1. Students are required to bring extra material to study with them.
 2. Students are not permitted to rest their heads on their desks or sleep.
 3. No electronic devices, including cell phones will be allowed in the room.

4. Removal from or Skipping detention will result in further consequences.
- B. **In-School Restriction (ISR):** In-school-restriction is a positive alternative designed to reduce the Out-of-School Suspensions. A student is assigned ISR by an administrator after the student violates school codes or policy. Parents are notified by letter and/or phone call. The length of stay in ISR is determined by the individual circumstances of each case.
1. Assignments and tests are provided by the classroom teachers.
 2. Students are required to bring extra material to study with them, in case they finish with their regular assigned work.
 3. Students are not permitted to rest their heads on their desks or sleep.
 4. No electronic devices, including cell phones will be allowed in the room.
- C. **Alternative School:** In order to more readily promote an atmosphere conducive to the learning process, the building administrators may assign students to the alternative school. Students may be assigned to the alternative school in lieu of a suspension, who are having truancy problems, who are experiencing academic failure, who have a history of class disruption, or who are exhibiting other academic or behavioral problems. Students who are assigned to the alternative school are sent for a minimum of 5 school days.
1. Students assigned to the alternative school are NOT permitted to be the high school building after school.
 2. Students assigned to the alternative school lose the right to participate in extracurricular activities while serving their assignment at the alternative school.
- D. **Out-of-School Suspension (OSS) with Instruction:** The Superintendent, Principal, or Assistant Principal of WHS may suspend a student from school for a maximum of ten (10) days.
1. If fewer than ten (10) days remain in the school year in which the incident that gives rise to the suspension takes place, any part or all the suspension may be applied to the following school year.
 2. Students may complete work while suspended.
 3. Students may receive assignments via email or picked-up in the main office.
 4. Students are not permitted on school property during out-of-school suspensions.
- E. **Emergency Removal:** If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or a Principal may remove a student from curricular or co-curricular activities or from the school premises. In an emergency removal, a pupil can be kept from classes or off school premises until the matter of the student's misconduct is disposed of either by reinstatement, suspension, or expulsion.
- F. **Less than Twenty-four (24) Hour Removal:** In all cases of normal disciplinary procedures where a student is removed from a curricular or co-curricular activity or school premises for less than one (1) school day and is not subject to suspension or expulsion, the due process requirements of this policy do not apply.
- G. **Expulsion:** Expulsion shall be the exclusion of a student from the Wilmington City School 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 the Board Policy 5610 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".

DANCE EXPECTATIONS

- A. Dress: Students who wear inappropriate clothing will be asked to leave.
- B. Behavior: All school policies apply to WHS dances. In addition, students are to dance appropriately. Dancing that simulates inappropriate school behavior will not be tolerated and students may/will be asked to leave the dance.

DRESS CODE: Student Dress or Appearance (ORC 3313.665)

- A. In general, the Board of Education believes that school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and the school.
- B. Any form of dress or grooming which attracts undue attention or violates the previous statement is unacceptable. Requirements include but not limited to:
 - 1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
 - 2. Dress or grooming will not disrupt student performance or constitute a threat to the student or other students.
 - 3. Dress and grooming will not be such as to disrupt the teaching-learning process. Clothing must be of a nature which would preserve the modesty of the student. Explicit rules cannot be made to govern every aspect of appropriate dress.
 - 4. Examples include but are not limited to:
 - i. Students must wear footwear that adequately protects the feet.
 - ii. No hats, hoods or sunglasses shall be worn in the building. Tinted prescription glasses are permissible.
 - iii. Clothing, jewelry, emblems, or any other visible display that has reference to membership in, or affiliation with, gangs, occult, illegal substances, or that would promote violence toward others is prohibited.
 - iv. Attire that exposes the torso and transparent or sheer clothing.
 - v. Clothing or personal effects shall not constitute a weapon. (i.e. chains, studded collars or wrist bands)
 - vi. In regards to tank tops, females should have 2" in width exposing no undergarments.
 - vii. Shorts and skirts must be modest in nature. We ask that shorts be at least fingertip long.
 - viii. Students must avoid wearing buttons, insignia, unusual clothing, or other visible display that would mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, sexual orientation, or individual views.
 - ix. Clothing, jewelry, or emblems, labeled with reference to drugs, tobacco, alcohol, or sexual innuendos is prohibited.
 - x. Pants should not be long enough to drag the floor so that a student may trip and fall. Pants should be above sole/heel of shoe. Pants should fit appropriately and should not show under garments. Pajama pants are not permissible.
 - xi. Students are not permitted to wear bandanas.

Violation of the dress code policy may result in the student being required to change the offensive clothing, or be sent home, or disciplinary action being taken.

DUE PROCESS (STUDENT)

- A. The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of quasi-judicial administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed.
- B. Due process procedures will conform to the following basic practices:
 - 1. must be fair;
 - 2. must apply equally to all; and,
 - 3. must be enforced in a fair manner which involves:
 - i. adequate and timely notice and opportunity to prepare a defense;
 - ii. an opportunity to be heard at a reasonable time and in a meaningful manner; and,

- iii. the right to a speedy and impartial hearing on the merits of the case.

GRADING POLICY

District Grading Policy

A. Determination of Grades:

A=91-100

B=81-90

C=71-80

D=60-70

F=Below 60

B. Computing GPA: In order to compute the final average, either for the semester or the year, the following averages in grades 4-12 are to be used:

3.6- 4.0 = A

2.6- 3.5 = B

1.6- 2.5 = C

.6- 1.5 = D

Below .6= F

INTERROGATIONS BY LAW ENFORCEMENT AGENCIES

When absolutely necessary, law enforcement agencies may question students, limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.

LOCKER POLICY (ORC 3313.66)

The student's use of the locker does not diminish the school's ownership or control of the locker and its contents to ensure that the locker's use is in accordance with its intended purpose. All book bags shall be placed in the lockers at the beginning of the school day. Students may access their lockers during passing periods and with permission of their teacher.

- A. To eliminate hazards, the administration reserves the right to maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials, such as weapons, illegal drugs, or alcohol.
- B. If the principal or designee has a reasonable suspicion that a student possesses a dangerous, illegal, or stolen item, the principal or designee may search the student, his/her locker, or his/her property.

LUNCH/CAFETERIA POLICY

- A. Students may purchase the regular plate lunch or choose from a la carte selections.
- B. We receive and continue to expect student body cooperation. This includes using appropriate table manners, keeping food and beverages in the cafeteria, returning plates and disposing of trash in the appropriate receptacles, and showing respect for our cafeteria workers and staff.
- C. All students are required to stay in designated areas of the building during the lunch period, and are to report to the cafeteria at the beginning of their lunch period. They will follow the rules defined by the cafeteria supervisor.
- D. **Wilmington High School does not have an open lunch policy.** Students must remain in the building for lunch.
- E. Outside food should not be delivered or dropped off for any student at the school.
- F. **Parents/Guardians are not to call/sign-out students for lunch.**
- G. Leaving school grounds for lunch will be considered Unexcused Absences.

OFFICE PHONE USE

Student use of the office phone will be for emergencies only. Student phone messages from a parent or guardian will be accepted only in emergency situations. Students must have a pass from their classroom teacher or administrators to use the office phone.

PARKING AND VEHICULAR POLICIES

- A. **Parking Permits:** All student drivers must have a parking permit on their car to be allowed parking privileges in the school parking lot.
1. This permit must be visible.
 2. All student drivers must purchase a permit in the school office for \$25.00.
 3. The gravel parking lot is considered to be part of the school parking lot. All school rules and restrictions will apply
 4. ***Driving to school and parking in the student lot is a privilege. Students must use extreme caution in the school lot as there are always pedestrians present. Students must also park only in designated areas. No students will be permitted to park in the teacher lot unless permission has been granted by an administrator.***
- B. **Misuse of Vehicles on School Property:** A student shall not violate the prescribed rules and regulations for use of vehicles on school property. Administration may revoke student privileges for reckless and/or other unsafe behavior.

PARTICIPATION IN CO-CURRICULAR ACTIVITIES

A student participating in co-curricular activities shall not violate the rules and regulations contained in the Student Code of Conduct or in the Co-Curricular Code of Conduct.

PROHIBITED ARTICLES

Any object that in the judgment of the administration disrupts or interferes with the educational process or endangers the health, welfare, or safety of students or staff is prohibited. This includes, but is not limited to: gambling and gambling related items (including cards), music devices of any kind, and any other electronic devices including cell phones.

SCHEDULING

Changing a Schedule

The master schedule of course offerings is arranged each year to accommodate the student requests for that year. The sizes of classes are set at limits which are conducive to optimum learning. The varied needs of our students combined with the class size limits cause a large amount of time to be spent building our master schedule.

- A. For this reason, a student may only request a schedule change within the first five (5) days of any course.
- B. This change must be made within the same scheduled time period as the original class and may occur only if the class size limits for the newly selected course have not reached capacity.
- C. A teacher may request a schedule change for a student at any time for academic reasons. This change must place the student in another level of the current course offering and must have agreement from the student, parent, all teachers involved, guidance counselor and principal.

- D. Great Oaks students must remain at Great Oaks for a total of ten (10) days before they may return to WHS.

Dropping a Class

During the first five (5) days of class, a student may drop a course without consequences.

- A. To drop a class after the first Five (5) school days the parent must complete the withdraw form class form, available in the guidance counselor's office.
- B. After the first Ten (10) days of class A Withdrawn Failing will become part of the final transcript and figures into the grade point average of the student.
- C. The student will be placed in a study hall during the dropped class period.
- D. The student may not have more than two (1) study halls per semester. If the student already has two (1) study halls, the student will not be permitted to drop the class.
- E. Students d

Independent Study

Independent Study is designed for students who demonstrate the ability, interest, and maturity to undertake a program of Independent Study in a subject. It is characterized by freedom from constant supervision.

- A. Independent Study emphasizes the individual's role in learning and personal responsibility in it. It implies that all students engaging in it possess the potential for self-initiative, self-discipline, resourcefulness, productivity, and self-evaluation.
- B. Independent study cannot replace a required course or one which is offered in the existing class schedule.
- C. To enroll in an Independent Study the student must meet with their guidance counselor to determine eligibility.

WHS College Credit Plus Program

An eligible high school student enrolls in a nearby college for high school and college credit. Courses may be taken at Wilmington High School (formerly dual enrollment) or at a participating institution of higher education (formerly PSEO).

- **Program Eligibility**

Eligibility to participate in the College Credit Plus Program requires the student to attend a mandatory meeting, usually scheduled in January or February. The student and parent must then provide Wilmington High School with a signed, INTENT TO PARTICIPATE form by April 1. This form does not commit the student to participate in the program. However, the student is NOT allowed to participate without the signed form. Therefore, submit the form if there is a chance of participation.

Student eligibility to attend college will be determined by the college or university to which the student seeks admission. Pay special attention to the participating institution's admission requirements and deadlines. Wilmington High School partners with Southern State Community College for all courses taught at WHS.

For courses held at WHS, the student must sign up for the course on the course request form in the spring. For any off-campus courses (online or in person), it is the student's responsibility to register/add/drop/withdraw from all courses. The student must provide the school counselor with all registration information (add/drop/withdraws) as soon as a student is registered. It is the student's responsibility to provide this information and inform the school of any schedule changes. Failure to comply with these requirements and pass the CCP course may require the student to pay for the course (per the college's cost for tuition).

High school credit equivalent to what is eligible in the normal academic year at WHS can be earned through the CCP program. State law limits a student to 30 semester credits per year and a maximum of 120 credits total in grades 7-12. Students who enroll in courses for college credit at WHS must maintain a minimum overall 2.0 GPA in their college courses to participate in the program. All enrolled CCP students must comply with Ohio Administrative Codes regarding state probation and dismissal policies. For questions on the policy or appeals processes please see your respective school counselor.

The CCP program enables a student to earn high school and college credit concurrently. University-qualified WHS teachers offer the college level courses. The high school curriculum is aligned to and approved by the partner institution. Therefore, students earn college credit without travel to the institution. This is a great option for those students who want to continue their high school experience. All CCP courses are weighted.

SCHOOL BUSES: Policy for School-Provided Transportation

- A. School Buses (ORC 3327.014)
 - 1. All school rules apply to students riding school buses. Rules are posted inside each bus that may be unique to this privilege.
 - 2. WHS students must follow the directions of bus drivers and the posted rules.
 - i. Drivers will refer inappropriate behavior incidents to the high school administration for disciplinary action. The parent/guardian will receive a copy of the "School Bus Incident Report." It may result in the loss of the student's riding privilege.
 - 3. Students must always ride their own bus and get off at their own stop unless they submit a note written and signed by their parent/guardian. Notes must be submitted to the Main Office by 1:45 pm. Approval by the high school administration is necessary prior to boarding the bus.
 - 4. The Transportation Supervisor, 283-7481, may be contacted for specific questions related to school buses (e.g. routes, changes of stops, etc.)
- B. Suspension of Bus Riding/Transportation Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver.
 - 1. The driver has the authority to enforce the established regulations for bus/vehicle conduct.
 - 2. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.
 - 3. A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.
 - 4. Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel.
 - 5. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.
 - 6. Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

SEARCH POLICIES

- A. **Search of a Student's Person or Personal Property (ORC 3313.20 & 3313.66):** School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of this responsibility, school authorities may search the person or property, including vehicles of a student, with or without the student's consent, whenever they have reasonable grounds to suspect that the search is required to discover evidence of a violation of law or school rules. Except in extreme circumstances, an intrusive search of a student's person or intimate belongings shall be conducted by a person of the student's gender in the presence of another staff member of the same gender.
- B. **Searches of Student Property by Police:** A law enforcement agency is generally required to produce a warrant prior to conducting any search of the person or property of a student on school premises.

However, when the police have probable cause to believe that a student is in possession of unlawful or dangerous items, a search may be conducted without a previously issued warrant.

- C. **Use of Canines:** The Board of Education permits the building administrators to search any locker and its contents as the administrator believes necessary, by the use of properly trained canines, to detect evidence of the violation of laws or school district rules. Canine detection must be conducted in collaboration with law enforcement authorities, and the canines may be used to sniff lockers, automobiles, other places on school district premises, and the students themselves for the presence of drugs, weapons, and other evidence(s).

SUBSTANCE POLICIES

- A. **Tobacco / Vaping device and accessories:** A student shall not possess, smoke, smell of, or otherwise make use of tobacco or Vaping device of any kind in the school building, on school buses, at school sponsored activities, on school property at any time, or within the line and sight of school property.
- B. **Prescription or Non-Prescription Drugs:** All prescription and non-prescription drugs must be checked and held in the office for student use.
1. Non-prescription drugs require a written note from a parent.
 2. Prescription drugs must have a parent and a doctor's note along with the appropriate forms, which are available in the front office.
- C. **Drug and Alcohol Policy:** The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
1. Students shall not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, narcotic drug, amphetamine, barbiturate, marijuana, hallucinogenic drug, intoxicant of any kind or controlled paraphernalia as defined by the Ohio Revised Code.
 2. The Ohio Revised Code prohibits making, selling, and possessing counterfeit drugs and related tools.

SUBSTITUTE TEACHERS

It is the philosophy of our school that substitute teachers are an integral part of our education process, due all the respect and consideration of a permanent classroom teacher. Insubordination or disrespect directed toward a substitute will not be tolerated. Students who misbehave in a substitute's class will be under the same discipline codes as for a class taught by a permanent teacher.

TECHNOLOGY: Electronic Devices and [Acceptable Use](#)

Wilmington High School supports the understanding that students use technology via digital devices to learn and that education should embrace this learning to maximize its potential. The use of electronic devices is a privilege, not a right, and should be conducted in a safe, legal, and responsible manner.

- A. **Texting/Sexting;** Texting is an inappropriate use of communication in school. This action can cause a class disturbance and therefore should not be practiced. Sexting is a serious offence that can lead to Police intervention. In most cases, charges may be filed and students may be suspended from school. Wilmington High School will act in accordance to House Bill 116 (Jessica Logan) as well as House Bill 53.
- B. **Personal Electronic Devices:** WHS allows students to bring their smart phones, laptops, e-book readers, and tablets for use in the classroom setting. No electronic device brought by the student is the responsibility of Wilmington High School. Students bring electronic devices at their own risk.
1. Electronics are permitted at lunch, before and after school.
 2. Student must immediately give up the electronic device to a staff member who requests it due to misuse.
 3. Students who fail to give up the device may be subject to increased discipline.

4. If an electronic device is confiscated a student may receive a consequence and the phone can be retrieved at the end of the day.
5. If multiple infractions exist, a parent may have to come in and pick up the phone and additional consequences may follow.
6. Wilmington High School also suggests that parents/guardians have the appropriate insurance on phones and if they are stolen should contact the authorities.
7. Wilmington High School will limit investigations of lost or stolen phones due to the fact they are not a necessity at school.
8. Parents have the opportunity to contact their child by the following numbers; 382-7716, 283-7202, 283-7204, 283-7200

C. **School-provided Technology:** Over the last few years, Wilmington School District has expended considerable funds, time, and effort in establishing an effective computer network. One integral part of the network is a connection to the Internet. The Internet is a global information network, linking computers at universities, high schools, science labs, businesses, homes, and other sites. Using the Internet one can communicate almost instantly with people all over the world through a number of discussion forums, news groups, and electronic mail. It is also possible to obtain computer files and programs via the Internet.

1. **Information:** Due to the Internet's limitless access to computer systems located all over the world, the potential for abuse exists. Users and parents/guardians of users who are minors must understand that neither the Wilmington School District nor any district staff member controls the content of the information available on these other systems. Content filters and firewalls are in place to safeguard the students; however, some information with which they come in contact may be controversial and even offensive. The Wilmington School District does not support or condone the use of such materials. Families must be aware that some material accessible via the Internet may contain items that are illegal, immoral, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other material as well. We believe the benefits to students from legitimate and sensible access to the Internet, in the form of information resources and opportunities for collaboration, far exceed the disadvantages.

During school activities teachers and other staff will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they do with other information sources such as television, telephones, movies, radio, and other potentially offensive media.

The purpose of this document is to serve as a statement on the proper and acceptable use of various aspects of the computer network including, but not limited to, the Internet access provided.

2. **Chromebooks:** Please refer to the [Chromebook Policy](#) for details on Chromebook Use.

D. **Educational Purposes:** The purpose of the computer network is educational. Users are responsible for ensuring that their activities adhere to generally accepted educational standards. Within reason, freedom of speech and access to information will be honored. It is the purpose of the computer network to enhance the established school curriculum. While there will be some need to instruct learners in the skills needed to make use of the network, its purpose will be to serve as a resource for improving, extending, and enriching teaching and learning in the Wilmington School District.

E. **Privilege:** The use of the Internet is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges. Just as there are developmental levels that determine mathematical concepts taught or science experiments carried out, so there are and will be varying degrees of access to the computer network that is allocated to students. Some of these levels will be determined by age or grade, and some by demonstration of acceptance of responsibility.

Notwithstanding this, there has to be a clear understanding of unacceptable behavior.

1. Behaviors that can result in suspension/revocation of access privileges include, but are not limited to:

- i. Involvement in any activity prohibited by law.
- ii. Using profanity, vulgarities, obscenity or other language that is, or may be considered to be offensive to others.
- iii. Using the network for financial and/or personal gain or for political. lobbying except as expressly allowed during a school activity.
- iv. Intentional use of invasive or destructive software such as 'viruses', "worms", and other detrimental activities.
- v. Attempts to log-on to the network as the system administrator.
- vi. Viewing, storing or transferring obscene, sexually explicit or pornographic materials.
- vii. "Chain" type letters, hate mail, anonymous messages, threatening messages, harassment, racial, sexist, and discriminatory remarks and other antisocial behaviors.
- viii. Sharing passwords or using someone else's password
- ix. Transferring, utilizing, or storing material in violation of copyright laws or license agreements
- x. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information including plagiarism and or unauthorized use or reproduction.
- xi. Trespassing in another's folders, work, or files.
- xii. Involvement in these or any associated activities will result in disciplinary action being taken as set forth herein.
- xiii. Sending mass emails to teachers, administrators or classmates.
- xiv. Attempting to or successfully bypassing the filtering system.

**The Wilmington School District reserves the right to include additional undesirable and/or prohibitive activities without notice.

F. **Responsibilities:** All users shall assume full liability - legal, financial, or otherwise - for their actions when using the computer network.

1. Responsible use of the computer network requires that users **NOT**:
 - i. Interfere with the normal and proper operation of the network or the Internet
 - ii. Adversely affect the ability of others to use equipment or services.
 - iii. Conduct themselves in ways that are harmful or deliberately offensive to others
 - iv. Use the network for illegal purpose
 - v. Change computer files that do not belong to the user.
 - vi. Store or transfer unnecessarily large files
 - vii. Create, transfer, or otherwise use any text, image, movie, or sound recording that contains pornography, profanity, obscenity, or language that offends or tends to degrade others.
2. All users of the network will be held fully responsible for the use of their account to transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the account holder. Therefore, passwords must not be shared or transferred.
3. Students are not to reveal their personal home address, home phone number, or phone numbers of any other individuals. Students must notify a parent/ guardian and the system administrator or teacher immediately if any individual is trying to contact them for illicit or suspicious activities.
4. The responsibility of the user is to familiarize himself/herself with and abide by the rules of the Acceptable Use Policy and make appropriate use of the available resources.

G. **Copyrighted and other proprietary materials:**

1. All users shall respect copyright and proprietary interest of any materials accessed through the computer network. Users may not duplicate copyrighted software, including school owned software, without permission from the copyright holder, whether for personal use or the use of others.
2. Duplicating copyrighted materials or the sale of such materials are offenses subject to criminal prosecution. It should be noted; however, that Microsoft has authorized the installation of one

instance of the current operating system and the current Office software on Teacher's home computers to facilitate working at home. Such software is to be uninstalled if the Teacher's contract is no longer extant.

H. Disciplinary Actions:

1. Violation of this Acceptable Use Policy will result in one or more of the following disciplinary actions:
 - i. Suspension or revocation of access privileges
 - ii. Removal from a class activity
 - iii. Removal from a course
 - iv. Student detention, suspension, or expulsion
 - v. Referral to the appropriate legal authorities for possible criminal prosecution

I. Privacy and Passwords:

1. The computer network is maintained and managed by the district support personnel in such a way as to insure its availability and reliability in performing its educational mission. It is intended for educational use only and as such, all and any information stored or transmitted on the system is considered district business.
2. The limitations on disclosure of private email in the Electronic Communications Privacy Act expressly apply only to those who provide electronic communication services to the public.
3. While the Wilmington School District currently sees no reason to limit reasonable use of its computer systems by Faculty, Staff, and Students, users have no reasonable expectation of privacy concerning any materials transferred over or stored within the computer network. A computer may be inspected at any time.
4. Network passwords should not be disclosed to other persons. However, system administrators and authorized technical support personnel may require a password to test system functionality for "electronic persona".
5. No user shall install or allow to be installed a password or encryption key that is not known or available to the authorized authority.
6. Users who have installed such passwords prior to the acceptance of this policy by the Wilmington Board of Education must comply with this policy in retrospect.

[April 24, 2000] LEGAL REFS. Wilmington City Schools, Wilmington, Ohio.

TEXTBOOKS

- Textbooks are furnished free to each student.
- The responsibility for proper care of the books rests squarely with students
- Students will be charged with any textbook lost or damaged.

VISITORS

- Parents are welcome to visit school at anytime. If you need to meet with a teacher or principal, please call the Main Office at 937-382-7716 for an appointment time.
- Students are not permitted to bring guests to school with them as visitors unless permission is granted by an administrator. This permission is granted only in special situations.
- WHS cannot assume responsibility for any child that is not enrolled in Wilmington High School.
- State law requires that any person visiting the school must report directly to the Main Office to check in and receive a Visitor's Pass.
 - A valid ID must be presented in order to check in and to be permitted further into the building.
 - This pass must be worn while visiting the building.
 - Before leaving, visitors must Check Out at the Main Office.
 - Visitor's Pass must be returned.

VOLUNTEERS

- Wilmington High School puts volunteers in high regard as a very special resource.
- Volunteers are encouraged to help in the classrooms, programs, and extracurricular activities.
- Please contact the Main Office (call 937-382-7716 or email amy.faris@wilmington.k12.oh.us) if you have the time or skills you can share to make our school a better place for students to learn and grow.

WEAPONS IN THE SCHOOL (Gun Free Schools Act of 1994 and ORC 3313.66)

We are committed to provide the students of our school with an educational environment which is free of firearms, knives, and other dangerous weapons in our school.

- A. A student shall not bring to school, possess, handle, transmit, or conceal any object capable of injuring himself or others.
 1. This includes, but is not limited to, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordnance, including objects made, constructed, or altered so that to a reasonable person the object resembles a firearm.
- B. Students are prohibited from bringing or possessing a firearm or an object indistinguishable from a firearm, whether or not the object is capable of being fired, on school property, in a school vehicle (including a school bus) or to any school-sponsored activity.
- C. If a student brings or possesses a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel the student for a period of one (1) calendar year and notify juvenile delinquency agencies. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred.
- D. Students are prohibited from bringing or possessing knives on school property, in a school vehicle or to any school-sponsored activity.
 1. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.
 2. If a student brings or possesses a knife on school property, in a school vehicle or to any school sponsored activity, the Superintendent may, if authorized by the Board of Education, expel the student from school, with the same expulsion implications as noted above.