

PARENT/ GUARDIAN CHECK LIST OF IMPORTANT DOCUMENTS

Please check off the forms and documents listed below after reviewing and/or completing each item.

- ☐ **Emergency Medical Form (EMF)** – BOTH sides
Suggestion: fill out form, DON'T SIGN yet – make several copies and then sign each in blue ink

- ☐ **Random Drug Testing Consent Form**
Must be filled out to participate in any activity or sport and also to obtain a parking permit.
<http://www.wellington.k12.oh.us/District/Assets/Drug%20Testing.pdf> – will take you to the Policy.

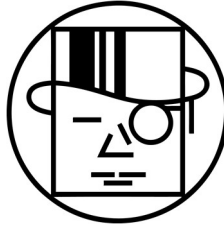
- ☐ **Community Service Day 2022 Date to be announced**
I grant permission for my child to participate. I am aware that locations are at local residences or an organization/business in the community. Complete information will be sent home in the spring of 2022.

- ☐ **Student Handbook** – please review entire book but especially the attendance, vacation, and Internet Use Policy sections.

PRINT STUDENT NAME

PARENT SIGNATURE

DATE



I have received a copy of the
2021-2022 WHS Student
Handbook.

Student printed name

Student signature

Date- this should be the first day of school for the student

WELLINGTON HIGH SCHOOL

MAIN OFFICE

440-647-3734

STUDENT HANDBOOK

ATHLETIC DEPARTMENT

440-647-7403

GUIDANCE OFFICE

440-647-7404

629 North Main Street • Wellington, Ohio 44090

www.wellington.K12.oh.us

This Handbook belongs to:

NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____

PHONE _____

TABLE OF CONTENTS

INTRODUCTION	8
Vision Statement	
Mission Statement	
Board Policy	
ACADEMIC SECTION	10 - 15
Grade Classification	
Graduation Requirements	
Credit Requirements	
Community Service Graduation Requirement	
Quarter Grades	
Final Grades	
Progress Reports	
Exams	
Honor and Merit Rolls	
Honors Awards Program	
Educational Options	
Repeating Courses	
GUIDANCE AND RELATED SERVICES	15 - 17
Counseling Services	
Change of Address	
Schedule Changes	
Student Information Requests	
Withdrawals	
ATTENDANCE INFORMATION	17 - 21
Attendance Procedure	
Attendance at School Events	
Attendance/Truancy Policy/Rules	
Unexcused Absence	
Tardiness to School and Class	
Early Dismissals	
Make-Up Work, Excused Absence	
Off-Campus Educational Experiences	
Skip Days	
Vacation Forms	
STUDENT CODE OF CONDUCT	22 - 37
Code Violations	
Rules/Code of Conduct	
Dress Code	
Discipline Ladder	
Teacher Detentions	
Alternative Learning Classroom (ALC)	
Procedures for Discipline	
Due Process Rights	
Appeal Procedures	
Searches	

Table of Contents Continued –

SCHOOL PROCEDURES AND POLICIES 38 - 57

Family Educational Rights and Privacy Act (FERPA)
Directory Information
Accidents
Bus Transportation
Classroom Requirements
Anti-Bullying
Motor Vehicle / Parking
Emergency School Closing
Fees
Fire, Tornado and Lock-Down Drills
Gang Policy
Halls and Hall Passes
Health Room
Junior/Senior Prom
Year End Senior Student Behavior
Locker Contents and Student Belongings
Lost Articles
Study Halls
Lunchtime Procedures
Medication or Medical Treatment
Inhalers and Epi Pens
Office Phone
Parking Lot Off-Limits
School Property
Sign Posting and PA Procedures
Textbooks
Visitors during School Hours
Technology Policies
Drug Testing Policy

STUDENT ACTIVITY PROGRAM 57 - 59

Athletic Eligibility
Grading Period
Activity Conflicts
Athletic Spectator Attitude
Unsportsmanlike Conduct – Athletes
Extracurricular Participation
National Honor Society
Student Activities
Non-Discrimination

INTRODUCTION

Dear Wellington Students and Parents,
Welcome to the 2021-2022 school year!

The faculty and administration are happy to present you with this handbook. You will find the information on the following pages very helpful as you begin this new school year. Wellington High School offers you outstanding opportunities that can help you develop skills and attitudes that can lead to a satisfying and meaningful life.

We hope that you have a pleasant and successful year at Wellington High School.

Sincerely,

The Wellington High School Staff and Administration

OUR VISION

Wellington Exempted Village Schools provides high expectations for students, promotes pride in school and community, and creates opportunities for social and emotional growth for all.

OUR MISSION

The Wellington Exempted Village School District is a supportive, student-centered community committed to providing opportunities that develop the whole child through focusing on the student and student achievement, making data-driven decisions by using collaboration and professional development.

BOARD POLICY

For the interest of saving space, portions of this Handbook are shortened versions of the official policies adopted by the Wellington Exempted Village School District Board of Education. Adoption of this Handbook by the Board is not intended to amend those policies already adopted by the Board as set forth in Board Policy.

LC 8 Conference

Black River	Pirates	Clearview	Clippers
Brookside	Cardinals	Columbia	Raiders
Keystone	Wildcats	Firelands	Falcons
Oberlin	Phoenix	Wellington	Dukes

School Colors

Maroon and White

School Mascot

"The Duke"

Wellington High School Alma Mater

Staunch among the towering trees,
Stands our Alma Mater fair,
Days of priceless worth are these
None in memory compare.
With hearts to dare, high hopes to win,
Life for us must soon begin,
Not as slaves but glad and free
Wellington, all hail to thee.

Wellington High School Fight Song

Wellington, Oh Wellington
Marching down the field
Maroon and White, our colors bright
Oh, we will never yield
Wellington, Oh Wellington
Our school we love so dear
We pledge our love and honor
Here's our Cheer!

ACADEMIC SECTION

Grade Classification

You will be classified by grade according to the school year you entered the 9th grade.

- First year in high school - Freshman
- Second year in high school - Sophomore
- Third year in high school - Junior
- Fourth year in high school – Senior*
- **Students will be retained as a senior if graduation requirements are not met.*

Graduation Requirements

All requirements of the Wellington Board of Education and the State of Ohio must be fulfilled before any student may graduate. Students are required to fulfill both local requirements and the graduation requirements set forth by the state of Ohio for their given graduation cohort. Students returning to WHS from the JVS after completing their junior year must fulfill the requirements of the home school for graduation.

Credit Requirements

All students must accumulate 21 units of credit including the following:

English – 4 credits

Math – 4 credits

- Through Algebra II or equivalent (required)

Science – 3 credits

- Biology (required)
- 1 science credit may be earned by passing Agriculture, Food & Science Natural Resources (AFNR) 1 and AFNR 2

Social Studies – 3 credits

- World History (required)
- American History (required)
- American Government (required)

Communication in the Digital Age- ½ credit

- Class of 2022 and beyond
- Students who pass AFNR1, AFNR 2, and Agribusiness Management 1 will be waived from this requirement

Financial Literacy- ½ credit

- Waived for JVS students

Health- ½ credit

Physical Education- ½ credit (2 semesters) or 2 PE Exemptions

Electives – 5 credits

Fine Art – 1 year in grades 7-12 (waived for JVS students)

Student Rank

For the classes of 2020-2022, Student rank is determined by weighted GPA, which is updated at the end of each semester when grades are finalized. Students will also be recognized through the Latin Honors system which is as follows...

Summa Cum Laude

Any student having earned an accumulative GPA of 4.0 or higher will be distinguished as a Summa Cum Laude graduate (with highest honors).

Magna Cum Laude

Any student having earned an accumulative GPA of 3.75 to 3.999 will be distinguished as a Magna Cum Laude graduate (with high honors).

Cum Laude

Any student having earned an accumulative GPA of 3.5 to 3.749 will be distinguished as a Cum Laude graduate (with honors).

For the class of 2023 and beyond, the Latin Honors System will be the sole method used to rank students. Students will receive honors cords for these levels of distinction, as well as acknowledgement in the graduation program. This recognition will replace the previous tradition of naming a valedictorian & salutatorian and having those individuals present a speech.

Community Service Graduation Requirement

We believe that in the overall development of a well-rounded adult that the Wellington High School students should have the experience of giving back to the community. As part of giving back to our community we will require students to complete community service hours as a requirement of graduation from high school.

Community Service Hours Requirements

Each student is required to complete community service hours for graduations. For each year at WHS, students need an average of eight (8) hours per school year. For each year at the JVS and fulltime CC+ status, students need an average of two (2) hours per school year.

1. Students who move in after their 9th grade year will have the number of hours required prorated to match the length of their career at W.H.S.

2. Documentation of community service hours need be reported to a building administrator for verification and recording once the service is completed.

Wellington High School Definition of Community Service

Community Service - Services volunteered by individuals or an organization to benefit the community or an institution. Below are the guidelines we will use at W.H.S. to define what is acceptable as community service. This list is not intended to be all-inclusive. If students or parents have a potential community service opportunity that does not fall under the below mentioned guidelines they may bring it to the attention of the administrator or staff member in charge of community service. A decision will be made with consultation of the staff member involved and the administration of W.H.S. The final decision of determining if an activity will be counted toward a student's hours is the right of the school.

1. Membership in a service club or organization does not constitute service. However, if the club performs service activities beyond the club meeting times this may be counted as service.
2. Students may not receive community service hours for fund-raising activities of any school organization unless the funds are being raised for an approved non-profit charity.
3. Students may not receive payment for their services.
4. Services performed as part of a disciplinary consequence of the school or the courts may not count toward the students' hours.
5. Service may not be performed for family members.
6. Services performed during the W.H.S. Community Service Day will count toward the hours.

Tracking of Student Community Service Hours

Wellington High School will use the non-profit and free web site of UGIVE.org to track and verify all student community service hours. A link to this website can be found on the district/high school website.

The verification certificate (available on-line or in the main office) needs to be turned in to the main office when hours are complete. If the service is done with a club/group/team, the group leader can submit a list of names to the administration verifying the hours.

Community Service Year

For the purpose of tracking the hours the Community Service Year will be defined as the first day of the current school year to the first day of

the next school year. Students must complete all hours of community service before graduation practice their senior year.

Quarter Grades

At the end of each nine weeks, a letter grade will be given for each subject, based on the following system:

Grade	Percent	Regular Courses	Weighted Courses
A	89.5-100%	4.0	5.0
B	79.5-89.49%	3.0	4.0
C	69.5-79.49%	2.0	2.0
D	59.5-69.49%	1.0	1.0
F	0-59.49%	0	0

I (incomplete), if an incomplete is given it should be made up within two weeks after the grading period. Any variance from this shall have prior approval of the principal and the classroom teacher. Any "Incomplete" not made up becomes a failing grade.

The Board of Education has approved "weighted grades" for honors classes, Calculus, and certain CC+ classes. CC+ classes will only be weighted when an Honors/AP course in that subject area is also offered at the high school. Courses offering additional GPA value do so because greater demands and expectations are placed upon students in those courses. Such expectations may include a faster paced course, outside reading and reports, more homework, greater in-class participation and research. Courses approved for weighted GPA value are noted annually in the Course Selection Guide.

Final Grades

Each quarter grade (nine weeks) is worth 40% of the final grade in a class, and the exam grade is 20% of the final grade.

Progress Reports

Progress report grades will be posted to Power School mid-way through the grading period. It is important that all parents have an account in Power School so you can monitor your student's progress. If you do not have an account please contact Dawn Wyman at dwyman@wellington.k12.oh.us or 440-647-7404 to get one setup. Report cards will still be printed and a reminder will be sent out at the time the report card is sent home.

Report Cards

Report cards will be distributed on the Friday following the end of the nine weeks grading period to all students.

Exams

The only valid excuses for permitting makeup of missed exams are medical excuses, death in the family, or special permission of the administrative team.

Honor and Merit Roll

To earn a place on the Honor Roll, a student must have achieved a minimum 3.5 grade point average (GPA) for the nine weeks. To achieve a place on the Merit Roll, a student must have earned a minimum 3.0 grade point average for the nine weeks. All subjects will be considered in GPA for Honor Roll and Merit Roll determination.

Honors Awards Program

To be eligible to participate in the Wellington Honors Awards Program a student must be on the Honor Roll two (2) out of the first three (3) quarters during the present school year.

Educational Options

It is the purpose of the educational options program to give students a chance to achieve beyond the bounds of the normal classroom setting, or in a few cases, to make-up credits needed for graduation.

Options open to the student include:

1. College Credit Plus (CC+)
2. Correspondence Courses
3. Credit Recovery

Applications for participation in the various options are available with the school counselor. Prior approval by the school counselor for participants is required.

Auditing Courses

Only students in grades 10, 11, and 12 may audit a course. Although courses may be audited in special circumstances, only those courses which have been taken but not failed may be audited. See your school counselor about this process. No credit or grade will be issued for an audited course. Semester Course Audits are the responsibility of the student.

Repeating Courses

It is the responsibility of the student to see the counselor to make arrangements concerning failed subjects. If a student fails a

required course during the regular school year, it is recommended that the failed course be made up before the next school year. If a student fails an **elective** course during the regular school year, the student must decide whether or not to repeat that course. If a student repeats a course they failed, that failed grade will remain on the transcript and will affect the student's grade point average. Students may retake a course that they previously passed. However, they must retake the class in the same manner to receive the new grade.

Summer school courses through authorized credit recovery options or in other districts may be taken **with permission from the guidance office** to complete for course recovery (to make up a failed course). Forms for correspondence courses are available in the guidance office. Summer school, online, and/or correspondence course grades are added to a student's overall credits and grade point average, but are not included in averaging nine weeks grades and will not be used to determine honor/merit roll status or athletic eligibility. These courses may not show up on the student's report card or Power School account, but will show up on his/her official high school transcript.

Information on credit recovery options is available in the guidance office. Every effort will be made to place the student in a course here at WHS prior to enrolling in credit recovery.

GUIDANCE AND RELATED SERVICES

Counseling Services

The counseling program is available to assist all students in educational and vocational planning, personal needs, and development of future plans. All students are invited to talk to the counselor in order to help avoid conflicts and to work out problems that may develop during the school year.

Change of Address

When a student's residence changes, they must report their new address and telephone number to the guidance office. Other information that must be reported includes any change of name, parent or guardian. This information is necessary in case of emergency and to keep the records accurate.

Schedule Changes

Course selections **should be carefully considered** at the time of scheduling and require a parent/guardian signature. A schedule reflects

a commitment from both the student and the school. Because the master schedule is based on student course requests, it will be difficult, if not impossible, to make a schedule change once the master schedule is set.

There will be NO schedule changes once school begins, except for the following reasons:

1. A required course is missing.
2. An obvious computer error or omission.
3. To fill in a study hall with a class.
4. A course placement level change is needed. This requires consultation with and approval from: teacher, parent, counselor, and administrator.

**** Requests for specific teachers will not be honored****

Withdrawals are made on a very limited basis and only with administrative approval after consultation with the student, parent/s, teacher, and counselor. A student withdrawing from a course **after the second week of the course start date** may be considered **“withdraw/failing” and receive an “F” for the course**. This applies whether it is a semester course or a year course graded by semesters. Exceptions to the “withdraw/fail” require administrative review and approval.

All students must register for six or more classes per semester or the CCP equivalent. There are a total of seven periods plus lunch in a student's school day. The student will have time for one study hall when taking six (6) classes

The Wellington administrators and school counselor reserve the right to cancel any course that does not have an adequate number of students registered for it.

Student Information Requests

No information or student transcripts will be sent to colleges, universities, vocational schools, prospective employers or any other person or agency without the permission of the student or parent. If you wish your school records, recommendations, or other personal information sent to one of the above, you must go to the guidance office and make a written request that the information may be sent.

Withdrawals

Any student withdrawing for any reason is requested to have a conference with a school counselor. In order to withdraw the following steps must be followed:

1. Notify the main office and the guidance office as soon as possible.
2. Arrange for a parent or guardian to come to the school and sign the appropriate forms in the guidance office. If you are 18 years old, you may sign your own forms.
3. You must pay all of your obligations and return all of your books before your records can be sent to your new school, the military, or a place of employment.
4. These procedures need to be followed whether a student is transferring, withdrawing for employment or quitting school.

Attendance Procedures

1. Parents are responsible for contacting Wellington High School on the day of their son's or daughter's absence. The attendance number is 440-647-3734.
2. Personal appointments should be made after school hours. All appointments need proper documentation.
3. The day following an absence the student will report to the main office. A student should bring a written excuse from a parent or guardian, if the parent or guardian did not telephone the school of the absence. This excuse must be signed and contain the date with home and/or work telephone numbers. **If a note is not on file within forty-eight hours, the absence will be considered unexcused.**
4. Any student whose name appears on the absence list by mistake is responsible for reporting to the main office to have his/her name removed from the list.
5. A student should always report to the office to sign-in if he or she is late, no matter what the time of day. Failure to do so may result in a detention. If it is necessary to leave school for illness or other legitimate reasons, a student must sign out with permission in the office. If a student fails to sign out properly, he/she may be considered truant. This unexcused absence may result in disciplinary action.
6. A student who is 18 years of age and who is not an emancipated adult cannot write his/her own notes. An emancipated adult student is one who is supporting himself/herself and not living at home, or a married student who may or may not be 18 years of age.

Attendance at School Events

No student may attend a school activity or event if he/she is not in school at least one-half day (11:25 am) that particular day. This rule

applies to all activities, athletics, dances, club meetings, music events and practices. When a student has some legitimate reason for missing part of a school day, he/she must get prior permission from the administration if he/she wishes to participate in an after school activity.

ATTENDANCE/TRUANCY POLICY

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

1. Notification of student absence to parent or guardian;
2. Development and implementation of an absence intervention plan, which may include supportive services for students and families;
3. Counseling;
4. Parent education and parenting programs;
5. Mediation;
6. Intervention programs available through juvenile authorities;
7. Referral for truancy if applicable.

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

1. Definition of 'habitual truant' changed from days to hours. The new definition, which included tardiness, is:
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one month without a legitimate excuse;
 - c. Absent 72 or more hours in one year without a legitimate excuse.
2. Definition of 'excessive absences', which includes tardiness, is:
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

DISTRICT RESPONSIBILITIES WHEN A CHILD HAS EXCESSIVE ABSENCES:

When a student is excessively absent from school the following will

occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT:

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
 - a. Select members of the absence intervention team;
 - b. Make three meaningful attempts to secure the student's parent or guardian's participation on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

Reasons for which students may be excused include, but are not limited to:

1. ***Personal illness of the students;***
2. ***Illness in the student's family;***
3. ***Needed at home to perform necessary work directly and exclusively for parents or legal guardians, or to perform farm work (applies to students over 14 years of age only);***
4. ***Death in the family;***
5. ***Quarantine for contagious disease;***
6. ***Religious reasons;***
7. ***Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days); or***
8. ***As determined by the Superintendent.***

Unexcused Absence

1. An unexcused absence will result in a zero for each class period missed.
2. The administration may classify an absence as unexcused, if the absence cannot qualify as excused even though the

student is absent with parental consent. The student is not entitled to make up tests or assignments missed. Suspensions are unexcused absences.

3. Students signing out before 11:25 am will receive a full day absence. Students signing out after 11:25 am will receive a half-day absence.

Tardiness to School

All students entering school after the first period bell are to report to the Main Office for a tardy pass. Students are to present the slip to their respective teacher for admission to class. No student will be admitted to class without a tardy pass from the Main Office. Teachers will follow their classroom management plan regarding tardy to class to assign the appropriate consequence for a student arriving tardy to class. Students may have the academic consequence of no credit for the time that they are not in class. Missing more than half of a class period due to tardiness constitutes an absence. These absences count toward the total accumulated absences. Tardies to school will be excused only if they fall under one of the categories for excused absences. All other tardies will be unexcused.

Students will be counted tardy when they arrive between the start of the day and 9:00 am. Any student arriving between 9:00 am and 11:25 am will be considered absent for half the day. Any students arriving after 11:25 am will be counted as a full day absence.

Tardiness to Class

Tardiness to class is discouraged at all times. Classroom tardiness is the responsibility of the classroom teacher. Classroom rules will be followed. If they have been detained, the student will have an excuse from the previous teacher.

Early Dismissal

State laws indicate that students attending a public high school must be engaged in educational activities a minimum of 1001 hours per school year. No student will be excused on a permanent basis before the end of the school day. Temporary excuses may be given to students who are needed at home on an emergency basis. Eighteen-year-olds cannot leave school by simply signing themselves out. Married students, or students with children, may secure permission to leave early each day. All early dismissals must be approved by the administration. Students must arrange for an early dismissal with either the secretary or an administrator. Parents or guardians are called to arrange for the particular dismissal by the school official.

Excused Absence – Makeup Work

A student with an excused absence will be allowed one (1) day for each day absent to make up the assigned work. If a student is going to be out of school for three (3) or more days, the parent/guardian should contact the main office for the missed assignments. When requesting assignments, please allow 24 hours for teachers to prepare the work.

Off-Campus Educational Experiences

A list of proposed field studies should be submitted at the beginning of the year (along with proposed dates) to the principal for approval. Teachers in charge of such field studies are responsible for the enforcement of these restrictions. **If a student is failing two or more subjects, they may not attend.** Copies of report cards and attendance records are available in the offices for examination. A list of students to make the proposed field study is to be attached to the field study request. A final listing of students is to be published for office and staff at least one week prior to the field study.

Skip Days

On a given school day when an extremely high percentage of a class is absent, it may be determined that the class has taken a "skip day." This is an unauthorized and unexcused day of absence, and may be made up at a time established by the principal. The only acceptable excuses from students on such a day are written medical doctor's excuses, or written statements documenting severe home emergencies. Otherwise, all students absent may have report cards, diplomas, or participation in graduation held back until the day is made up.

Vacation Forms

Parents are discouraged from taking their children out of school for vacations. Students taking trips with their parents/guardians during the school year must secure prior permission from the principal before the trip begins. Forms for signatures of teachers and parents are available in the principal's office and **MUST** be turned in two (2) days prior to the trip. Failure to secure permission from the administration may result in the absence being recorded as unexcused, and no work may be made up for the time missed. Students with more than six (6) days of absence for any reason will not be excused for family vacation purposes. A total of five (5) approved family vacation days will be permitted for the school year. If a student uses more than the five (5) approved vacation days, he/she will receive unexcused absences for the days exceeding the permitted number. The administration has the

right to **not** excuse the student, if academic achievement is unacceptable.

Student Conduct Code/ Zero Tolerance

This code shall serve as a guide to all Wellington Exempted Village School District students and to staff personnel involved in making disciplinary decisions that may result in positive student growth. In order to establish a proper learning environment, it is necessary to maintain classroom control and school discipline. However, certain irresponsible acts can and may result in emergency removal, out-of-school suspension, expulsion and/or referral to Juvenile Court. In recognition that any list of prohibited conduct cannot encompass every conceivable action which may be properly subject to discipline, this Code of Conduct must be interpreted broadly, with substantial discretion in interpretation given to the administrator.

The rules and standards set forth apply to conduct: on school premises, on school buses or any other school vehicle, involving school property, at any school-sponsored event/ function, within sight of school premises, occurring on property adjacent to school premises, or connected to activities or incidents that have occurred on school property. The rules and standards also apply to any misconduct, regardless of where it occurs, that is directed at a district employee or official or the property of such employee or official.

Violation or attempted violation by a student of any one or more of the following rules of conduct, or to be in conspiracy with others to commit such violations, may result in disciplinary action(s). Disciplinary action will be handled on an individual basis.

Appropriate consequences for the individual student will be based on the type of offense, the frequency and the seriousness of the conduct violation, the circumstances of the violation, and the student's behavior history. Determination of what penalty to apply will be made by the appropriate administrator, consistent with Ohio law.

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. **The board has a “zero tolerance” of violent, disruptive or inappropriate behavior, including excessive truancy (OR 3313.534), by its students.**

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, regardless of where the misconduct occurs.

Code Violations

The Wellington High School Administrative team believes in being proactive and preventative when it comes to violation of Student Code of Conduct. We encourage students to be proactive in avoiding possible violations of the Student Code of Conduct by seeking out assistance from an administrator, counselor, faculty member or staff member prior to violating the Student Code of Conduct. When students follow this type of proactive approach, the high school administrative team can utilize mediation, counseling, etc., instead of being punitive.

RULES/CODE OF CONDUCT

The following is an official summary of the Code pursuant to Ohio Revised Code Section 3323.661 & Board of Education Policy Section V, E. **A violation of any rule may result in disciplinary action, including suspension and expulsion.**

1. **Insubordination and disrespect:** A student is insubordinate when failing to comply with directions of teachers or other authorized school personnel during any period of time when the student is under the authority of school personnel. A student is disrespectful when “talking back” to, arguing or making disrespectful comments directed at staff members or about staff members.
2. **Tardiness:** Students are tardy when failing to report at a prescribed time and place.

3. **Class cutting:** A class is cut when a student fails to report to a class or assignment.
4. **Truancy:** Students are truant when absent from school without school authorization and parent consent. A student may not leave school property without the permission of his or her building principal or the principal's designee.
5. **Loitering:** To include but not limited to standing, sitting, or moving through areas of the building (inside or out) that have been designated as off limits or unsupervised; parking areas on the campus, in or out of cars; in or around other schools on the campus; on streets and areas immediately adjacent to the school; and standing or sitting in lavatories other than when specifically using these facilities as intended. This loitering provision applies to all school facilities on a twenty-four-hour basis and shall be so enforced.
6. **Violations of bus conduct requirements:** Defined as activities which pose or tend to pose a danger to the safe operation of a school bus, including but not limited to failing to remain seated, throwing objects at passengers or the driver, and shouting or other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention. Note that a student engaging in any conduct on a school bus which violates the Code of Conduct may be subject to out-of-school suspension or expulsion for that conduct.
7. **Motor vehicle offenses:** All unauthorized operation of a motor vehicle on school property and moving and non-moving violations are prohibited.
8. **Distribution of unauthorized materials:** Students shall not distribute any materials without administrative approval in school or at school-related activities. Distribution of materials that meet the description of "abusive, harassing, and/or disrespectful behavior" are prohibited.
9. **Inappropriate appearance:** A student shall not appear in school or at a school-sponsored or related event or activity in unkempt or unclean condition and/or dress in a manner which tends to disrupt the school activity or create a condition averse to safety or health.

Dress Code

The student shall present himself/herself in attire that is neat and clean. Appearance and wearing apparel is to be in good taste, in accordance with the health and well-being of all students. No student shall wear any item of attire which is offensive, distractive, or disruptive to the education process within the school. This includes, but is not limited to:

1. Style of dress that exposes the midriff, undergarments and cleavage.
2. Clothing with slogans, obscenities, racial slurs, ethnic or sexist attitudes and/or trademarks pertaining to drugs, weapons, alcohol, tobacco, gangs, race, promiscuity and/or sexual implication
3. Hats or any type of headgear, such as bandanas, handkerchiefs in school.
4. Tight-fitting and/or excessively short clothing
5. Jackets or coats meant as outerwear in the classroom, unless teacher approved.

This list is not intended to be all-inclusive. If a student is sent to the office by a staff member concerning the dress code, the student may be required to change into appropriate attire or, remain in the office until the violation can be rectified. Questions regarding this dress code should be directed to the building administration. Repeated dress code violations or non-compliance may be viewed as insubordinate behavior.

10. **Electronic devices:** Students are not permitted to use **Electronic Devices** in the hallways during school hours. This includes earbuds, head phones, or any other hearing device that could distract a person's attention to others in the hallway. The administration and school staff reserves the right to confiscate any items.
11. **For complete details of the Bring Your Own Device Policy (BYOD) see pages 53-55.**
12. **Failure to complete detention:** Detentions are assigned to students as a measure to correct inappropriate behavior. Failure to serve assigned detention may result in further disciplinary action.
13. **In halls without permission or misuse of a hall pass:** A student may not be in the halls without permission or without a hall pass. A student may not transfer or otherwise misuse a hall pass.
14. **Disruption and/or removal from class:** Students will be expected to demonstrate positive behaviors that are conducive to a good learning environment in their assigned classes. Disruptive behavior refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved. Note that serious disruption rising to the level described as "abusive, harassing, and/or disrespectful behavior" may result in out-of-school suspension or expulsion in the first instance.

15. **Leaving the building without permission:** A student may not leave the building before the appropriate dismissal time except with the consent from the Attendance Office or an administrator.
16. **Use of inappropriate language:** Students may not use inappropriate language in speech, writing, or gesture. Note that language or gestures that meet the description of “abusive, harassing, and/or disrespectful behavior” may subject a student to suspension or expulsion in the first instance.
17. **Inappropriate display of affection:** Students should not display affection in such a manner as to prove embarrassing to themselves, other students, staff members, or visitors.
18. **Other misconduct:** Any misconduct which is contrary to the school’s educational mission is prohibited.
19. **Tobacco and E-cigarettes and Vapor devices:** The possession, use, transmission, or concealment of tobacco products or paraphernalia in a school building, on or near a school campus, or at any sanctioned school activities on or off the school campus is prohibited.
20. **Gambling:** Students shall not participate in games of chance for stakes, bookmaking, wagering, or any other form of gambling.
21. **Honor violations:** Students shall not be involved in activities including but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery or falsification of information.
22. **Injurious behavior:** Students may not act in a manner that injures or potentially injures another person, such as, but not limited to, throwing objects, propelling objects, pranks, etc.
23. **Violating acceptable use policy (AUP):** Students shall not use school-owned computers in a manner that violates the school’s Acceptable Use Policy.
24. **Trespassing:** Student may not enter upon school grounds or premises of a school building to which the student is not assigned, except with the expressed permission of the school principal of that building. Students may attend or participate in a Wellington Exempted Village Schools sponsored event. Students are not permitted to enter upon the grounds or premises of any Board of Education facility when the student has been placed on suspension, expulsion, or removal without the express permission of the building principal. Students are not permitted in the school building at such times as the building is closed.

25. **Disobedience to administrative directive:** A student may not outwardly defy a directive from an administrator, such as refusing to leave any area of the building or grounds when directed to, refusal to leave school building or grounds after an emergency removal, or refusal to return to in-school discipline to fulfill his/her assignment.
26. **Misuse of facilities and equipment:** Students may not use school facilities and/or equipment for uses other than those which were intended. Restitution of costs for repair or replacement will be part of the disciplinary action.
27. **Failure to complete disciplinary sanction:** A student who fails to complete an assigned disciplinary sanction may be subject to a discipline of higher severity.
28. **Multiple Offenses:** Any combination of offenses of the Student Code of Conduct. Repeated violations may result in an out-of-school suspension.
29. **Theft of school or private property/possession of stolen property:** Students may not take or be in the possession of the School District's or another individual's property.
30. **Arson/attempted arson/possession of incendiary device:** Setting fires or use or possession of any incendiary device is prohibited.
31. **Disruption of school:** A student may not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause, or urge other students to cause, attempt or threaten to cause disruption or obstruction of any lawful mission, process or function of the school.
32. **Extortion:** Students may not engage in any act, either verbal, written, or physical, to secure or attempt to secure property.
33. **Making false fire alarms, bomb threats, and/or threat against building:** Students may not, through written, electronic, or verbal means, disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants.
34. **Violation of local, state, or federal laws:** any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) is prohibited and may subject the offender to expulsion of up to one (1) year. Violation of criminal laws will also result in referral for criminal prosecution or to juvenile court.
35. **Hazing:** Defined as an act or participation in an act or acts that injures, degrades, disgraces or tends to injure, degrade or

disgrace any student or a member of the school staff. Hazing of any kind, including but not limited to race, gender, sexual orientation, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity, is prohibited.

36. **Violation of Board of Education policies or School rules and regulations:** Such policies and rules and regulations will be posted on school bulletin boards, printed in the student handbook, and/or published on the District's website. Students are responsible for becoming familiar with those items.
37. **Sexual harassment:** Students who engage in sexual harassment may be subject to appropriate discipline. Sexual harassment also includes the creation of a hostile environment through name calling, slurs, jokes, or any other verbal or physical attack that (1) has the purpose of or effect of creating an intimidating, hostile, or offensive educational environment; (2) has the purpose or effect of unreasonably interfering with an individual's performance; or (3) otherwise adversely affects an individual's opportunity or participation in the educational environment. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, or pressure to engage in sexual activity. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment, including suspension or expulsion as appropriate. Any student who believes he or she is a victim of sexual harassment in violation of this policy should immediately notify the Title IX Coordinator, the student's building principal, or other administrator with whom the student feels comfortable. A complete copy of the district's sexual harassment policy may be obtained by contacting the building principal.
38. **Failure to provide evidence/providing false information/lying:** Students are expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation and the Student Code of Conduct. In establishing the facts concerning an incident, students are expected to cooperate with school officials. Students may not give, or assist in giving false or fictitious accounts to any school official, police official, fire official, or any other person acting in an official or lawful capacity.
39. **Sexual conduct:** Students are not permitted to engage in sexual conduct or contact while on school premises, at any

school-sponsored event, or while otherwise under school authority.

40. **Repeated or continued violation of school conduct rules or rules for which suspension may be imposed:** If, after out-of-school suspension, a student continues to violate the school conduct rules, expulsion may result as the next step. Additionally, a student who has been suspended may be expelled for new suspendable conduct after having served an out-of-school suspension.
41. **Abusive, harassing, and/or disrespectful behavior:** Students may not engage in any obscene, abusive, profane, or degrading gestures or expressions; racial, ethnic, or religious prejudicial or disrespectful actions; harassment of any kind (including but not limited to sexual, race, gender, sexual orientation, dating violence, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity) to any individual or group; or intimidation and/or threats to an individual or group. This includes possession, publication or distribution of materials meeting this description, including electronic acts of bullying associated with the school.
42. **Hazing, Bullying or Cyber-bullying Behavior:** Students may not engage in any obscene, abusive, profane, or degrading gestures or expressions; racial, ethnic, or religious prejudicial or disrespectful actions; harassment of any kind (including but not limited to sexual, race, gender, sexual orientation, dating violence, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity) to any individual or group; or intimidation and/or threats to an individual or group. This includes possession, publication or distribution of materials meeting this description, including electronic acts of bullying associated with the school. The Wellington Exempted Schools District Policy on Hazing and Bullying means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student and the behavior causes or could cause either mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Permission, consent or assumption of risk by an individual subjected to

hazing and/or bullying does not lessen the prohibition contained in this policy.

Bullying

Bullying is an intentional written, verbal, texting, or physical act that a student has exhibited toward another particular student and the behavior causes both mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any typed including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or other employee of the District shall encourage, permit, condone, or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any bullying.

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 in accordance with Ohio law.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying. Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

43. **Vandalism:** Students may not damage or attempt to damage school property or private property of students, teachers, or

other persons either on school grounds or during a school-sponsored or related activity, function, or event off school grounds. Restitution of damages will be part of the disciplinary action.

44. **Fireworks and explosives:** Students may not possess, use, threaten use of, handle, transport, sell, conceal, ignite, or explode fireworks/explosives of any kind.
45. **Assault:** To cause, attempt or threaten to cause physical injury to any person is prohibited.
46. **Fighting:** Fighting is prohibited and may result in disciplinary action. Fighting includes, but is not limited to, engaging in physical (i.e., pushing, shoving, slapping, kicking, etc.), verbally abusive, or provocative activities (to provoke, anger or stir up) or any conduct toward another person that could lead to harm to another person or bystander.
47. **Involvement with weapons or dangerous instruments:** In accordance with Board Policy a student may not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments include, but are not limited to, guns, knives, metal knuckles, laser pointers, straight razors, explosives, noxious irritants, poisons, and other dangerous substances, along with any item that is a "look alike" of any of the above, or any object, which is used or may be used to inflict physical harm. Weapons violations may result in expulsion of up to one (1) full year.
48. **Involvement with alcoholic beverages:** a student may not possess, transmit, buy, sell, conceal, use or be under the influence of any alcoholic beverage at any time the student is subject to the authority of the school. Use of an alcoholic beverage may be determined by the professional staff and may include, but not be limited to, detection on the breath of the student, regardless of where the alcoholic beverage may have been consumed. A student may not consume any alcoholic beverage before arrival at school or a school sponsored or related event or activity.
49. **Involvement with drugs and/or drug paraphernalia (which may include a vape device):** a student may not possess, be under the influence of, use, transmit, buy, sell, or conceal any of the drugs defined as a "drug of abuse" in Ohio Revised Code Section 3719.011; or possess, use, transmit, buy, sell, or conceal any of the drugs defined as "Counterfeit Controlled Substance" in Ohio Revised Code Sections 2925.01; or be under the influence of any such drugs. Nor shall the student

possess, use, transmit, buy, sell, or conceal any drug related paraphernalia at any time the student is subject to the authority of the school. Examples of drugs of abuse include but are not limited to, narcotic drugs, "look alike" drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine or derivatives, glue, or other substances that could modify behavior. A student may not use any drug of abuse before arrival at school or at a school sponsored or related event or activity. Use of drugs authorized by a medical prescription from a licensed physician may not be considered a violation of this rule. However, no student may self-administer any medication, including nonprescription medication (aspirin, ibuprofen, etc.) except prescribed asthma inhalers. A student who demonstrates behavior seemingly related to drug usage or who exhibits symptoms of physical conditions that may be related to drug usage may be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents may be informed immediately and may be requested to come to school as soon as possible. Based upon the administrator's professional judgment, the student may be sent home in the custody of his/her parents.

50. **Identification:** Proper identification must be worn at all times during the school day, failure to do so may result in disciplinary action. A warning may be given for first offense and/or lost identification. If lost or damaged, a replacement identification will be issued at a cost of \$5.00. One lanyard and plastic sleeve will be provided with the ID. If lost or broken, replacements will be issued at a cost of 50 cents.

Progressive Discipline Ladder

Continued disciplinary violations of WHS Student Code of Conduct may result in increased disciplinary actions. Discipline assigned by administrators may range from detention through 10 days of OSS with a recommendation for expulsion.

Detentions can either be before or after school as set by the administration. Detentions may be issued by the administration and any high school staff member or substitute. Students absent from a detention due to an excused absence are to report to detention the next school day. An unexcused absence from a detention may result in two (2) detentions. Any further unexcused absences may result in further discipline on a progressive scale. When a detention is assigned, a parent may be contacted.

Teacher Detentions

Classroom teachers will establish their own system of addressing disciplinary issues which may include issuing detentions to be served in their room. If a student does not attend the assigned teacher detention, the student may be referred to the office and the appropriate discipline may be assigned.

WHS / MMS Alternative Learning Classroom (ALC)

ALC is an alternative to Out-Of-School Suspension that is assigned to students by a building administrator. Students placed in ALC will complete schoolwork provided by each of their teachers. Students will receive credit for all work done in ALC.

The following is a list of expectations and rules for students put into ALC:

1. Students are to report to the MMS office by the start of the regular school day. They will be in the ALC room until the end of the school day. Normal school policies remain in effect, including dress code and student code of conduct.
1. Students must bring all school material to the ALC room. Failure to bring supplies and textbooks may result in disciplinary action.
2. Absence from school does not excuse a student from the ALC obligation. The ALC assignment will be rescheduled.
3. ALC is an obligation. Students are not permitted to leave ALC for any reason.
4. Students who fail to complete the assigned ALC MAY receive Out-of-School Suspension.
5. Students will receive assignments from classroom teachers and are expected to complete these assignments, period by period. The classroom teacher will issue credit for the work. The students will follow their daily schedule for completion for their assignments.
6. All completed assignments will be turned into the ALC monitor. Students who refuse assignments may face further disciplinary action and will not receive academic credit for that assignment.
7. All school rules apply while in ALC.
8. Should a parent/guardian have questions regarding the ALC program or a student's progress or performance in the program, they are encouraged to call the appropriate administrator.
9. Short breaks will be given in the morning and afternoon. There will also be a lunch period.

Procedures for Suspension, Expulsion and Emergency Removal Suspension Procedure

The principal, or designee, may suspend a student from school for disciplinary reasons outlined in the student code of conduct, the student handbook or Board Policy.

Out of School Suspension

No period of suspension will be for more than 10 school days. The administration may require a student to perform community service in conjunction with or in place of a suspension. The board may adopt guidelines to permit the superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year. The guidelines listed below will be followed for all suspensions, including those of in-school suspension.

1. A student may or may not receive credit during their first OSS depending on the severity or nature of the infraction. Second or subsequent suspension per school year will not receive credit for school work missed
2. During the time of suspension, the student will not be permitted on school grounds or be able to participate in any school activity (curricular or extra-curricular)
3. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
4. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
5. An attempt will be made to notify parent(s)/guardian(s) by telephone if a suspension is issued.
6. Within 24 hours, a letter will be sent to the parent(s)/guardian(s) stating the specific reasons for the suspension and including notice of their right to appeal such action.
7. Notice of this suspension will be sent to the:
 - a. Superintendent
 - b. Treasurer
 - c. Student's school record

Permanent Exclusion: If the offense is one for which a school district May seek permanent exclusion, then the notice will contain that information. If the student is recommended for expulsion the notice of suspension will state this information.

Appeal to the Superintendent

A student or a student's parent(s)/guardian(s) may appeal the suspension by the Principal, or designee to the Superintendent within 10 calendar days of the notice of suspension. A verbatim record may be kept of the hearing. The student will be excluded from school during the appeal process.

Expulsion

Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) may subject the offender to expulsion of up to one year. Additionally, violations of the weapons in school policy or for those reasons listed in Section 3313.66(B) (2) of the Ohio Revised Code may result in expulsion of up to one year. The Superintendent/designee may reduce the one-year expulsion on a case-by-case basis for reasons relating to the age of the student, previous offenses, the student's disability, or for individual circumstances.

Pursuant to Section 3313.66 of the Ohio Revised Code, the Wellington Exempted Village Board of Education Superintendent may expel a pupil from school attendance for a period not to exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place.

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

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

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days or

more than five school days after the notice is given. If the Superintendent/designee determines as a result of the hearing that the student should be expelled, within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer of the Board. The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session. The Notice must also state that the appeal to the Board must be submitted with 14 calendar days.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee if requested. They may be represented in all such appeal proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). The student may be excluded from school during the appeal process.

Appeal to the Court

Under Ohio law, the decision of the Board may be further appealed to the court of common pleas. Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency which works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

Emergency Removal of Students

If a student's presence poses a danger to persons, property or an ongoing threat of disrupting the academic process, the Superintendent, Principal, or designee may remove the student from curricular activities or from the premises.

In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24

hours and is not subject to further suspension or expulsion, the due process requirements do not apply. If the emergency removal exceeds 24 hours, then a due process hearing may be held as soon as possible, but in all cases within 3 school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing.

The student will have the opportunity to appear at an informal hearing before the principal, or designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The person who ordered or requested the removal will be present at the hearing. Within 24 hours of the decision to suspend, written notification will be given to the pupil, parent, guardian or custodian of the student and Treasurer of the Board. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the Board's designee.

Due Process Rights

Students facing a possible suspension and/or expulsion from school will be afforded due process before the suspension and/or expulsion. Due process safeguards a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

Due process involves a written notice to the student about the reason(s) for the suspension and the opportunity to appear at an informal hearing with the principal or assistant principal. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

Searches

School officials may search a student or a student's property when there are reasonable grounds to suspect the presence of contraband that violates the law or school rules. Dogs trained in the detection of illegal drugs and/or weapons may patrol school facilities and premises. A dog alerting to an object is considered reasonable grounds for a search. Vehicles on school property are also subject to search. Student lockers are the property of the Board of Education and are subject to search based on reasonable suspicion of the violation of the law or school rules, and to random searches without regard to reasonable suspicion. Lockers and the contents thereof may be searched by school personnel at any time. Student files on the Wellington Exempted Village Schools computer network are also school property and subject to search.

SCHOOL PROCEDURES AND POLICIES

The Family Educational Rights and Privacy Act (FERPA)

The Wellington School District maintains student records in compliance with its obligations under The Family Educational Rights and Privacy Act (FERPA) and the Ohio Student Records Privacy Act. Except for information that is designated as directory information by the student or student's parents, or as authorized by law, student records and personally identifiable information contained within shall not be disclosed without prior permission from a student who is 18 years or older or the student's parents.

Parents shall have an opportunity for a hearing before the principal and/or the assistant principal to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any school inaccurate, misleading or otherwise inappropriate data contained therein.

The responsibility for maintenance of the confidentiality of such records and proper dispensation of the same rests with the school administration. No class lists of names and/or addresses will be submitted to any group or organization unless approved the high school principal or Superintendent of Schools.

Directory Information

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; or scholarships.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within sixty (60) days after receipt of the Superintendent's annual notice.

Accidents

Students will report all injuries or accidents, however slight, **immediately** to the teacher, bus driver, principal or staff member in charge.

Bus Transportation

While on the bus, the student is under the authority of and directly responsible to the bus driver. Students shall conduct themselves in an orderly and responsible fashion while on the bus. Continued disorderly conduct shall be sufficient reason for disciplinary action that may result in the loss of bus transportation for the student.

Classroom Requirements

Each student is to bring the necessary materials to class so that an academic atmosphere prevails. Each student is to bring the necessary textbook and his completed assignment. **MISBEHAVIOR WILL NOT BE TOLERATED.**

The teacher is to exert whatever authority may be necessary, so that they are noticeably in command of the classroom situation at all times. Any teacher or school employee has authority over any student no matter what his grade level may be. Do not ask a teacher to excuse you from another teacher's class.

Motor Vehicle/Parking

The following policy applies to student use of motorized vehicles on school property. All students must remember that parking at W.H.S. is a privilege. Each Permit holder needs to meet attendance and disciplinary requirements to be eligible for a parking permit. These requirements must be met throughout the year or the student's parking permit may be revoked. The attendance and discipline from the last nine weeks of the previous year will be used to determine eligibility for the first nine weeks. The student shall be properly licensed to drive the motor vehicle and the vehicle shall meet minimum standards for safe motor vehicle operation.

1. **Attendance Requirements**
 - a. Excessive absenteeism and tardies could result in the loss of parking privileges.
2. **Disciplinary Requirements**
 - a. Excessive or severe disciplinary occurrences may result in loss of parking privileges.
3. Vehicle registration shall take place throughout the school year. When registering, students must have a driver's license and the

license registration of the car. A note from the owner of the car, if other than the student, shall be required.

4. Participation in the District's Drug Testing Policy

Parking Permit Procedures and Regulations

1. The permit must be properly displayed at all times on school grounds.
2. Motor vehicles without permits will not be permitted on school property between 7:00 am and 3:15 pm on school days. Students who park without proper permits may be subject to disciplinary action and/or loss of parking privileges present or future.
3. Parking permits are not transferable from person to person.
4. Reckless operation of any motor vehicle may result in loss of parking privileges. What constitutes reckless operation will be determined by administration.
5. No one is to loiter in motor vehicles in the parking lot. A pass must be obtained from the office to go to the parking lot during school hours.
6. **School Buses always have the right of way.**
7. Traffic flows around the circle in a counter clockwise direction.
8. Motor vehicles parked in the W.H.S. parking lot are subject to search.
9. Wellington Exempted Village Schools are not responsible for damage or loss incurred on school property. Park at your own risk. Lost or stolen permits replaced at the owner's expense.
10. All school rules apply to the parking lot.
11. Any violation of the above procedures and/or regulations may result in any combination of the following; loss of parking privilege, disciplinary action, and towing of motor vehicle at the owner's expense.
12. Disciplinary action for violation of the student code of conduct or violation of the attendance policy may result in loss of parking privileges.
13. Motor vehicles without permits:
14. **First offense:** parking ticket which must be paid within one week of being issued. Upon paying the ticket, a parking permit application must be submitted.
15. **Second offense:** vehicle could be towed.

Continued use of student parking facilities is contingent upon observance of all student parking regulations and safe vehicle operation. This list is not intended to be all-inclusive. If a problem concerning parking arises, an administrator will address the issue and changes to procedures and regulations may be made.

The cost of a W.H.S. parking permit will be \$5 dollars. This fee will not be collected until the application is approved.

Emergency School Closing

In the event of severe weather conditions for which schools might be closed, the superintendent will contact the radio and TV stations. Also, a district-wide phone blast will be issued to all phone numbers on file. Twitter and Facebook may be used.

School closings will be broadcasted on local news stations, a call or text may be sent from the district and information may be posted on social media.

Fees

Certain classes will require an extra fee paid for materials used in the course. A letter will be sent home detailing the amount of fees due after all schedule changes have been made. These fees should be paid as soon as possible so that report cards, transcripts, and diplomas can be issued, and services continued. You may issue one check for all class fees. If there is a financial problem at home, parents should contact the high school office to arrange a delayed payment plan. **No** student will be permitted to attend Prom until fees are paid. Seniors will not be permitted to attend end of the year senior activities unless fees are paid.

Drills

Fire Drills

Periodically fire drills are held for the safety of the students in the event of an actual need. A fire exit sign is displayed in each room. Students should keep quiet during the drill and stay with their group when moving away from the building. This is extremely important so that instructions may be heard in an emergency. Return only when the directive is given. A student who is known to have initiated a false alarm may be suspended immediately from school pending further investigation.

Tornado Drills

If a warning concerning a tornado is received, students will be notified on the public address system or by a blast from an air horn. Students will take cover in designated areas quickly and quietly, following the instructions of the teacher.

Lock-down Drills

Lock-down drills will be conducted periodically. Teachers have been instructed about the procedures that will be followed during this drill or during an emergency situation.

Gang Policy

Gangs are prohibited. A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or "turf", or any actions that threaten the safety or welfare of others. Gang activity such as, but not limited to, initiation, recruitment, wearing of colors, fighting, assault, hazing, or establishing turf on school property, at school functions and school related activities, will not be tolerated and may result in disciplinary action.

It should also be noted that the Wellington Schools maintain open lines of communication with local law enforcement agencies. A student who violates this section, when deemed appropriate, may be reported to the local police department.

Halls and Hall Passes

Students should be in the halls only at the beginning and close of school, and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is not permitted.

Health Room

Students who wish to use the health room must bring a written pass from their teacher prior to receiving permission from the main office secretary or one of the administration. Students will not be permitted to remain in the health room for an extended length of time. If an illness is serious enough, the student may be sent home.

Junior/Senior Prom

Every spring, the junior class hosts the senior class at the Junior/Senior Prom. The junior and senior classes are invited to attend. No underclassman, past graduate or student from another school may attend the prom unless invited as a date by a member of the junior or senior class. Please note that no junior high students are permitted to attend. No guests over 20 years of age will be permitted to attend prom without the permission of Wellington High School administration. You

may not be permitted to attend the Junior/Senior Prom until all fees and obligations have been paid or taken care of *BEFORE* tickets are purchased.

Year End Senior Student Behavior

Participation in the graduation ceremony, Prom, or any other senior activity is a privilege. A student may be excluded from participation in the graduation ceremony or any other activity at the administrator's discretion. Anyone not attending the graduation practice session will not be able to participate in the actual graduation ceremony unless the principal has granted permission in advance.

Parents of students are reminded that no student will be permitted to participate in graduation ceremonies and other related graduating senior events unless all graduation requirements have been met and all obligations are paid by 9:00 am on the day of graduation practice.

Locker Contents and Student Belongings

At the beginning of the school year each student will be assigned a locker. Locker doors are to be kept closed and locked at all times. Inappropriate materials are prohibited. The outside of the locker doors should be kept free of any materials unless school-related. Students are to use lockers assigned to them, and only by permission of the main office will another locker be used. The lockers are the property of the school, and without notice, periodic locker inspections may be made by the administration. Lockers and other such property carry no expectation of privacy for the students who occupy them. Possession of items contrary to rules and regulations may result in appropriate disciplinary action. If they are contrary to law, the legal authorities may be notified. Damage done to lockers will be assessed to the responsible student based on cost of repair. **All coats, gym bags, book bags/excessively large purses and backpacks are to remain in lockers.**

Lost Articles

The finder is not keeper, and is responsible for returning a lost article to its owner. Students who find articles at this school will take them to the main school office to be claimed.

Study Halls

Study Hall Rules are listed as follows:

1. You will be expected to be punctual.
2. Students are expected to work on school assignments and homework.

3. Attendance will be taken BEFORE passes will be accepted.
4. You shall remain in your assigned seats (chairs on floor).
5. Detentions will be issued for repeated tardiness.
6. Throwing or flipping of objects is not permitted.
7. No talking.
8. No food should be taken to study hall.

Lunchtime Procedures

All lunches will be eaten in the cafeteria. Crowding or cutting into the cafeteria line is unfair to your fellow students and will not be tolerated. All students must remain on school premises during school lunchtime. It is the responsibility of the student to keep the tables and floors clean after eating. Use provided containers for waste.

During scheduled lunch periods, students must remain in the cafeteria for the entire period. Students must obtain a pass from the cafeteria monitor to leave the cafeteria. Students are only allowed in the south hallway to use the restrooms and/or the drinking fountain, and then must return to designated areas. No fast food or pizza may be ordered and/or delivered by anyone to the school for consumption in the cafeteria.

Medication or Medical Treatment

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

Medication shall include all medicines including those prescribed by a physician and any non-prescribed [over-the-counter] drugs, preparations, and/or remedies. Before any medication or treatment may be administered to a student during school hours, the principal must receive a medication form completed and signed by the physician, and parent or guardian containing the following information:

1. Student's name and grade,
2. Name of the medication, exact dosage required, and time of day to be given
3. Possible side effects or reactions that should be reported to the physician,
4. Dates to begin and end the administration of this medication
5. Name, address, and phone number of the prescribing physician
6. Special storage instructions.

Wellington Medication Forms are available in the main office or on the district website. (<http://www.wellington.k12.oh.us/District/forms.html>). A *new* completed form must be submitted to the principal each time the medication or dose changes, and at the *beginning of each school year*. The school is to be notified if the student's physician changes, the student's health condition changes, or the medication is discontinued prior to the original termination date. All prescription medications must be in the original container labeled with the date, the student's name, and the exact dose to be administered; non-prescription (over-the-counter) medications are also required to be in the original container. Parents or designee must bring medication to the office unless other arrangements are made with the principal. All medications will be stored in the main office unless special arrangements are made through the school nurse. Parents or students who are authorized in writing by one's physician and parents, may self-administer medication or treatment, but only in the presence of another adult.

Inhalers and Epi-pens

Students who have inhalers and epi-pens for a medical condition are permitted to carry them during school upon completion of the proper forms in the main office.

Office Phone

A student should not be using his/her cell phone to text or call home unless permission has been granted by office personnel. Student use of the office phones shall be at the discretion of the office personnel.

Parking Lot Off-Limits

The parking lot is off-limits to all students after school has begun in the morning until dismissal time. Students wishing to go to the parking lot during the day must have the permission of an office staff member. Vandalism of vehicles will not be tolerated.

School Property

School building equipment and supplies are provided by the taxpayers through taxation. Abuse of school property increases one's family costs, robs a person of personal wealth, and forces all of us to use unsightly, unsanitary, inefficient books, furniture and equipment. Students found abusing school property either on or off school property may be disciplined severely.

Sign Posting and PA Procedures

All **signs must be approved before** posting by the principal. Signs advertising non-curriculum related activities involving non-school

student groups may be posted only in the hallways. The signs may not display groups or activities that promote the undermining or overthrow of the American governmental system, immorality, profanity, or anything that could be construed to be disruptive to the school's educational process.

Regular announcements may be made at the beginning of each day. All announcements must be signed and approved by a faculty member or principal and turned in to the main office. Special announcements may be made at the end of the day. Non-school groups or non-curriculum related activities will only be announced with administration approval. Announcements may be posted on the school website and social media page.

Textbooks

All textbooks are issued by classroom teachers. Each student is responsible for his textbook which is numbered and recorded. If textbooks are damaged or lost, the student may be charged accordingly. Textbooks are property of the Board of Education.

Visitors During School Hours

Any person requesting to visit Wellington High School must have the visit approved by the principal or superintendent **prior to the visit**. All visitors must report to the main office upon entering the building to sign in and obtain a visitor's pass. This includes the noon hour. Alumni wishing to visit teachers may come to school at the end of the school day. Parents desiring to consult teachers should telephone the high school office

(647-3734) to arrange an appointment. The Superintendent or Principal may deny or limit the entry of any person to the school if there is reason to believe the presence of such person should be detrimental to the good order of the school.

Technology Policy

Students have the opportunity to use technology for research and learning. It is the student's responsibility to use this equipment in an appropriate manner. The use of technology is a privilege, not a right. Students desiring to use technology must have a parental permission slip on file and agree to adhere to the district's technology policy. Inappropriate use may result in disciplinary action and possible loss of privileges. Students should not be on social media sites during the school day.

Vandalism will not be permitted. Vandalism is defined as intentional destruction of equipment or any malicious attempt to harm or destroy data of another user or of the networks that are connected to the user's computer. This includes, but is not limited to, the uploading or creation of computer viruses, destroying other users' files, or hacking.

Accessing obscene material and use of inappropriate or threatening language is also prohibited. Students are also reminded that transmission of any material in violation of any United States or state regulation is prohibited. This includes copyrighted material.

Wellington Exempted Village School District Network Acceptable Use Policy (AUP)

Purpose

1. The Wellington Exempted Village School District provides employees and students access to the District's electronic communication system, which includes Internet access.
2. Users of the system shall have no expectation of privacy when using the schools' electronic communication system, e-mail or Internet.
3. The District system has an educational purpose, which is to assist in preparing students for success in life and work by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. Additionally, the system will be used to increase District intracommunication, enhance productivity, and assist District employees in upgrading their skills through greater exchange of information with their peers. The District system will also assist the District in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.
4. Users may not use the District system for commercial purposes. District acquisition policies will be followed for the purchase of goods or services.
5. Users may not use the system for political lobbying, as defined by the Ohio Revised Code (101.70); however, District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.
6. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and professional administrative purposes.

District Responsibilities

1. The District will establish a Technology Committee. This committee will make recommendations to the Superintendent and Board of Education regarding use of the District system, professional development activities, and other issues concerning technology.
2. The Network Administrator will oversee the District system, serve as the coordinator of the District Technology Committee, and will work with regional and state organizations as necessary.
3. The Network Administrator will establish a process for setting up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule based on government regulations, update and maintain the network, as necessary, and establish a District virus protection process.
4. Each principal will serve as the building-level coordinator of the District system, approve building-level activities, ensure staff receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students, maintain executed user agreements, and be responsible for interpreting the District Acceptable Use Policy at the building level.

Technical Services Provided through District Network

1. *E-mail*. E-mail will allow communication with and among students, parents, colleagues and others throughout the world. Users will also be able to subscribe to mail lists to engage in group discussions related to educational subjects.
2. *World Wide Web*. The Web provides access to a wide range of information in the form of text, graphics, photographs, video and sound. The Web is a valuable research tool for students and employees. Web 2.0 allows students and staff to display work and communicate with the world through wikis, blogs, social media and podcasting. Guidelines for these activities will be posted and observed by students and staff. Opportunities for users to participate in electronic learning will be available, as well.
3. *Interactive Video Distance Learning (IVDL)*. IVDL provides learning opportunities by connecting classrooms to other classrooms, museums, businesses, etc. around the globe. The District will maintain equipment and services to provide this connection for academic and professional development activities.

4. *Filtering Software.* The District will maintain filtering software designed to block access to certain sites. A system of requesting sites to be blocked or unblocked will be established and distributed to the faculty.
5. *Network Storage.* Users will be provided storage for school related material on the District servers.
6. *Other Services.* Services such as those that provide for distance learning, electronic learning, wireless networks, etc. will be maintained to provide additional learning opportunities for students and staff.

Network Access

1. The District's Acceptable Use Policy (AUP) and state/federal law will govern all use of the District network. Students must have a signature page from this document on file. Employee use will be governed by District Policy and the Collective Bargaining Agreements.
2. *World Wide Web.* All District employees and students will have access to the Web through the District's network. No additional agreement will be required.
3. *E-mail Accounts.* Elementary age students will be granted e-mail access through a monitored e-mail system as part of instruction about its usage and safety. Secondary students and staff will be provided e-mail accounts for the purpose of communicating about school business.
4. *Guest Accounts.* Guests may receive an individual account with the approval of a District administrator providing there is a specific, District-related purpose requiring such access. Possibilities include board members, coaches, substitutes, or district volunteers. Use of the system by a guest must be specifically limited to the District-related purpose. Guests must annually sign the Network Acceptable Use Policy.

Parental Notification and Responsibility

1. The District will notify parents about the District network and the policies governing its use. Parents must provide written acknowledgment of the District policies.
2. Parents have the right at any time to investigate the contents of their child(ren)'s e-mail files.
3. The District Acceptable Use Policy contains restrictions on the access of inappropriate material. There is a wide range of material available on the Internet, some of which is not appropriate for educational purposes or the particular values of

our students' families. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District system.

4. The District will educate students grades K-8 about appropriate online behavior, and cyber bullying awareness and response. The District will also provide parents with information and guidelines for student safety while using the Internet.

District Limitation of Liability

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the network.

Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District network.
2. In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided an opportunity to present an explanation before a neutral administrator.
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accord with the applicable discipline consequence.
4. The School District may terminate the account privileges of a guest user. Accounts not active for more than 90 days may be removed, along with the user's files without notice to the user.

Search and Seizure

1. The user is to have no expectation of privacy with Internet or email use, while using the District's system.
2. Routine maintenance and monitoring of the system may lead to discovery that the user has violated or is violating the District Acceptable Use Policy or Ohio law.
3. A search of an individual's network files and e-mail will be conducted by the building principal, if there is a reasonable suspicion that a user has violated Ohio law or the District Acceptable Use Policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
4. District employees should be aware that their personal files and e-mail are discoverable under Ohio law.

Academic Freedom, Selection of Material, Student Rights to Free Speech

Board policies on Academic Freedom and Free Speech will govern the use of the Internet so long as such use is not disruptive to the educational process.

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

Usage Guidelines

The following uses of the District system are considered unacceptable:

Personal Safety (Restrictions are for students only)

1. Users will not post personal contact information about themselves or other people. This includes full name, address, telephone, school address, etc.
2. Users will not agree to meet with someone they have met online without their parent's approval and participation.

3. Users will promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

1. Users will not attempt to gain unauthorized access to the District network or to any other computer system through the District Network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".
2. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
3. Users will not use the District Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

System Security

1. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from accessing their account. Under no conditions should a user provide his/her password to another person.
2. Users will immediately notify the administration, if they have identified a possible security problem.
3. Users will not go looking for security problems because this may be construed as an illegal attempt to gain access.
4. Users will avoid the inadvertent spread of computer viruses by following instructions made available by the Network Administrator.

Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on the web.
2. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. Users will not post information that, if acted upon, could cause damage or the danger of disruption.
4. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
5. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him/her messages, he/she must stop.

6. Users will not knowingly or recklessly post false or defamatory information or photographs about a person or organization.

Respect for Privacy

1. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
2. Users will not post private information about another person.

Respecting Resource Limits

1. Users will use the network only for educational and professional, or career development activities.
2. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used.
3. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
4. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.

Plagiarism and Copyright Infringement

1. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas, writings, images, video, etc. of others and presenting them as if they were original to the user.
2. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner.

Inappropriate Access to Material

1. Users will not use the District network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature, if the purpose of such access is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research and with the approval of the superintendent, after providing appropriate justification.
2. Inappropriate, controversial, unethical, and objectionable refers to material that is either, but not limited to knowingly

inaccurate, sexually oriented, gender-biased or illegal, promotes violence, discrimination, harassment or hatred.

Off Campus Activity

Actions taken off school grounds can come under school discipline if they are meant to have an effect on a student or to adversely affect the school climate and safety/well-being of those at school.

Bring Your Own Device Program (BYOD) (grades 4-12) Student Acceptable Use Policy Addendum

Electronic Devices

Use of certain electronic devices is permitted in the Wellington Exempted Village Schools. Electronic devices are classified as disruptive, non-disruptive, or mobile phone devices. Permissibility of each type of electronic device is described as follows:

Disruptive Electronic Devices

Audio and/or video recording or playback devices, radios, laser pointers and any other similar electronic devices are deemed distracting to the educational environment. As such, these devices are not permitted in any area of the District unless under the direction and supervision of school personnel for educational purposes.

Use of cameras and/or recording devices and cell phones, to take pictures or video, is not permitted on school grounds, including transportation, unless under the direction, approval and supervision of school personnel for educational purposes.

The misuse of permissible electronic devices (i.e. non-disruptive and/or mobile phone devices) in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:

1. Use of any electronic devices in a restroom or other area of WEVSD where there is a general and reasonable expectation of privacy (e.g. locker room, restroom, any room used for changing clothes, etc.) not authorized by school personnel.
2. Use of any electronic device in the hallways while moving from class to class is not permitted.
3. Use of headphones/ear buds is not permitted unless under the direction and supervision of school personnel for educational purposes.

Non-Disruptive Devices

1. Non-disruptive devices are defined as electronic devices primarily used for educational purposes. This includes laptops, netbooks, tablets, iPads/iPod Touch and eReaders.

2. These devices may be used during classroom instruction and in the Media Center/Library, as permitted and directed by school personnel for educational purposes.

Mobile Phones

1. Use of phones for any voice or text communication is not permitted during school hours. Students must use the main office phone to contact a parent to get permission to leave school premises for illness, doctor/dentist appointments or other approved absence. The use of social media sites is not permitted during the school day.
2. Mobile phones may be used as permitted and directed by school personnel for educational purposes. Otherwise, mobile phones must be turned off during school hours.
3. Mobile phones may possess advanced functions including Internet access, eReader and video/audio functions. These functions may be used as non-disruptive devices as permitted and directed by school personnel for educational purposes.

Consequences for Inappropriate use of Electronic Devices

Violation of the appropriate use of electronic devices, as described above, **(1)** may result in detentions, Alternative Learning Classroom, or Out of School Suspension; and **(2)** student may be required to turn the device over to school personnel. The student and/or parent may pick up the device from the Office at the end of the school day.

Internet Connection

Wireless Internet connection will be provided by the Wellington Exempted Village Schools for students to connect their devices to the Internet. Students will not be allowed to connect to their 3G, 4G, or any other unapproved wireless (Wi-Fi) network. If students choose not to follow this policy, the student and family will be responsible for any Internet connection expenses. Students must have a completed Acceptable Use Policy signed and on file with the Wellington Exempted Village School District.

Lost or Damaged Device

Wellington Exempted Village School District assumes NO responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices to school at their own risk.

Transporting Devices

Use of bags and cases to transport electronic devices to and from school is encouraged. Students may use laptop bags to carry portable to and from class. However, the bags may not be used to carry books.

WELLINGTON EXEMPTED VILLAGE SCHOOL DISTRICT DRUG TESTING POLICY

The Wellington Exempted Village School District (hereafter referred to as Wellington Schools) Board of Education desires to implement a policy which will attempt to provide the district with a safe and healthy student environment. This policy reflects the Wellington Schools Board of Education and the community's strong commitment to establish a truly drug and alcohol free school environment.

This policy applies to all students in grade 7-12 who participate in extra- & co-curricular activities, students who drive to school, and students who, with consent from their parents, volunteer for inclusion in the testing pool. Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. This drug testing and education policy is designed to help students understand the negative effects of drug and alcohol use, create a safe, drug free environment, and assist them in getting help when needed.

PURPOSE OF THIS POLICY SHALL BE:

1. To provide a healthy and safe environment to all students.
2. To help educate students on the negative effects of drug & alcohol use and learn to live a healthy, drug-free lifestyle
3. To provide solutions for the student who does use drugs and alcohol.
4. To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy.

No student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

No drug test result shall be shared with law enforcement except under order from a court of jurisdiction.

Any action taken due to a positive test result of a student, may be reviewed by the Superintendent and the Board of Education. In the

event that action is reviewed and if good cause is shown, the penalties associated with the positive test may be adjusted to appropriate levels. In no event shall penalties be increased beyond those listed in this policy.

TYPES OF DRUG TESTING

1. Random testing
2. Reasonable suspicion

For more detailed information, refer to the District Drug Testing Policy on the Wellington High School page of the WEVSD web page at <http://www.wellington.k12.oh.us/>

STUDENT ACTIVITY PROGRAM

Athletic Eligibility

In order to be eligible, a student in grade 9, 10, 11, or 12 must be currently enrolled in school and maintain the following academic criteria:

1. All students must pass a minimum of five (5) credits (OHSAA BYLAW)
2. Students must have a minimum G.P.A. of 2.0
3. If the student does not have a 2.0 G.P.A., that student will be placed on probation for 4.5 weeks (time of midterm grades). During the probation period the athlete will still be eligible to participate in games and practices. If after the 4.5-week probation period and the student's GPA is not a 2.0, the student will be deemed ineligible for the remaining of the grading period.

Grading Period

1. An incomplete (I) will be treated as a failing grade until the work has been completed.
2. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year. (Per OHSAA)

Activity Conflicts

(For students in multiple activities that are scheduled at the same time)

The following guidelines should be used to determine a student's participation when a conflict in scheduling arises:

A performance (athletic event, contest, play, concert, etc.) has priority over any practice or rehearsal. When two events of equal value

conflict, the student may participate in the event of his/her choice without fear of penalty or consequence. Students are to inform coaches/advisors of conflicts as soon as they become aware of them.

Athletic Spectator Attitude

Any action not conducive to good school citizenship and sportsmanship at home or away contests is to be avoided. Violators may be ejected from the area and may be subject to disciplinary action from school authorities. Continual violators will not be allowed to attend any athletic contests at Wellington High School.

Unsportsmanlike Conduct - Athletes

According to the OHSA (Ohio High School Athletic Association) Board of Controls' newly adopted policy any student ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the next seven calendar days in the sport from which the student was ejected. If no contests are played during this seven-day period at the same level as the ejection, the student shall be ineligible for the next football game or a minimum of two contests in any other sport. If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s). A student who is ejected a second time shall be suspended for the remainder of the season in that sport.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the OHSA Tournament Regulations. In accordance with Bylaw 8-3-1, the decisions of contest officials are final.

Extracurricular Participation

To be eligible for any extracurricular activity, the participant must be in attendance a half-day on the day of the activity, or a half-day on Friday, if the activity is on Saturday. Only for an emergency can this rule be waived with prior approval by the principal or assistant principal. A student may be absent on Friday and still participate in a Saturday practice or game, if they present the coach with a note confirming an excused absence. All athletes are expected to attend every practice and game unless excused absences take place.

Student Activities

Wellington High School is proud to be able to offer so many varied student activities. For educational and social growth, it is to a student's advantage to become a member of desired activities. Listed below are some of the student activities at our school.

Academic Challenge	Cheerleading	Key Club
Anime Club	Civil War Club	ROX
Athletics	Class Officers	Student Council
Band	FFA	Yearbook

National Honor Society

Sophomores, juniors and seniors may be selected to membership in the National Honor Society in the following manner:

1. Cumulative GPA:
 - a. Sophomores a 3.7
 - b. Juniors and Seniors a 3.5
2. Properly complete the application process which is anonymously evaluated and ranked by WHS faculty committee
3. Have the qualities of leadership, service to school/community, character and responsibility.

Non-Discrimination

The Wellington Exempted Village School District Board of Education does not discriminate on the basis of race, color, national origin, age, sex, or disability. The following person has been designated to handle complaints and aid compliance with the District's nondiscrimination policies on the basis of sex, disability, race, color and national origin:

Edward Weber

Wellington Exempted Village School District

305 South Main Street - Wellington, OH 44090 - (440) 647-4286

Communications regarding Title IX, Title II, Sexual Harassment, or 504 Plans should be directed to the Superintendent's office at the address or phone number listed above.