

WASHINGTON-NILE LOCAL SCHOOL DISTRICT

West Portsmouth, Ohio

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student's rights and responsibilities, you are responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions, which are not addressed in this handbook, contact your Guidance counselor or Principal. You will find them listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written material on the same subjects.



PREPARED



WORTHWHILE



MOTIVATED



SUCCESSFUL

TELEPHONE AND FAX NUMBERS OF SCHOOL OFFICES

Portsmouth West Middle School Principals Office	858-6668
Guidance Counselor	858-2559
Food Service	858-4101
Fax Machine.....	858-0331
Transportation Department	858-6688
Superintendent's Office	858-1111
Portsmouth West High School	858-1103
Food Service	858-1108
Fax Machine.....	858-1110
Psychologist/Guidance Counselor	858-1124
Portsmouth West Elementary	858-1116
Guidance Counselor	858-1124
Food Service	858-1125
Fax Machine.....	858-1118

For school closings and delays you will be contacted by School Messenger and you may choose any of the following:

Radio Stations:

WNXT - 99.3

WIOI - 1010 AM

WLGC - 105.7

Television Stations:

WSAZ - Channel 3

WOWK - Channel 13

WCHS - Channel 8

** Do not call radio stations or school personnel because they need the phone lines open to receive information from the various school Superintendents.

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I. Philosophy of Portsmouth West Middle School

- A. We, of Portsmouth West Middle School, believe it is our responsibility to achieve a sound educational program which provides opportunities for the youth of our community to meet individual interests, needs, and abilities.
- B. We believe that the worth of a school is founded on a highly trained and dedicated staff of teachers, counselors and administrators; the aspiration of the student; and the support of the community. Programs are provided without discrimination on the basis of race, sex, age, religion, national origin, and disability.
- C. It is our duty through continued evaluation and redesign to establish an educational climate which will foster within each student the following traits: respect for self and others, respect for the rights and beliefs of others, the ability to solve one's own problems through logical thinking, high moral and ethical beliefs, an understanding of our democratic way of life, an appreciation for our American heritage, a desire for knowledge, and a sound physical development.
- D. To develop these traits in our students, we must endeavor to accomplish the following goals:
 - 1. To help children gain the necessary knowledge to function in a modern society.
 - 2. To enable students to develop a positive self-concept.
 - 3. To foster the interactions that will encourage the development of the skills and values of a democratic society.
 - 4. To promote creativity in children.
 - 5. To recognize and make provisions for meeting the individual differences in children.
 - 6. To relate our teaching to the society in which we live.
 - 7. To recognize evaluation as a part of learning and use it.
 - 8. To be aware of and to provide for the social, emotional, and physical needs of our students, as well as their educational needs.
 - 9. To provide an atmosphere that best promotes learning in our students.
 - 10. To encourage self-discipline.
 - 11. To provide a curriculum that is rich in experiences that develop an appreciation and understanding as well as the skills, abilities, and habits needed to live in a modern society.
 - 12. To teach our students to choose the best alternatives for their development through guidance services.

II. Visitor Policy

- A. The staff at Portsmouth West Middle school regards parents as team members in education. Therefore, parents are welcome to visit the school during school hours. However, all visitors must report to the Main Office to sign-in and receive a permit to visit classes and teachers. Students will not be permitted to have friends, relatives, alumni, or acquaintances visit the school and accompany them to classes. Students from neighboring school districts will not be permitted to visit during the school day.

III. Code of Conduct

- A. *The behavior of the student in school is ultimately the responsibility of the parent and a reflection of the kind of discipline the parent has developed with the child in the home.* Without the support and cooperation of the parents, the school's ability to educate and maintain a conducive learning environment for all children is hindered.

IV. Nondiscrimination Policy

- A. The policy of all schools in the Washington-Nile Local School District (Portsmouth West High School, Portsmouth West Middle School, and Portsmouth West Elementary School) dictates that no student is to be discriminated against on the basis of sex, race, color, religion, national origin, disability, or age in the educational programs, activities, admissions, or employment policies as required by Title IX of Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, Executive Order 11246 and its amendments, and the Office of Civil Rights Guidelines for Vocational Education.
- B. Any violation of the policy should be referred to the district Title IX Coordinator, at Portsmouth West Elementary School, 15332 A U.S. Hwy 52, West Portsmouth, Ohio, 45663, phone 740-858-1116.

V. Anti-Hazing Policy

- A. It is the policy of the Washington-Nile Local Board of Education that hazing activities of any type is inconsistent with the educational process and will be prohibited. No administrator, faculty member, or other employee of the school district will encourage, allow, condone, or tolerate any hazing activities. No student, including leaders of student organizations, will plan, encourage, or engage in hazing.
- B. Hazing means the coercion of one student by another to do any act of initiation upon entry into any organization when such an act might cause mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
- C. Administrators, faculty members, and all employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, involved students will be required to end all hazing activities immediately. All hazing incidents will be reported immediately to the

Superintendent.

- D. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties according to Ohio law.

VI. Levels of Disciplinary Action

- A. **Level One:** Oral Reprimand
- B. **Level Two:** Written assignment or disciplinary referral by teacher.
- C. **Level Three:** Oral reprimand or detention assigned by administrator. A disciplinary report will be given to the student and one mailed to the parent.
- D. **Level Four:** Wednesday School assigned by administrator. A disciplinary report will be given to the student and one mailed to the parent.
- E. **Level Five:** Suspension by administrator; the length of suspension will be decided by principal. A disciplinary report will be given to the student and one mailed to the parent and attempt will be made to contact the parent by telephone.
- F. **Level Six:** Short term placement at the Alternative School. Length of placement to be determined by the principal and the Alternative School staff.
- G. **Level Seven:** Charges filed in Juvenile Court.
- H. **Level Eight:** Recommendation to superintendent for possible expulsion or long term placement at the Alternative School.

VII. Discipline Code

- A. Discipline should be a concern of the student, the parent, the school, and the community. Good school discipline is dependent upon the interaction and combined cooperation and behavior of all members of the community. The Code of Conduct should serve as a deterrent to future violations and a positive reinforcement for good behavior. The student should be aware of possible consequences that might be associated with any action, gesture, or statement that is inappropriate in the educational environment during any time the student is under the control and direction of any school in the Washington-Nile Local School System.
- B. Levels of discipline have been established to address the probable consequences for the first offense of a rule broken on the school grounds before, during, or after school hours, or at any other time when the school is being used by a school group, or off school grounds at a school function, activity, or event. **Handbook policies apply to students on school property regardless of the time of the incident.**
- C. Recurring violations of rules will likely escalate to a more severe Level of Disciplinary Action. After a student has accumulated three (3) after school detentions, he or she will be assigned to Wednesday School or be suspended. The administration reserves the right to suspend, assign in-school suspension, assign detention, assign Wednesday School, assign Saturday School, refer to Juvenile Court, or recommend for expulsion, without following the preceding sequence for more serious offenses. Students may be referred to Juvenile Court and/or recommended for expulsion for any additional violations of the Student Code of Conduct.

VIII. Student Code of Conduct

1. **Disobedience and Insubordination** - A student will comply with reasonable directions of teachers, student teachers, substitutes, teacher aides, bus drivers, Principals, or other authorized school personnel (Level 1 - 8).
2. **Physical Abuse (Assault)** - A student will not or attempt to do bodily injury to any person. Any student involved in a fight who refuses to quit fighting after being restrained by a teacher is subject of further suspension or expulsion. Students will not deliberately contaminate another student with any form of bodily fluids. **No unauthorized touching permitted.** Any student(s) found to be instigating a fight by word or deed will receive the same punishment as the fighters. (Level 2 - 8).
3. **Disruption of School** - Students will 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 will 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 (Level 1 - 8).
 - a. While we do not intend this list to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:
 - (1) Occupying any school building, school grounds or part thereof;
 - (2) Blocking the entrance or exit of any school building, 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;

- (5) Activating or attempting to activate an emergency alarm system without an emergency, including a “911” call;
 - (6) Preventing or attempting any physical act or verbal utterance that interferes with the convening or continuing functioning of any school, class, or activity or any lawful meeting or assemble on or off the school property;
 - (7) Preventing or attempting to keep students from attending a class or any school-sponsored or related activity or event;
 - (8) Except under the direct instruction of the Principal, Assistant Principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event; or
 - (9) Continuously making noise or acting to interfere with a teacher’s ability to conduct a class or an extracurricular activity.
4. **Damage or Destruction of Property** - A student will not cause or attempt to cause damage to school property or personal property (Level 1 - 8).
 5. **Assault on or Abusive Language Toward a School Employee** - Students will not use vulgar, profane or abusive language or make vulgar, profane or abusive gestures toward or attempt to cause physical injury or behave in a way that could cause physical injury to a school employee (Level 6 - 8).
 6. **Weapons and Dangerous Instruments/Look Alike Weapons** - ORC 2923.122 makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordnance onto or in any property owned by or controlled by, or to any activity held under the authority of a school. A dangerous weapon is a device which is or ma be used to cause harm to another person including but not limited to a club, chain, razor, chemicals, incendiary devices, etc. ORC 3313.66, 3313.661 may allow for the student to be expelled for one calendar year (Level 4 - 8).
 7. **Frightening, Degrading, Disgraceful Acts; Harassment; Hazing** - A student will not engage in any act (written, verbal, or gestured) which frightens, degrades, disgraces, or may frighten, degrade, or disgrace a teacher, fellow student, or any other person. A student shall not engage in or perform any sexual act on school premises or during school functions regardless of the location. A student shall not use any verbal or physical conduct, such as threats, bullying, slurs, innuendos, offensive conduct, touching or possession/display of electronic images or text, which has the purpose or effect of creating an intimidating, hostile , or offensive educational environment for another student or faculty member. **The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state/federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.** It is the policy of the Washington-Nile Local Board of Education that hazing activities of any type are inconsistent with the educational process and will be prohibited. No student, including leaders of student organizations, will plan, encourage, or engage in hazing. Hazing means the coercion of one student by another to do any act of initiation upon entry into any organization when such an act might cause mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. (Level 2 – 8)
 8. **Fire Regulations** - A student will not possess matches or lighters in the school building, burn items, or possess or light fireworks of any kind (Level 2 - 8).
 9. **Profanity / Obscene Language / Obscene Gestures** - A student will use neither written nor verbal profanity, obscene language, or obscene gestures in communicating with any faculty member, any other authorized school personnel, another student, or to any person (Level 2 - 8).
 10. **Use/Possession of Tobacco Products/E-cigarettes/vaporizers**
A student will not smoke, sell or exhibit smoking materials or possess smoking materials, use or exhibit or possess smokeless tobacco on school property or at a school sponsored event. E-cigarettes and similar products are not permitted on school property or at any school sponsored events. Any tobacco products found on the student or student property will be confiscated and the student is subject to disciplinary actions. Level 6 – 8
 11. **Assigned Areas** - A student should not be out of his/her assigned area without permission. All students must obtain a pass to leave the assigned area (Level 1 - 8).
 12. **Inappropriate Dress** -The school takes pride in the appearance of its students. Your dress indicates the quality of your school, your conduct, and your school work. For that reason, you are expected to maintain a neat and appropriate appearance according to the guidelines established at all curricular and extracurricular activities. Students’ attire should represent that which is commonly accepted in the community, and will promote respect for authority, health and safety and discipline within the educational environment. Any type of dress, hairstyle,

(including unnatural hair color) or jewelry which endangers health and/or safety or is distracting to the educational environment will not be permitted, including, but not limited to the following: (Level 1-8)

- (1) Hats, bandannas, headbands, etc.
- (2) Garments that leave the midriff or torso bare such as half-shirts, tube tops, halters, muscle shirts, mesh or see-through shirts, etc. Tops and bottoms must overlap at all times, including when arms are raised, tops should have conservative necklines, pajamas not to be worn.
- (3) Clothing, buttons, or pins with vulgar print, sexual connotations or suggestive words, symbols or suggestions of secret societies, or that advertises alcohol, drugs, tobacco, or firearms or any other item that may be reasonably interpreted (by an administrator) as unwanted activity or may not be appropriate for the school setting (for example, Big Johnson, Coed-Naked, Hooters, all tobacco and alcohol brands, etc.).
- (4) Any clothing that promotes or can be considered to promote gang-related or criminal activity.
- (5) Sweat-pants/shorts that are shorter than 2" above the knee
- (6) Skirts shorter than 2" above the knee, regardless of other undergarments.
- (7) Jewelry that is worn in facial areas or body piercing other than the ears. Band Aids are not permitted to cover jewelry. Tongue piercing (bars) are considered to be facial piercing. Jewelry must be removed.
- (8) Any type of clothing that could prove to be offensive to individuals or groups.
- (9) Pants with holes or tears. Pants will be pulled to the waist line/belt line. Pants need to be knee-length. Jeans will not be pinned or taped.
- (10) Chains (other than necklaces that will break when pulled), dog collars, necklaces or bracelets with spikes, etc.
- (11) Coats in class (only sweaters, sweatshirts, and wind-breakers are permitted).
- (12) Sunglasses.
- (13) Hair must be worn away from the face as to not interfere with instruction.

*Students who fail to comply with these appearance guidelines will sit in the school office until a change of clothing is provided or until the garment or accessory is removed. A student's absence from class caused by the student's failure to abide by the appearance guidelines will not be excused. Repeated failure to comply with the appearance guidelines may result in the application of increasing levels of discipline for each subsequent failure to comply. (Level 1 - 8).

13. **Gambling** - Gambling of any kind is not allowed. Card playing is not allowed on school property (Level 1 - 8).
14. **Conduct for Assemblies** - Assemblies are part of the educational program of the school. Students should walk to the assembly area. Students are expected to be attentive and courteous to all speakers, be considerate of those sitting in the audience, and applaud only at the proper time. Derogatory remarks, noise, and talking are prohibited. After the assembly students return orderly to their appropriate rooms or follow the directions that will be given at the end of the assembly (Level 1 - 8).
15. **Conduct in Corridors** - Since the distance between classrooms is sometimes great, traffic should move rapidly and freely. The simple rule is to keep to the right. There will be no running in the halls (Level 1 - 8).
16. **Conduct in the Library and Computer Labs** - Quiet, orderly conduct is required of all students using the library. Proper use of the room and materials is required. Students are not permitted to retrieve questionable material from the Internet system. Students are not permitted to use the files or stored information belonging to another student (Level 1 - 8).
17. **Conduct in Restrooms** - Students going to rest rooms from a class, study hall, or library must have a pass from the teacher in charge. Students are prohibited from loafing in restrooms (Level 2 - 8).
18. **Conduct in Study Hall/Life Skills** - The purpose of a study hall is to provide a place for students to do homework and research. Students will report promptly with appropriate books and materials. Students will not be allowed to go to lockers, but will be allowed to go to the library with proper authorization. The study hall teacher has full authority to establish guidelines for student conduct (Level 1 - 8).
19. **Student Conduct on School Buses**
 - a. Board of Education adopted pupil transportation management policies should be developed cooperatively by school administrators and transportation personnel. Policies should be designed to ensure the safety and welfare of all school bus passengers and shall include:
 - (1) The school bus drivers have the authority to establish and enforce reasonable guide lines that provide for the safety and convenience of the driver and the students being transported. The driver will enforce minor disciplinary actions such as assigning seats, but all major problems will be referred to the appropriate Principal or assistant Principal for disposition.
 - (2) The pupil's right to due process as provided for by the local board of education policy and procedure.
 - (3) Good student bus conduct is essential to the safety of all bus riders. It is the responsibility of the student to read and comply with the following rules listed. Students who violate any of the rules are subject to the following levels of discipline: Level 1 - Level 8

- b. Follow These Rules So You Don't Lose Your Riding Privilege!
 - (1) Observe same conduct as in the classroom.
 - (2) Be courteous, use no profanity.
 - (3) Do not eat or drink on the bus.
 - (4) Keep the bus clean.
 - (5) Cooperate with the driver.
 - (6) Do not use or possess any tobacco products, lighters, matches, etc.
 - (7) Do not be destructive.
 - (8) Stay in your seat.
 - (9) Keep head, hands and feet inside the bus.
 - (10) A bus driver is authorized to assigned seats.
 - (11) Be absolutely quiet at railroad crossings and other places of danger.
 - (12) Students are not permitted to bring on the bus items larger than those which can be held on the lap. Animals, glass, or liquids are not permitted.
 - (13) The emission of aerosol spray or compressed air containers is not permitted.
 - (14) **Students are permitted to ride only there assigned bus, unless the parent sends a signed note that specifies bus drop off location. The note must include contact information**
 - (15) Security and surveillance cameras will be used on buses. Students are advised that cameras will be recording student activity.
- c. Suspension, expulsion or immediate removal from a bus.
 - (1) The provisions of section 3313.66 of the revised code shall apply to suspension, expulsion and immediate removal of a pupil from school bus riding privileges.
 - (2) The Superintendent or Principals, or Assistant Principals are authorized to suspend or remove pupils from school bus riding privileges.
 - (3) Immediate removal of a pupil from transportation is authorized. A pupil removed immediately for transportation must be given notice as soon as practical of a hearing which must be held within 72 hours of the removal. The notice shall also include the reason for the removal. Immediate removal is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed from riding privileges will be in accordance with school district policy but not more than ten days.
 - (4) Suspension of riding privileges for rule violation or conduct not considered a danger to persons or property or a threat to the safe operation of the school bus may no exceed 10 days. Suspension of riding privileges by the Superintendent, Superintendent's designee, Principal, or Assistant Principal will be in accordance with section 3313.66 of the revised code and school district policy related to due process.
 - (5) Expulsion of a pupil from riding privileges will be by the Superintendent and in Compliance with divisions (B), (D), and (E) of section 3313.66 of the revised code. (Approval: February, 1987) Washington-Nile Local School District, West Portsmouth, Ohio.

20. **Conduct in Cafeteria**

- a. To provide the efficient use of the cafeteria, students must observe the following rules:
 - (1) report directly to the cafeteria,
 - (2) never step in front of a person already in line,
 - (3) make the selection quickly and clearly,
 - (4) move along quickly,
 - (5) have the money/ticket ready and submit small bills to the cashier,
 - (6) students should not throw food or utensils,
 - (7) upon finishing lunch, return the tray, silverware, and garbage to the designated area, do not leave items on the table,
 - (8) do not make loud noises or create unnecessary confusion,
 - (9) do not take food out of the cafeteria,
 - (10) do not leave the cafeteria without permission.
- b. School personnel in the cafeteria have full authority to enforce all cafeteria rules (Level 1 - 8).

21. **Forgery, plagiarism, and cheating** - A student will not forge a pass, permission slip, official school document, or doctor's statement. Whenever a student is guilty of plagiarizing or cheating, the teacher will collect the student's paper and mark a zero for the assignment. Continuation of this practice may lead to further discipline (Level 3 - 8).

22. **Public Display of Affection** - The display of romantic gestures is prohibited to include, but not limited to kissing, hugging, and holding hands. (Level 1 - 7).
23. **Narcotics, Alcoholic Beverages, Drugs, and Drug Paraphernalia (Level 3-8)**
 A student will not possess, transmit, conceal, or attempt to sell/purchase drug paraphernalia (i.e. rolling papers, roach clips, bongs etc....) An observation of any individual which may be reasonably interpreted as the individual being under the influence of any mind, mood or body altering item or substance (at the discretion of an administrator may be cause for immediate suspension from school. The odor of drugs or alcohol on the student is sufficient to render some form of disciplinary action. **The Washington-Nile Board of Education shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, un-prescribed drugs, or any mind-altering substance while on school grounds or school facilities; at school sponsored events; in other situations under authority of the district or in school-owned or approved vehicles. Included in this prohibition are any substances that are presented as controlled substances, non-alcoholic beers, steroids and/or drug paraphernalia normally referred to as counterfeit or "look-a-likes". The board wishes to emphasize the following:**
- (1) A Student is required to obey existing laws on school grounds and while involve in school activities. School authorities have the same responsibilities as any other citizen to report violations of the law. The final disposition of any problem, however, will be determined by the building principal with due consideration of the welfare of students and of any other relevant factors involved.
 - (2) Discipline will be imposed independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
 - (3) Student will be given a copy of the standards of conduct and the statement of disciplinary sanctions and will be notified that compliance with the standards of conduct is mandatory.
 - (4) If conditions warrant, the administration will refer the student for prosecution and offer full cooperation in a criminal investigation. A reduction in penalty may be considered for the first offence if the student receives professional assistance. Professional assistance may include, but not limited to, an alcohol/drug education program; assessment with follow through based on the assessment findings, counseling, outpatient treatment, or inpatient treatment.
- Consequences** – The following procedures and consequences will be followed in dealing with Drug & Alcohol infractions. The principal will maintain all records. Any student who has previously been suspended for a drug-related offense will automatically move to "SECOND OFFENSE" procedures. Any student caught selling illegal substances or counterfeit substances will automatically move to "SECOND OFFENSE" procedures.
- FIRST OFFENSE**
- (1) The principal may suspend (Out of School Suspension) the student for ten (10) school days and make a recommendation for expulsion to the superintendent of schools.
 - (2) The principal will notify the parent(s) in writing using the suspension form.
 - (3) The principal will notify the parent(s) to arrange a conference.
 - (4) The principal may notify law enforcement officials.
 - (5) The ten days of suspension may be reduced to five days of suspension if the student and parent(s) agree to consult a physician or professional agency for the purpose of obtaining a program of assistance. Proof must be provided within two days.
 - (6) The contacted physician or agency, with the client's permission, will notify the principal that the client made contact and is attending a substance abuse program. The principal will obtain a release to allow the physician or agency to release information on compliance with the school's recommendation. If the physician or agency notifies the principal that the student is not satisfactorily participating in the treatment program, the ten (10) days of suspension, and the recommendation for expulsion will be reinstated.
- SECOND OFFENSE**
- (1) The principal will automatically give a ten-day (10)out of school suspension.
 - (2) The principal will notify the parent(s) in writing using the suspension form.
 - (3) The principal will notify the parent(s) to arrange a conference.
 - (4) The principal may notify law enforcement officials.
 - (5) The principal will recommend to the superintendent that the student be expelled from school.
24. **Theft** - A student will not cause or attempt to take into possession the property of the school district or the property of any other person. Parents are responsible for financial damage [Ohio Revised Code 3109.09, 3109.10, 2743.51] (Level 2 - 8).
25. **Locker Use and School Property** - Although school authorities will respect the rights of students regarding student lockers and property, lockers are the property of the school. A general search of lockers and the contents thereof may be conducted to repossess school property. When possible, the administration will advise students before the search. A search without student notification may be made in cases when the time required to notify would be crucial to the health and safety of people and where a suspected item(s) poses a clear and present danger. Items that may be used to disrupt or interfere with the educational process may be removed

from student possession. Students will not use lockers for illegal or unauthorized purposes or for storing illegal or unauthorized materials. Students may not use lockers or property in a way that would interfere with school discipline or the normal operation of the school including the unauthorized possession or storage of another person's property. Students may not use lockers or property to endanger the health/safety of other persons. Locks for lockers are available for a \$5 rental fee. Students are not permitted to use locks from home (Level 1 - 8).

26. **Cell phones, Tape Players and Other Electronic Devices** - Students are permitted to bring their cell phone, Kindle, iPad, etc., to school and encouraged to keep them in their lockers. We embrace the potential that cell phones and other devices can be used as a technological learning tool in the classroom. Some teachers may choose to implement the use of cell phones or other devices when appropriate into their lessons. Students may not use their cell phones for personal use during the school day. Any student who is caught using their cell phone without permission will be assigned a Wednesday School and the phone will be returned to the parent. Normal school hours are from 7:00 a.m. until 3:00 p.m. School hours include detention and Wednesday school.
Should a device be lost or stolen while on school property, administrators will not investigate the loss. Possession and/or use of laser pointers, etc. during normal school hours are prohibited. Possession and/or use of laser pointers at extracurricular events is also prohibited. Vandalism of computer equipment, unauthorized access to information or school records, the invasion of computer privacy, copyright violations, plagiarism, hacking, and/or other tampering with hardware or software is prohibited. The use of a computer that in any way violates the student code of conduct is prohibited. Use of devices that would disrupt computer or video equipment functions is prohibited. Level 1 - 8
27. **Student Activities** - Student clubs, groups, or other student organizations may not schedule meetings without prior consent of the activity sponsor or Principal. The sponsor is directly responsible for the conduct of all students participating in the student activity under his/her control (Level 3 - 7).
28. **Homework** - Homework is a useful tool in the learning process. Homework will be evaluated and should not be used as a punishment. Failure to do assigned work will result in parent notification and/or failing grades for the assignment (Level 1-4).
29. **Tardiness for Class** - Tardiness is a disciplinary problem. A student who is tardy more than one (1) time during any grading period will be disciplined (Level 2 - 7).
30. **Skipping School/Class** - Students who do not report to their assigned area will be considered skipping class and/or school. The absence will be considered un-excused and may be referred to the attendance officer (Level 4 - 8).
31. **Repeat Violations of School Code of Conduct** - Repeated violations of the School Code of Conduct may result in expulsion (Level 4 - 8).
32. **Threats** - Any threat of violence, either verbal or written, perceived to be legitimate may result in suspension and/or expulsion from school, referral to law enforcement and mandatory counseling (Level 4 - 8).
33. **Misconduct Off School Property** - Disciplinary action may be taken against students involved in misconduct connected to activities or incidents which have occurred on property owned or controlled by the board of education or misconduct, regardless of where it occurs, if directed at a district official or employee, or the property of such official or employee (Level 2-8).
34. **Food and Beverages** - Food and beverages are not permitted in classrooms or hallways. Such items will be confiscated and not returned. This rule may only be superseded by express permission from the Principal or assistant Principal.
35. **Bullying, harassment, intimidation** - the following behavior is prohibited: Any intentional written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student more than once and causes mental or physical harm and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment for the student. Discipline may be administered to students who engage in cyber bullying. Students may report bullying directly to school personnel or anonymously. Discipline may be administered to students who knowingly make false reports/allegations. Students who retaliate against students or adults reporting bullying behavior may result in additional discipline. Parents will be notified in cases of confirmed bullying. Level 2-8

IX. Disciplinary Procedures

- A. **Detention** - Detention may be assigned by the teacher, counselor, Assistant Principal or Principal. Students will serve assigned detention upon receiving notification at school. If a student fails to attend detention without the prior approval of the Assistant Principal or Principal, the student will receive a Wednesday School. End-of-year detention can also be assigned.
- B. **Removal from Class**
 1. If a student poses a continuing danger to persons or property or a continual threat of disruption of the academic

- process, a teacher may remove the student from curricular or extracurricular activities under his/her supervision.
2. If a teacher makes an emergency removal for 24 hours or more, the reasons for the removal must be submitted to the Principal/Assistant Principal in writing as soon after the removal as possible.
 3. A due process hearing must be held within 72 hours after removal is ordered. The person who ordered the removal must be at the hearing. Procedures for the hearing are the same as the suspension hearing. If the Principal/Assistant Principal reinstates a student before the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student. The student can be kept from the class until the matter of the misconduct is disposed of by reinstatement, suspension or expulsion.
- C. **Corporal Punishment** - Corporal punishment will not be used as a disciplinary alternative.
- D. **Wednesday School**
1. The Wednesday School concept is an alternative, disciplinary, and a motivational program with the following goals, objectives, and guidelines. The programs afford parents some choice in the punishment process.
 2. Wednesday School will be on Wednesday from 3:00 p.m. through 7:00 p.m. with a certified staff member supervising the students. Students assigned to Wednesday School may bring a snack and eat between 2:45 and 3:00 in the Wednesday School classroom.
 3. Goals/objectives - To provide an alternative to corporal punishment and suspension, improve school discipline, improve attendance, reduce frequency of tardiness, foster respect for authority and rights of others, and involve parents in discipline and attendance problems.
 4. Guidelines
 - a. Assignment to the Wednesday School will be made by district administrators following a review of records that demonstrate previous disciplinary actions taken to correct the student's behavior or for serious first time offenses where possible suspension could result such as fighting, gross insubordination, etc. It is in the best interest of the program to keep it flexible so that appropriate changes can be made when deemed necessary. The emergency removal of students from school will not be affected by the availability of the program.
 - b. Chronic absenteeism will be dealt with by the established policies. However, when the informal hearing step is reached, parents will be informed of the Wednesday School and that any further absences without a verified excuse will result in assignment to the program. Truancy will be enforced according to juvenile court procedure. Wednesday School may be exercised in the interim. Each truant day will require attendance at Wednesday School. Eighteen-year-old students may be assigned to Wednesday School. Administrators, teachers, and counselors may assign specific readings and written work which correlates with the student's violation as well as assignments in the regular curriculum.
 5. Student Rules
 - a. Students will register on a sign-in sheet. Arrival time will be 3:00 p.m. Dismissal time is 7:00 p.m. The main lobby doors will be used for admittance to the program.
 - b. Students are required to report on the appropriate Wednesday with books, assignments, paper, pencil, and other appropriate materials to be used for productive school work. Students will not be allowed to go to lockers. Students will be assigned a seat or work area and may not sit with peers.
 - c. Plagiarism will not be tolerated and may lead to repeating the detention.
 - d. Talking is not allowed.
 - e. Rest room use will be only at break time or at the discretion of the instructor.
 - f. Any student leaving the program area will be considered unruly and suspension may result.
 - g. Tobacco use is not allowed.
 - h. Failure to appear at Wednesday School or to show cooperation with the supervising teacher during the detention will result in citation to juvenile court. Excuses such as, work at home, needed at home, going out-of-town, school activities, lack of transportation, etc., are not acceptable reasons for missing Wednesday School.
 - i. Transportation is the responsibility of the parent and/or student. Any parent failing to provide a student with transportation to and from Wednesday School has forfeited his/her right to object to other disciplinary measures and juvenile court may be notified.
 - j. Building administrators will decide whether an absence is excused. Un-excused absences will result in suspension or citation to juvenile court.
- E. **Alternative Learning Center**
1. The term Alternative Learning Center (ALC) will be understood to mean the removal of a student from the normal schedule of classes and activities and reassignment to other special programming required. Credit will be given for work done correctly. A teacher will send a student to the ALC for their class period only. Any longer assignments to the ALC will be given by the Principal/Assistant Principal.

F. Center for Alternative and Progressive Education (CAPE)

Students who are habitual disciplinary problems may be assigned to the Alternative School for the duration of the semester or for the entire school year. CAPE will house students who have exhausted all other means of disciplinary action. Students will attend CAPE in lieu of expulsion. These students may not participate in or attend extracurricular or co-curricular school functions during the period in which they are assigned to CAPE.

G. Procedure for Suspension

1. The assistant principal or principal will give written notice to the student of the intent to suspend and the reason(s) for the intended suspension. The student will have an opportunity to appear before the assistant principal or principal to challenge reasons for the intended suspension, to produce witnesses, or otherwise explain his/her actions. If the student is to be suspended, he or she will be advised of the suspension and its duration.
2. The parent/guardian will be notified of the suspension by telephone, if possible. An official notice of the action will be mailed to the parent/guardian within twenty-four (24) hours of the suspension. The notice must include the reason(s) for the suspension, the right of the student/parent to appeal the decision, the right to be represented at the appeal, and the right to request that the hearing on the appeal be held in private. The parent/guardian, with the student, will be requested to come to school for a conference with the administrator. In no instance, will the conference be later than the date the student is scheduled to reenter school. The student suspension will be enforced during the appeals process.
3. If a student's presence poses a danger to persons or property or a threat of disruption to the academic process, the assistant principal or principal may remove the student from the premises. A due process hearing must be held within seventy-two (72) hours after such removal is ordered.
4. A student will receive failing grades for all suspension days for all daily work, tests, etc. that the teacher records for grade averages.
5. The administration and board of education are permitted to deny admission to any student who is currently under a period of suspension from another district in Ohio.
6. Students will not participate or attend extracurricular activities the day of suspension. EX: A student's suspension that ends Friday, their eligibility to play the next day will be determined by their coach. The suspension ends at 3:00 the final day of the suspension.

H. Procedures for Expulsion

1. Upon the recommendation of the principal, the superintendent may expel a student from school. The superintendent will give the student and his/her parent or guardian written notice of the intended expulsion. The notice will include the reasons for the intended expulsion.
2. Upon request, the student and parent/guardian/representative will have an opportunity to appear before the principal to challenge his/her action or to otherwise explain the student's actions. The administrator cannot order such a hearing if the student/parent chooses not to attend.
3. The written notice of intended expulsion by the superintendent will state the time and place for the student/parent to appear for the hearing. The hearing must be held neither less than three (3) days nor later than five (5) days after the notice is given.
4. An official notice of the expulsion will be mailed within twenty-four (24) hours to the parent/guardian. The notice will include the reason(s) for the expulsion, the right of the student/parent/guardian to appeal to the board of education, the right to be represented at the appeal, and the right to request the hearing be held in private.
5. The superintendent is authorized to expel a pupil for a period not to exceed one year for committing an act that is a criminal offence when committed by an adult and that results in serious physical harm to persons or property on any property owned or controlled by the board or at an interscholastic competition, extracurricular event, or any other school program or activity.
6. Superintendents are authorized to expel, for a period of one year, any pupil who brings a firearm or knife to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located in a school or on property owned or controlled by a district.
7. The superintendent has the right to initiate proceedings against a pupil who has committed an act that warrants expulsion under the board's policy, even if the student withdraws from school.
8. A student will receive failing grades for expulsion days for all daily work, tests, etc. that the teacher records for grade averages.

A. Suspension/Expulsion Appeal Process

1. Major disciplinary actions such as suspensions/expulsion from school are used in the most serious disciplinary cases. The school Principal may suspend a student up to ten (10) school days. The Superintendent has the authority to expel a student for a duration of eighty (80) days. An expulsion may extend for one calendar year when the disciplinary action involves a dangerous weapon. Appeal from the suspension/expulsion shall be made by the student accompanied by his/her parent/guardian in the following sequence:
 - a. Superintendent of Schools,
 - b. Board of Education,
 - c. Courts

X. Student Attendance Policies

- A. All students legally enrolled in the school district must be in regular attendance as outlined in Ohio law. Regular school attendance will be defined as participation in all activities assigned to a student during specified school hours when classes are being conducted.

- B. The board seeks cooperation from parents with regard to school attendance and punctuality, particularly concerning the following:
 1. the scheduling of medical and dental appointments after school hours except in cases of an emergency, and
 2. the scheduling of family vacations during school vacations.

XI. Daily Absences

- A. A student may receive **up to eight (8) days** of excused absence for the year provided he or she brings a note from his/her parent or guardian.
- B. **Ohio Law requires that students are in school 90% of the time that school is in session. A student who is absent from school for more than sixteen (16) days will not receive credit and may be retained the following year. A plan for excessive absences may be made for students which could include Wednesday Schools and Summer School. Summer School, however, is not to be used two years in a row to make up for attendance.**
- C. In the case of a necessary absence, the parent is requested to inform the school by telephone. When a student returns to school following any absence, a note of explanation from the parent will be required **that day**. The excuse must state the exact reason (not just illness). If the student does not bring a note **within three days**, the absence will be un-excused. All days of un-excused absences, will result in 0% in classes. A doctor excuse and court required appearances are not included in the eight (8) days.
- D. Immediately upon return to school, each student who is absent must have each of his/her teachers sign the admission slip and make arrangements to make up work missed. Students who are absent from school for reasons not allowed by the above criteria will not be allowed to make up work. Each case will be considered on its merits by the Principal with information from the respective teacher(s). It is the responsibility of the student to see the teacher(s) for any make up work. The student is responsible for completing all work missed during an excused absence and should do so promptly. The time allowed for make-up work is equal to the time the student was absent from school with a maximum of five days.
- E. The eight (8) days of total excused absences will include the following:
 1. personal illness with accompanying parent note,
 2. quarantine,
 3. death/illness within immediate family,
 4. compulsory legal business,
 5. failure of a bus to run,
 6. observance of religious,
 7. The administration may approve two days for community service for activities that are not related to the school i.e. boy scouts, 4-H, children's theater etc... However, the day (s) will be considered an excused parent note absence. No more than two days per year may be used – additional days will be considered unexcused.
 8. circumstances judged sufficiently by school authorities.
- F. After the eight (8) days, all excused absences must be accompanied by a doctor's excuse. An acceptable doctor's excuse must include the date and time of the appointment, the nature of the illness, the time the student left the office, the date the student should return to school, and must have the doctor's signature (not a stamp).
- G. Some examples of unacceptable excuses include the following: shopping trips, haircuts, permanents, missing the bus, hunting trips, driver's license exam, babysitting or working at home that is not an emergency.

XII. Early Dismissal

- A. To be excused from the building during the day, a student must bring a written note signed by the parent/guardian **with contact information included on the note**. The note must be approved by the Principal or Assistant Principal before home room in the morning. Upon receiving the pass to leave, the student is responsible for presenting the pass to those teachers whose classes will be missed. These absences will be considered excused/un-excused the same as other absences from school. Parent(s) are required to report to the office upon arrival at the school to complete the required form before the school may release the student. Upon returning to school, the student should obtain an admission slip from his/her home room teacher. The student returning from a doctor's appointment must bring a doctor's excuse and submit it to the office.
- B. Should possible illness occur at school, the student should obtain a pass to see the Principal/Assistant Principal. The student will then be given appropriate attention.
- C. Students who do not report to their assigned area will be considered skipping class and/or school. The absence will be considered un-excused and may be referred to the truant officer.

XIII. Tardies/Early Dismissals

- A. Students who are tardy should report to the office immediately. Upon receiving the tardy slip, report to home room/class. If a student is detained by a teacher, he or she should obtain a pass from that teacher to be given immediately to the teacher of the next class.
- B. Students entering school after 8:10 A.M. are considered tardy.

- C. Students entering after 8:40 A.M. are considered absent one-half (2) day.
- D. Students leaving school after 11:30 A. M. but before 2:15 P.M. will be considered absent one-half (2) day.
- E. All tardies are un-excused unless accompanied by a doctor’s excuse.
- F. Un-excused tardiness and un-excused one-half day absences are a disciplinary problem. A student who receives more than two (2) combined un-excused tardies/un-excused, and one-half day absence during each quarter (9 weeks) will receive a detention for each additional un-excused tardy/un-excused one-half day absence.
- G. A student who accumulates more than one (1) un-excused early dismissal during a grading period will be subject to detention/Wednesday School.

XIV. Extracurricular Activities - Students must be present all day to participate in extracurricular activities occurring on the same day or on the weekend. Penalty for violation of this policy will result in the students missing a corresponding practice, game, or activity scheduled. In the event that the infraction is not discovered on the day it occurs, the student will miss the next scheduled corresponding activity. Exceptions are dental appointments, doctors’ excuses, or a death in the immediate family. A student’s suspension that ends on Friday, their eligibility to play the following day will be determined by their coach.

XV. Fund Raising Activities - The IRS Federal Income Tax Regulations Section 1.501 (c) (20) prohibit individual fund-raising accounts. School personnel are prohibited from establishing individual student accounts. Fund-raising must benefit the whole group regardless of whether or not the student actively participates in the fund-raising activity. Profits may be used to reduce the total trip cost, but each student is required to pay the same amount for activities. Reductions due to the amount of fund-raising participation are expressly prohibited.

XVI. Grading System

Nine-Weeks Grading Scale			Final Grade Range	
95-100	A	4.0	3.81-4.000	A
93-94.99	A-	3.8	3.6-3.800	A-
91-92.99	B+	3.5	3.3-3.599	B+
86-90.99	B	3.0	2.9-3.299	B
83-85.99	B-	2.8	2.6-2.899	B-
81-82.99	C+	2.5	2.3-2.599	C+
76-80.99	C	2.0	1.9-2.299	C
73-75.99	C-	1.8	1.6-1.899	C-
71-72.99	D+	1.5	1.3-1.599	D+
66-70.99	D	1.0	0.9-1.299	D
63-65.99	D-	0.8	0.6-0.899	D-
0-62.99	F	0.0	0.0-0.599	F

A. Any incomplete grade earned during a grading period must be made up within one month from the last day of the grading period. If the incomplete work is not made up within one month, the student’s grade for that grading period will be an F. A minimum of one (1) passing grade must be earned the first semester and one (1) passing grade must be earned in the last two grading periods. If a student earns an incomplete for a final grade, the incomplete grade must be made up within one month. If this incomplete is not made up within one month, the administration reserves the right to close the grade. The student is responsible for all make-up work.

XVII. Promotion - Placement - Retention

A. Standards for Promotion:

- 1. Fifth Grade - Eighth Grade: Must pass a minimum of three of the following subjects;
 - a. Math
 - b. Language Arts
 - c. Science
 - d. Social Studies
- 2. *Any student who does not meet the standard is not promoted.*

B. Placement

- 1. Students in grades 1 - 8 who are not promoted may be considered for placement to the next grade level.
- 2. According to federal guidelines under the No Child Left Behind Act, no student may be placed without academic intervention. Summer school is an acceptable intervention method.

3. Factors to be considered in the placement decision include:
 - a. academic achievement and grades
 - b. achievement test scores
 - c. ability test scores
 - d. age and social adjustment
 - e. physical maturity
 - f. emotional growth
 - g. classroom performance
 - h. competency-based education results, and
 - i. attendance patterns.
 4. Parent input will be used in the decision. However, the final decision will be made by the district.
- C. Retention
1. Students in grades K-8 who meet the standard for promotion may be considered for retention at the current grade level. Factors to be considered in the retention decision include the same areas as the decision for placement. Parent input will be used in the decision. No student who meets the standards for promotion will be retained without parental consent.
 2. Parent requests for retention will be reviewed using the above standards. However, the final decision will be made by the district.
- D. Guidelines for Notification
1. Parents will be notified as soon as it is evident that the student may not meet the standards for promotion. Interim Reports will be provided to the parents of at-risk students at the midpoint of each period. (If the student has an average of a C or below in a subject.)

XVIII. Schedule Changes - No schedule changes will be made after the tenth day of school without the approval of the Principal.

XIX. Honor Roll

- A. The criteria for placement on the honor roll are as follows:
1. 4.000 = Straight A Honor Roll
 2. 3.600-3.999 = A Honor Roll
 3. 2.900-3.599 = B Honor Roll
- B. All honor rolls will be based on a 4.0 grading scale. All grades will be carried out two decimal places and not rounded.

XX. A.C.E Awards

The A.C.E. Awards are meant to be an incentive to students for Attendance, Citizenship, and Excellence in academics. Students will have opportunities to win prizes and attend field trips for receiving the following awards.

THE GOLD CARD

Requires: Perfect Attendance, No Tardies, No Discipline Referrals, Plus 3.5 -4.0 G.P.A.

THE SILVER CARD

Requires: 1 Absence or 1 Tardy, No Discipline Referrals, Plus 2.8 – 3.49 G.P.A.

BRONZE CARD

Requires: 2 Absences or 2 Tardies, No Discipline Referrals, Plus a 2.3 – 2.79 G.P.A.

ORANGE CARD

Requires: Perfect Attendance, No Tardies, And No Discipline Referrals.

ACADEMIC ACHIEVEMENT AWARDS

Requires: No Discipline Referrals and a 3.0 or higher G.P.A.

XXI. Guidance and Counseling

- A. The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. Counselors try to do this by:
1. helping the new student feel at home in our school with teachers and friends in a different setting,
 2. granting individual conferences whenever a student, a teacher, or the counselor deems it necessary,
 3. testing to help the student learn as much as possible about his capabilities,
 4. discussing concerns with any student, parent, or a teacher.

XXII. Student Records

- A. Student files contain information necessary to record the experience of the student while enrolled in the Washington-Nile Local Schools. The information is classified by statute as general or confidential for recording purposes - see the list below. Entries into files will be identified by date and source of information as routine procedure.
- B. Access to records is granted to:
1. the staff of the Washington-Nile Schools with a stated legitimate educational interest,
 2. parents or the designated legal guardian,
 3. students eighteen years of age or older,
 4. court under order or subpoena,

5. other persons or agencies as requested in writing by parents, guardian, or students eighteen years of age or older.
- C. The law permits up to forty-five (45) days to provide access, but files will be made available at the earliest convenience by the responsible school official.
 - D. Files will be shared according to school regulations only when the appropriate school officials, as designated by the building Principal, are present to interpret the contents of the files.
 - E. Section 3319.321 states in part:
 1. No person shall release, or permit access to, the names or other personally identifiable information concerning any students attending a public school to any person or group for use in a profit-making plan or activity.
 2. No person shall release, or permit access to, personally identifiable information other than directory information concerning any student attending a public school without the written consent of the parent, guardian, or custodian of each such student who is less than eighteen years of age, or without the written consent of each such student who is eighteen years of age or older.
 - F. Family Educational Rights and Privacy Act (FERPA)
 1. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. ' 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
 2. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.
 - a. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
 - b. Parents/Guardians/Eligible Students are advised the school district has approved policies and regulations to protect certain rights with respect to the student's educational records. The legal parent/18 yr. old student has the right to:
 - (1) inspect and review the student's educational records within 45 days of the written request (the building Principal will notify the parent/eligible student of time/place where the records may be inspected)
 - (2) the right to make a written request for amendment of the educational record identifying the part of the record they want changed and specify why the part is inaccurate (the school will advise the parent of the decision and the right to a hearing)
 - (3) the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent (FERPA permits the transmittal of school records to school officials within the district/other districts without parent consent. The school district will exercise this legal right.)
 - (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with requirements of FERPA.
 - c. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR ' 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
 1. Schools may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.
 2. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
 3. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW; Washington, D.C. 20202-4605.

XXIII. Directory Information - Directory information includes a pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports. Weight and height of members of athletic teams, dates of attendance, dates of graduation and awards received, sports and activities participated in, and the most recent educational institution previously attended.

- A. This information will not be released for any commercial use.
- B. The public will be notified annually of the categories of information considered directory information. Parents and

students more than 18 years of age will be notified annually of their rights with respect to student records.

1. They have the right to examine the student's records.
2. They may challenge the content of the records before a disinterested party.
3. They may insert in the records an explanation of any disputed information.
4. They can see a copy of the school district's student records policy.
5. They have a right to file a complaint with the Family Education Rights and Privacy Act Office if they believe the school district is not in compliance with the federal laws or regulations.
6. Any parent or 18-year-old student must notify the building Principal in writing within ten (10) school days if they do not want this information released.

XXIV. Change of Address - Changes of address or telephone numbers should be reported to the guidance department.

XXV. Student Picture Publicity - Parents/Guardians are notified students have the opportunity to be video taped and have photographs/digital pictures taken for academic endeavors and extra curricular activities. Examples include: academic lessons (ex. project presentation), athletic and co-curricular activities (ex. football, mock trial, musicals). The pictures may be shared with various media and/or posted on the school websites. Permission forms will be provided at the beginning of the school year.

XXVI. Protection of Pupil Rights Amendment - Parents/Guardians/Eligible Students are notified you have the right to consent to have your child participate or opt out from participating in certain school activities. These activities include: student surveys, analysis or evaluations that concern protected information such as: (1) political affiliations or beliefs of the student or student's parents (2) mental or psychological problems of the student or student's family (3) sex behavior or attitudes (4) illegal, anti-social, self-incriminating, or demeaning behavior (4) critical appraisals of others with whom respondents have close family relationships (6) legally recognized privileged relationships, such as with attorneys, doctors, ministers (7) religious practices, affiliations, or beliefs of the student or parents (8) income, other than as required by law to determine program eligibility. Permission forms will be provided for students to participate.

XXVII. Expression - The primary liberties in a student's life have to do with the processes on inquiry and learning, acquiring and imparting knowledge, and exchanging ideas. These processes require that students have the right to express opinions, to take stands, and to support causes either publicly or privately. There should be no unlawful interference by the school with these liberties or with the student's access to or expression of controversial points of view.

XXVIII. Speech

- A. Every student has the right to express his opinion either verbally or symbolically as long as he does not infringe upon the rights of others.
- B. As an intellectual being, every student has a right to search vigorously for truth by examining opposing ideas and to expose and express, in an orderly manner, whatever views command the assent of his mind. Where soundness of his position can neither be proved nor be disproved with documentation, he will in no way be penalized academically for holding those views.
- C. A student's responsibility must include personal concerns for the effect of the spoken word or symbolic expression on the personal reputation of others, and a student has the right to have his own reputation protected accordingly. Consequently, personal attacks and obscenities are prohibited.

XXIX. Press

- A. School-sponsored Publications
 1. Journalism provides many experiences. In a school community, students involved in student publications will convey information with accuracy and insight so that truth shall remain predominant. Such publications will operate under the concept of the First Amendment that guarantees freedom of the press except for the following: libelous materials be current legal definition, obscenities be current legal definition, materials which incite others to damage property, physically harm others, or seriously disrupt school activities or the educational process.
 2. The responsibility and authority for decisions based on the standards mentioned above are vested with the Principal or to whomever he delegates this authority.
- B. Non-school-Sponsored Publications - Students who edit, publish, and/or wish to distribute non-school sponsored, handwritten, printed, or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications and may be restricted as to the time and place of distribution or may be prohibited from distribution if the Principal determines that the material is libelous or obscene according to current legal definition or would threaten to disrupt the educational process.

XXX. Assembly

- A. Students have the right to assemble peacefully. An appropriate time and place exist for the expression of opinions and beliefs. Conducting and/or participating in demonstrations that interfere with the operation of the school or classroom is/are inappropriate and prohibited.
- B. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the Principal.

XXXI. Regulations for Use of the Building

- A. All curricular activities are to close at 4:30 p.m., and all students and teachers are to vacate rooms. Everyone should vacate the entire building by 5:00 p.m. except upon special permission from the Principal's office.
- B. Band and music students coming into the building after school hours should use the main entrance and go to the music room. Students should exit from this door. Other use of the building will not be granted.
- C. Organizations other than the music organizations referred to above, must arrange for use of the building by filing a

- D. request with the administration to avoid conflicts with the schedule already established by school officials.
- E. Under no circumstances should students be in the teachers' lounge.
- F. Extracurricular advisors should keep students in their specified area. Students are not allowed to roam unattended through the building.
- G. Students must not take drinks or snacks into classrooms before, during, or after school. Snacks and drinks should be taken to the cafeteria or outside the building.

XXXII. Supervision of Student Activities - Student clubs, groups or any other student organizations will not schedule meetings without prior consent of the activity sponsor or school Principal. The activity sponsor is directly responsible for the safety and conduct of all students participating in the student activity under his supervision. The sponsor will not arrange for any group meeting unless he can be present at the meeting.

XXXIII. Athletics

- A. Eligibility Requirements
 - 1. After a student completes the sixth grade and before the student enters the ninth grade, the student may be eligible for a period not to exceed four semesters taken in order of attendance, whether the student participates or not. (OHSAA 5/14)
 - 2. Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility.
 - 3. To be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in 75 percent of subjects in which enrolled the immediately preceding grading period.
 - 4. For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.
- B. The following sports are available for students to participate in:
 - 1. Cheerleading during fall and spring.
 - 2. Football and Volleyball during fall.
 - 3. Basketball during winter for Boys and Girls.
 - 4. Track during spring for Boys and Girls.
- C. Additional regulations pertaining to athletics can be found in the "Athletic Handbook."

XXXIV. Medication and Immunizations

- A. Medication - If it becomes necessary for a student to take any form of medication (prescription and/or nonprescription/over-the-counter) a completed and signed medication dispensation form from the doctor and signed by a parent/guardian must be presented to the office. These forms are available at the school. A revised statement signed by the doctor must be provided to the office if any of the original information changes (i.e. dose or time medication is to be given). *All medication must be received in the original/current container in which it was dispensed/purchased with the complete label intact. All medication will be kept in and dispensed through the main office. Parents should bring medication to the school. No student should bring medicine to school on the bus. Parents will need to make arrangements to pick up all medication at the end of the school year. No medication can be sent home with a student.*
- B. In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless such pupil presents written evidence that he or she has received the required immunization by such means as may be approved by the Department of Health and pursuant to the powers granted by 3701.13 of the Ohio Revised Code, Section 3313.671.

For the purpose of compliance with the law, the following minimum immunizations are required:

- a.) Diphtheria, Tetanus, and Pertussis (whooping cough): a minimum of five doses of DPT vaccine for Kindergarten entry.
- b.) Polio: a minimum of four doses of polio vaccine for Kindergarten entry.
- c.) Measles, Mumps, and Rubella: Two doses of MMR Vaccine administered after the first birthday.
- d.) Hepatitis B: three doses of vaccine
- e.) Varicella (chicken pox): 2 doses for Kindergarten entry
- f.) Effective Fall, 2010 for 7th grade students 1 dose of Tdap or Td booster vaccine prior to entry.

Screening Tests

Washington-Nile Local Schools provides the following screening tests to help identify possible health problems. Ohio Revised Code 3313.50

- 1. Hearing Screening-Grades Preschool, K,1,3,5,9
- 2. Vision Screening-Grades Preschool, K, 1, 3, 5, 7, 9
- 3. Speech Screening-Grades Preschool, K, and teacher referral
- 4. Children new to our district without proper medical information will be screened; and also teacher referral.

XXXV. Miscellaneous Policies

- a) **Academic Assistance Before/After School** - The teachers may be available for extra assistance before school and after school. A student needing extra help should inform the teacher ahead of time and request the appointment. Teachers are here for the benefit of the student. However, it is the student's responsibility to let the teacher know that help is needed.
- A. **Textbooks** - All basic textbooks are provided by the Washington-Nile Local School District. Students are responsible for the care of the books issued to them. Lost textbooks must be paid for at the price set by the school district. Fines will be assessed for abusive use.

- B. **Injuries** - Any injury obtained at school should be reported to a teacher, coach, or the office immediately and the appropriate information filed.
- C. **Lost and Found** - All articles found should be taken to the school office. Students who have lost an article should go to the office immediately before or after school to ask about their property.
- D. **School Insurance** - School insurance is available to all students. Purchase of this program is optional.
- E. **Telephones** - A telephone is provided, in the office, for students to call home if necessary. Permission must be granted for telephone use.
- F. **Mailboxes** - Mailboxes are provided for our teachers in the conference room by the office. Students are not to go to these boxes for any reason.
- G. **Use of Office Equipment** - Students are not allowed to use the office copy machines.
- H. **Student Responsibility** - Students should show pride in their school by exhibiting proper manners both in and out of school. What a student does reflects on the school. Good citizens do not: leave paper in desks or throw them on the floor, make scratches or mark on desks and seats. They should keep their lockers clean and orderly and respect the property of others. A clean, unmarred building is evidence of good school citizenship. Adopted by the Washington-Nile Local Board of Education (Effective - August 1991).
- I. **Interruptions to School** - No flowers, balloons, gifts, etc. will be accepted until 2:00 p.m. It is the school's philosophy to disrupt the school day as little as possible so that the learning process may remain intact.
- J. **School Closings and Delays** - In the event it becomes necessary to delay or cancel the school day due to inclement weather or other emergency circumstances, the following notification will be given. As soon as practical after the decision is made, the Superintendent or designee will notify the local radio stations to broadcast the delay/cancellation and notify parents with School Messenger. We will attempt to notify other radio and TV stations, but first will be WNXT. Please listen to these broadcasts, as they make the announcements on a regular schedule as they receive them. **DO NOT CALL THE RADIO STATIONS OR SCHOOL PERSONNEL BECAUSE THEY NEED THE PHONE LINES OPEN TO RECEIVE INFORMATION FROM THE SCHOOL SUPERINTENDENT.**
- K. **Lunch Program** - Breakfast and hot lunches are served at school every day. Lunch prices and free or reduced lunch forms will be sent home at the beginning of the school year.
- L. **Vandalism and Property Damage** - Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension, subsequent expulsion, or court action may be necessary. If a student should happen to damage something by accident, he should report it to a teacher or the office immediately.
- M. **Vending Machines** - The vending machines provide water and juice only. Food and drinks are not to be consumed anywhere, except the cafeteria, without permission.
- N. **Off School Property** - Misconduct by a student that occurs off of district property, but that is connected to activities or incidents that have occurred on district property and misconduct by a student, that regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee Level 2 - 8.
- O. **Valuable Property** - Because students increasingly wear and carry significant amounts of cash and other valuables, all of which are unnecessary to the learning environment, most schools today justifiably resent being put in the position of having to take time and make difficult decisions in looking for such property when its owner falls victim to theft. Therefore: If it is valuable, it does not belong in school. Carry it at your own risk and do not expect classes to be interrupted to find things which have been lost or stolen.
- P. **Students Entering School Before Regular Hours** - Jr. High students entering the building before 7:40 a.m. must report to the gymnasium and be seated.
- Q. **Use of Metal Detectors and/or Surveillance Cameras**
1. The use of metal detectors and/or cameras to minimize the risk of weapons or unauthorized persons on school campuses, buses, or school activities is determined to be a desirable technique for school campus security. No student or staff member should be subject to the dangers inherent in a weapon or offensive object being conveyed onto the campus.
 2. Metal detectors may be stationary or portable as the Superintendent determines. When the portable type is used, the person using the detector may be either sex, regardless of the sex of the person subject to the detection process. In no event will it be considered an appropriate detection technique for any person to actually touch the clothing or person of the subject, either personally or with any part of the detector. Any such additional search must be justified through other policies or handbook regulations.
 3. Metal detectors will be used randomly and cameras will be used routinely as determined by the building Principal, buildings and grounds coordinator, or the Superintendent. Care will be exercised to be sure the selection process as part of a random sweep shall be according to chance. Cameras will be routinely utilized in highly used areas, on buses, or other appropriate areas for surveillance of objects or inappropriate behavior that could cause harm to students or staff.
 4. The selective use of the metal detectors shall include but not be limited to: reasonable suspicion that a weapon will be found, or reasonable personal fear based on circumstances present or past that a weapon may be present.
 5. The school employee may request local, county, or state police to be present during the detection process or to review surveillance tapes on behalf of the school district. The employee shall, except when otherwise specifically ordered by an officer of competent jurisdiction, be in charge of the detection process and shall make such decisions and issue such orders to the officer as the employee deems appropriate for the circumstances. The employee may consult with the officer in making such decision and issuing such order and may follow, reject, or modify the recommended action.
 6. In the event the detector indicates that dense metal or another object is present on or about the student's person, the employee shall, if safely feasible, request the student to indicate what metal or object is causing the alert to remove such objects for inspection. However, if the student cannot be safely allowed to remove the offending metal or object, or, having been ordered to do so, fails, then the continuation of the alarm from the detector or camera shall constitute full probable cause to conduct a search of the student sufficient to locate the weapon or object if one were present.

7. In the event the surveillance camera indicates an unsafe, adverse circumstance, appropriate action will be taken to correct the situation, action, or behavior.
 8. Nothing in this policy requires the use of metal detector or camera, even if readily available, in preference to any other type of search.
- R. **Fees Policy** - The Washington-Nile Local School District and Portsmouth West Middle School operate under a strict budgetary system. Students who have unmet obligations (who owe money, books, cafeteria charges, library fines, uniforms, etc.) cause the school to spend funds earmarked for other purchases to replace those unmet debts. It is the student's responsibility to take care of any outstanding obligations. Books, uniforms, and equipment left in lockers or hallways will be counted as owed obligations. These items must be returned directly to the teacher or coach who issued them. All obligations must be paid in the Main Office. Therefore, any student with an unmet obligation will be subject to having records held which will include grade cards, driver certificates, diplomas, transcripts, etc.
- S. **Confiscated Items** - An item(s) which may be reasonably determined to be in violation of any school policy will be confiscated and turned into a school administrator. Confiscated items may carry disciplinary action for the student; may only be returned to a parent/guardian; and may be turned over to law enforcement.
- T. **FOOD ALLERGIES:** Students with food allergies must have a doctor's order on file. The order must be updated every school year.

XXXVI. Inter-district Open Enrollment - Student Application and Admitting Procedures

- A. The Washington-Nile Local Board of Education believes that students and parents should, under certain prescribed circumstances, have the option of participating in inter-district open enrollment. Guidelines for the transfer of students, based upon criteria established by the schools' administration and with recommendations from officials of the Ohio Department of Education are listed below. The specific criteria for this program will be consistent with ORC 3313.64 or 3313.65.
- B. Any application for an inter-district transfer must be submitted to the Superintendent's office of the student's district of choice.

XXXVII. Attention Deficit/Hyperactive Disorder (ADHD) Service Policy

- A. Students who are diagnosed with ADHD may now be classified as Other Health Impaired and qualify for special education services. Eligibilities for these services require that the student be assessed through the Multifactorial Evaluation (MFE) process. All requests for MFEs must be initiated by the parent through the building guidance counselor.
- B. Requests for 504 Plans should be made annually through the building guidance counselor.

XXXVIII. Parental Involvement Policy

- A. Parental participation in the affairs of the schools is important if the Washington-Nile Local School District and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. The board will make efforts to identify the wishes of the community and to be responsive, through its actions, to those wishes.
- B. All parents will be encouraged to express ideas, concerns, and judgments about the schools to the schools' administration, the staff, to any appointed advisory bodies, and to the board.
- C. The district will give consideration to the advice it receives from individuals and parental groups interested in the schools, especially those individuals they have invited to advise them regarding selected problems, but the board and/or administration will use their best judgment in arriving at decisions.
- D. Parents who are specially qualified because of interest, training, experience, or personal characteristics will be encouraged to assume an active role in school affairs. From time to time they may be invited by the district to act as advisors individually and in groups in such areas as:
 1. Clarifying general ideas and attitudes held by parents in regard to the schools;
 2. Developing board policies under which the school system is to be managed;
 3. Establishing administrative arrangements and regulations designed to help implement these policies;
 4. Determining the purpose of courses of study and special services to be provided for students;
 5. Evaluating the extent to which these purposes are being achieved by present policies, and
 6. Solving a specific problem or a set of closely related problems about which a decision must be made.
- E. Other parental involvement activities will include:
 1. Two parent-conferences each year.
 2. Grade cards will be provided at the end of each grading period.
 3. Parents will be encouraged to participate in the various school parent-teacher organizations at each building.

XXXIX. Academically Advanced Program

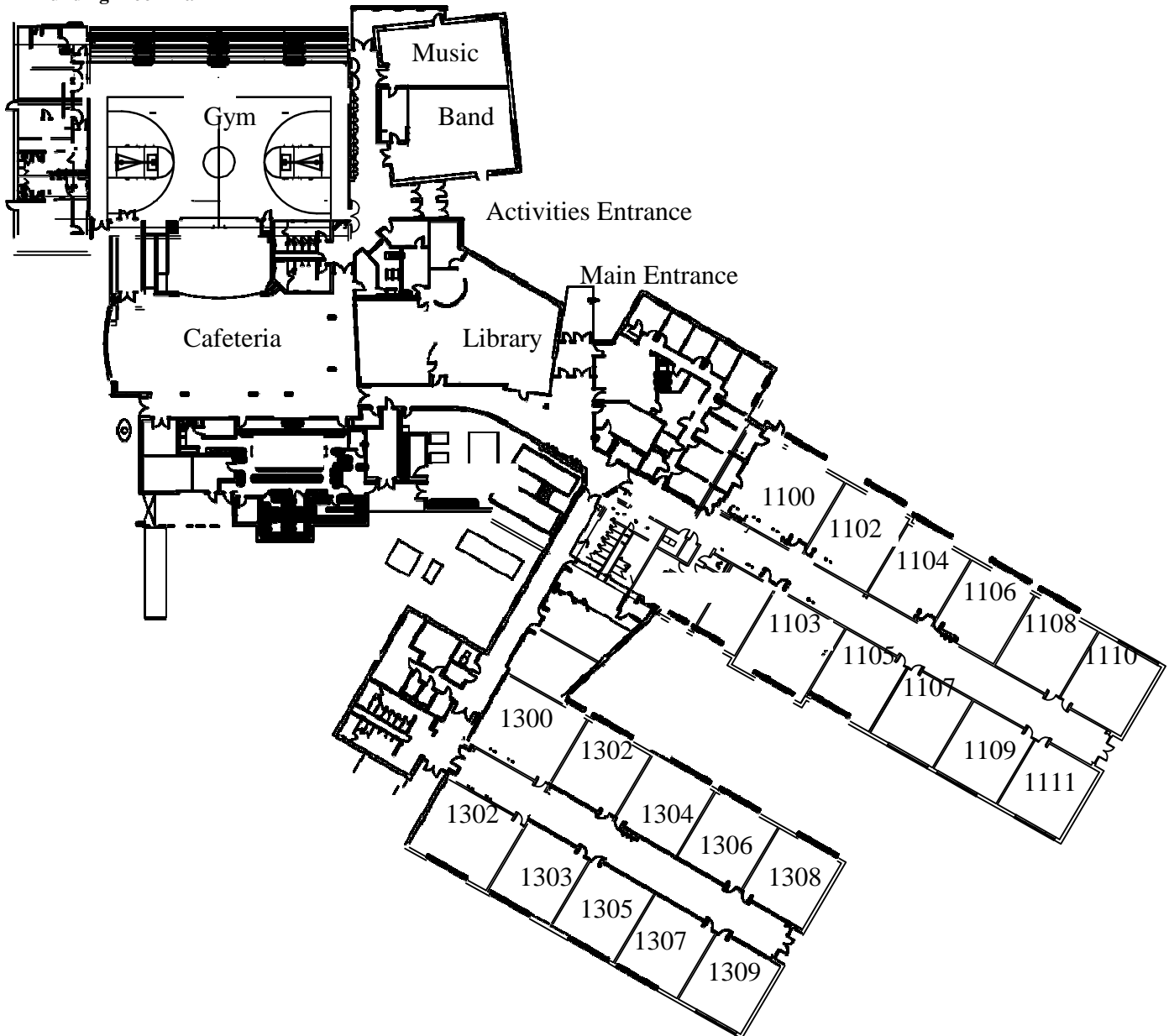
- A. Entrance/Withdrawal/Re-entry - In order to be accepted into the program, the student must meet the qualifications set forth in the identification section. Any new student moving into the district and wishing to gain access to the program must go through the identification process.
- B. Withdraw - If for any reason the student or parent asks to exit the program, he or she will be given permission to do so.
- C. If the Academic Advancement teacher feels the student is not benefiting by his/her attendance, the teacher will request a conference with the student and his/her parents to try to resolve the problem. If the student continues to receive no benefit from the program, he or she will be asked to withdraw.
- D. Re-entries - If for any reason a student who has previously exited the program wishes to re-enter, his/her case will be considered on an individual basis by the advisory committee. If a positive decision is made, the student will be readmitted providing space exists in the program (class sizes are under the total number of students suggested by state standards).
- E. Make-up Work - Students will be expected to maintain an achievement level equal to the level produced before entry into the program. The following regulations will be enforced:
 1. Students will be expected to keep up with classroom work (in class, homework, tests, quizzes, reports, outlines,

- etc.) as designated by the classroom teacher(s).
2. Students are required to do all work missed during their assigned Academically Advanced Class. Reasonable time should be given to comply with required work.
 3. The Academically Advanced teacher and the classroom teacher(s) shall work cooperatively to resolve conflicts created by the student's participation in the Academically Advanced Program.

Program Goals

- To provide opportunities and experiences particularly suited to the needs of academically advanced learners and through which they can continue developing their potential.
- To provide time, space, and encouragement for academically advanced students to discover themselves, their abilities, and to become all that they can be.
- To provide opportunities for academically advanced students to interact with children and adults of various abilities, to be challenged, to know and revere humanity for its uniqueness and its connectedness.
- To establish an environment that values, enhances, and regards intelligence, talent, affective growth, and intuitive ability.

Building Floor Plan



XL. Bell Schedule

First Period	8:10 AM	to	9:00 AM
Second Period	9:03 AM	to	9:53 AM
Third Period	9:56 AM	to	10:46 AM
Lunch / Fourth	10:49 AM	to	12:09 PM
Fifth Period	12:12 PM	to	1:02 PM
Sixth Period	1:05 PM	to	1:55 PM
Seventh Period	1:58 PM	to	2:48 PM

TWO HOUR DELAY SCHEDULE

First Period	10:10 AM	to	10:43 AM
Second Period	10:46 AM	to	11:19 AM
Third Period	11:22 AM	to	11:55 AM
Lunch / Fourth	11:58 AM	to	1:00 PM
Fifth Period	1:03 PM	to	1:36 PM
Sixth Period	1:39 PM	to	2:12 PM
Seventh Period	2:15 PM	to	2:48 PM

ONE HOUR DELAY SCHEDULE

First Period	9:10 AM	to	9:51 AM
Second Period	9:54 AM	to	10:35 AM
Third Period	10:38 AM	to	11:19 AM
Lunch / Fourth	11:22 AM	to	12:36 PM
Fifth Period	12:39 PM	to	1:20 PM
Sixth Period	1:23 PM	to	2:04 PM
Seventh Period	2:07 PM	to	2:48 PM

2015-2016 Calendar

August

20 - First Day for Staff
25 - First Day for Students

September

7 - Labor Day (No School)

October

23 - First Grading Period Ends

November

5 - Parent/Teacher Conference
6 - No School
25-27 - Thanksgiving Break

December

21 - Christmas Break (No School)

January

4 - Classes Resume
15 - Second Grading Period Ends
18 - Martin Luther King Day (No School)

February

15 - Presidents' Day (No School)

March

18 - Third Grading Period Ends
23 - Parent/Teacher Conference
24-28 - Spring Break
29 - Classes Resume

April

May

26 - Student's Last Scheduled Day
27 - Teacher's Last Scheduled Day

Make-up Days 2/15, 3/24, 3/28, 5/31, 6/1