

WILMINGTON

HIGH SCHOOL

2023-2024

STUDENT HANDBOOK

Samantha Woodruff, Principal
Dustin James, Asst. Principal
300 Richardson Pl
Wilmington, OH 45177
Phone: (937) 382-7716
Email: samantha.woodruff@wilmington.k12.oh.us
dustin.james@wilmington.k12.oh.us
Web: wilmingtoncityschools.com/whs
Twitter: [@WHSCane](https://twitter.com/WHSCane)



A MESSAGE FROM THE PRINCIPAL...

The faculty and staff at Wilmington High School welcome you to the 2023-2024 school year.

Schools, like all organizations, must have rules and guidelines to operate efficiently and effectively. This student handbook is written to guide you through your high school years by providing you with information about our school and your responsibilities as a student. It is the responsibility of each student, along with his or her guardian to read, understand, and abide by the rules and guidelines set forth in each of the following pages.

If you have any concerns or questions about anything in this handbook, please let us know. We look forward to learning and working together with you in the coming year. Best wishes for a successful year!

In our school, we show **Empathy**, encourage **Integrity**, and **Persevere** through challenges.

WHS Building Expectations

	Arrival/Dismissal	Hallway	Restrooms	Auditeria
KIND	<ul style="list-style-type: none"> Interact with peers and adults politely Provide personal space to others Park in designated areas or wait to be dismissed for the bus 	<ul style="list-style-type: none"> Interact with peers and adults politely Move quickly and quietly to your destination Provide personal space to others 	<ul style="list-style-type: none"> Interact with peers and adults politely Keep restroom floors, walls, and stalls clean 	<ul style="list-style-type: none"> Interact with peers and adults politely Patiently wait your turn in line
RESPONSIBLE	<ul style="list-style-type: none"> Use school appropriate language Move promptly to your designated location (bus, car, class) Follow all tobacco/nicotine laws and policies when on school grounds and within the line of sight 	<ul style="list-style-type: none"> Use school appropriate language Go directly to locker/restroom and report to class prepared Keep bookbags stored in your locker during the day 	<ul style="list-style-type: none"> Use school appropriate language Follow all tobacco/nicotine laws and policies including vaping products Use the restroom closest to your class 	<ul style="list-style-type: none"> Use school appropriate language Clean up your space Report to lunch immediately and remain there until dismissed
SAFE	<ul style="list-style-type: none"> Report unsafe situations to an adult Maintain appropriate speed and safety measure when driving Be cautious when entering and exiting the parking lot 	<ul style="list-style-type: none"> Report unsafe situations to an adult Walk on the right side of the hallways and staircases 	<ul style="list-style-type: none"> Report unsafe situations to an adult Use the restroom and return to class immediately 	<ul style="list-style-type: none"> Report unsafe situations to an adult Move about the space safely, sitting, standing, and walking Enter and exit through the appropriate doorways

Table of Contents

ACADEMIC HONESTY	1
ARRIVAL/DISMISSAL	2
ATHLETIC ELIGIBILITY	2
ATTENDANCE (ORC 3313)	2
CAMPUS MONITORS	6
CELL PHONES / ELECTRONIC DEVICES	6
CHILD ABUSE REPORTS	7
CHILD CUSTODY	7
CLUBS/ORGANIZATIONS/ACTIVITIES	7
CODE OF CONDUCT	7
CONSEQUENCES: Possible Consequences for Violating the Student Code of Conduct	9
DANCE EXPECTATIONS	9
DRESS CODE: Student Dress or Appearance (ORC 3313.665)	9
DRUG-FREE SCHOOL POLICY	10
DUE PROCESS (STUDENT)	11
GRADING POLICY	11
EMERGENCY MEDICAL AUTHORIZATION	11
FIELD TRIPS	11
HOMELESS STUDENTS	12
INTERROGATIONS BY LAW ENFORCEMENT AGENCIES	12
LOCKER POLICY (ORC 3313.66)	12
LOST AND FOUND	12
LUNCH POLICY	12
MEDICATION AT SCHOOL	13
PARKING AND VEHICULAR POLICIES	13
SAFETY DRILLS: FIRE, TORNADO, LOCKDOWN	13
SCHEDULING	13
SCHOOL BUSES: Policy for School-Provided Transportation	15
SCHOOL CLOSING / DELAYED START or EMERGENCIES	15
SEARCH POLICIES	16
SUBSTANCE POLICIES	16
SUBSTITUTE TEACHERS	16
TECHNOLOGY: Electronic Devices and Acceptable Use	17
TEXTBOOKS	19
VISITORS	19
VOLUNTEERS	20
WEAPONS IN THE SCHOOL (Gun Free Schools Act of 1994 and ORC 3313.66)	20
ANNUAL NOTICES (NONDISCRIMINATION, TITLE IX, BULLYING, FERPA, PPRA)	20

ACADEMIC HONESTY

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

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

ARRIVAL/DISMISSAL

Students should not arrive at school before 7:35 AM. Once arriving, at 7:38 AM, students may report to the auditoria or to the hallway by the library until dismissed to 1st period at 7:40 AM. While in the auditoria, students have an opportunity to purchase breakfast. Students must be in first period by 7:50 AM. Students, who are repeatedly tardy to first period, may be subject to disciplinary action.

Parents driving students to school should unload in Hurricane Alley in front of the middle school gym. Parents should pull over to the sidewalk to let the students exit their vehicles. Students that drive to school will need to purchase a parking pass to park in the student parking lot.

All students are dismissed from school at 2:40 PM. Students should exit the building unless they are supervised by a staff member or coach for an after school activity. Students are only permitted in the middle school only with permission from the administration unless under the supervision of a school activity.

ATHLETIC ELIGIBILITY

A student must be academically eligible and follow the athletic code of conduct to try out for and/or participate on a school team.

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

Any student who is absent from school the day of any activity will not be allowed to participate unless previously excused by the athletic director and/or principal. Sign in time for eligibility will be 9:30 a.m. Any exceptions will be determined by the principal and/or athletic director. All students, including those that are 18 years or older, must comply with school rules and regulations regarding school attendance. Dependent 18 year olds and older students will still be expected to bring an excuse note and permission slip from their parent or guardian.

ATTENDANCE (ORC 3313)

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

Attendance Policy

- I. **Goal:** The goal of Wilmington City School District is that no student should miss any days of school without legitimate excuse. A significant correlation exists between school attendance and academic and lifelong success. To help ensure that our students achieve that success, Wilmington City School

District has joined with all of the school districts in Clinton County in adopting a uniform attendance policy as described below.

II. Attendance Guidelines:

- A. The first sixty five (65) hours of absences in a school year, a note or a phone call from the parent or guardian will excuse the absence for one of the reasons listed below. If a note or phone call is not provided to the school by the parent or guardian within forty-eight (48) hours, i.e. two business days, of the student's return to school, the absence will be unexcused.
- B. After sixty five (65) hours of absences in a school year, all absences will require a doctor's note to be excused.

III. Legitimate Excusable Absences:

- A. **Short Term Personal Illness:** For a student who has been absent for sixty five (65) hours in a school year, any further absence for personal illness will require a doctor's excuse. The doctor's excuse must be signed by the doctor and indicate that the student was seen by the doctor personally and state the reason for the student's inability to attend school. Any absence greater than sixty five (65) hours in a school year due to illness that is not accompanied by a doctor's excuse as described above will be unexcused. A doctor's excuse must be provided to the school within forty-eight (48) hours, i.e. two business days, of the student's return to school or the absence will be unexcused. If an excuse is not accepted by the school (e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.) a copy of the refused excuse will be maintained in the student's file.
- B. **Long Term Personal Illness:** If the student suffers a long term illness requiring extended absence from school, a doctor's excuse must be provided to the school every twenty (20) school days. The doctor's excuse must indicate that the student was seen personally by the doctor, the reason for the student's continued inability to attend school, and provide specific dates which are to be excused. If an excuse is not accepted by the school (e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.) a copy of the refused excuse will be maintained in the student's file.
- C. **Chronic Illness:** Absences for a chronic medical condition (asthma, migraines, etc.) may be approved in advance by the student's healthcare provider, i.e. physician, nurse practitioner, or physician assistant, without the need for the student to be seen by the healthcare provider. Parents shall obtain this Waiver from the school nurse, administrator, or administrative assistant. Once approved by the healthcare provider and on file with the school, the parent shall provide written documentation for any absence of the specific chronic condition as long as the chronic condition is mentioned in the parent note. The Waiver is valid for August-December and shall be renewed for January-June.
- D. **Head Lice:** Students who are excluded from school due to head lice are allowed thirteen (13) hours of excused absences with two (2) occurrences per year, maximum. Days beyond the thirteen (13) hour limit or days beyond the two (2) permissible occurrences per year are unexcused.
- E. **Illness or Injury in the Family:** Independent verification by a physician explaining the nature and severity of the illness or injury to the family member requiring the student to be absent will be required within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school (e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.) a copy of the refused excuse will be maintained in the student's file.
- F. **Quarantine of the Home:** Absences will only be excused for the length of quarantine as determined by health officials. Verification from relevant health officials explaining the nature and length of the quarantine must be submitted within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school (e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.) a copy of the refused excuse will be maintained in the student's file.

- G. **Death in the Family:** Three days absence will be permitted, unless a parent or guardian offers a reasonable explanation that more school absences are necessary. The parent or guardian may provide a note to the school to advise the school of the absence, however under certain circumstances, the school may require additional documentation to confirm the student's absence was legitimate i.e. funeral service documentation, etc.
- H. **Observance of Religious Holidays:** Any student shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held beliefs and the parent or guardian has notified the school in writing at least forty-eight (48) hours prior, i.e. two business days, to the absence.
- I. **College Visits, Take Your Student to Work Day, Job Interviews, Job Shadowing, Armed Services Tests, and Professional Appointments:** The total of these absences may not exceed nineteen and a half (19.5) hours without the specific approval of the principal or superintendent. Students with excessive absences may have such absences denied. The absence must receive prior approval by the school and verification of the student's attendance at the activity must be provided to the school within 48 (forty-eight) hours, i.e. two business days, of the student's return to be excused. For events that require absence for part of a day, the student's absence will only be excused for the time necessary to attend the event.
- J. **Court Appointments:** In the instance that the presence of the student is required in a court of law, the absence will be excused if documentation showing that the student's presence was required within forty-eight (48) hours, i.e. two business days, of the student's return to school.
- K. **Vacations:** Vacations shall be excused only if pre-approved by the school principal. Students with excessive absences may have such absences denied;
- L. **Other:** The school superintendent or principal must approve, at their discretion, the excusal of absences not otherwise covered in this section.

IV. Unexcused Absences

- A. Any absence other than those described above.
- B. The school administration will make the final determination as to whether an absence is excused, but in general, unexcused absences include, but are not limited to:
 1. Missing the school bus.
 2. Experiencing transportation problems at home or on the way to school.
 3. Remaining at home to complete school assignments.
 4. Missing school without legitimate illness.
 5. Oversleeping.
 6. "My mom didn't get me up."
 7. Not having suitable clothing to wear to school.
 8. Working at a job during the school day without a proper work permit.
 9. Babysitting.
 10. Any form of recreation (unless pre-approved vacation days).
 11. Personal business that can be done after school or on the weekends.
 12. "Helping at home" or "was needed at home."
 13. "I had a game last night."
 14. Pictures or portraits.
 15. Hunting season.

V. Absence Notification Procedures

- A. **Immediate Notification:** As a result of the Missing Student Act, a student's parent/guardian is required to contact the school office between 8:00 a.m. and 11:00 a.m. on the day of the absence:
 1. If the school does not hear from the parent/guardian, school officials are obligated to attempt to make contact with a parent/guardian to verify the absence. We will attempt to contact you by phone. If phone contact is unsuccessful, a voicemail will be left.
 2. A reported absence may still be determined to be unexcused according to the absence policy.

B. Ways of Reporting Absences: Absences will be considered reported if:

1. A parent or guardian calls the school the day of the absence and provides the reason for the absence. Calls must be made to Attendance Hotline (937-382-4669)
2. A parent or guardian emails/provides a note/ sends other required documentation to the school listing the day(s) missed and the reason for the absence(s);
3. School officials make contact with a parent or guardian and receive a satisfactory explanation for the absence(s).

VI. Truancy and Excessive Absence Definitions and Intervention Procedures

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

Tardy to Class and School

- A. **Tardy to Class:** Teachers will take period attendance for every class. Intervention strategies will be utilized to help support students that are frequently tardy to class.
- B. **Tardiness to School** (in compliance with ORC 3331):
 1. In accordance with O.R.C. 3331, Wilmington High School will take the following action for being tardy to school.
 2. A student is tardy to school if they are not in class at 7:50 a.m.
 3. Students must report to the Main Office for a pass before going to class.
 4. Acquiring unexcused tardies to school will accumulate on attendance hours, thus may result in cane academy, an attendance intervention plan, mediation, and/or referral to court.

Checking In and Out of School

- A. Students must check in and out of school properly, in order to comply with the State of Ohio and WHS attendance policy.
- B. If a student is tardy to school, the student must check in to the Main Office directly upon entering the building.
 - a. Students will not be permitted into any classroom if they have not checked into the Main Office.
- C. A parent/guardian email, note or phone call is necessary for any absence, tardy, or leaving early. Communication needs to include:
 - i. Student's Name (First and Last)
 - ii. Date and time they will be leaving early/coming in late, as well as times, if a student is leaving and returning to school on the same day.
 - iii. Parent's Name and Phone number.
 - iv. Must include the reason for leaving. If no reason is given, it will automatically be considered an Unexcused Absence.

- b. If parent/guardian does not have access to email, a phone call to the Main Office (937-382-7716) can be made and must include the above information.
- D. Passes to leave school must be obtained from the office prior to 7:50 a.m.
- E. Students with a pass to leave the grounds, but returning the same day, must report to the office upon their return to school, prior to going to class.
- F. Students leaving the building for any reason must secure a pass from the Main Office or the student will be considered leaving school grounds without permission.
- G. Parents picking up students during the school day must sign them out in the Main Office.
- H. **Failure to follow this procedure will result in disciplinary action(s).**

Extended Absence Policy

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

Make Up Work

- A. It is the **student's responsibility** to request make-up work and submit it to the teacher in a timely fashion.
- B. The request from the student should be made on the first day of attendance after the absence.
- C. Students will have the same number of days as they were absent to make up the missing work.

CAMPUS MONITORS

The Campus Monitor will supervise and support students to maintain a safe, orderly and productive learning environment. The Campus Monitors supervise hallways, parking lots, assemblies, cafeterias, and other common areas used by students. They collaborate and communicate closely with the administrative team to maintain a productive learning environment. The Campus Monitors should be treated with the same respect as other staff members.

CELL PHONES / ELECTRONIC DEVICES

Electronic devices are part of living in the 21st century. Students will have access to Chromebooks for educational purposes in classes throughout the day. Other electronic devices may be used during the following times:

- Before School
- During Lunch
- After School

In order for students to work at their full potential in class, it is imperative that they focus all of their attention and effort towards academic instruction and activities. Unfortunately, the cell phone can cause a distraction to this process and creates a negative impact on a student's learning. Therefore, in an effort to help students to be fully engaged in the educational process, students need to have their phone put away during class time. No electronic device brought by the student is the responsibility of Wilmington High School. Students bring electronic devices at their own risk.

1. Personal electronic devices are NOT permitted during class time.
2. Students must immediately give up the electronic device to a staff member who requests it due to misuse.
3. Students who fail to give up the device may be subject to increased discipline.
4. If an electronic device is confiscated a student may receive a consequence and the phone can be retrieved at the end of the day.

5. If multiple infractions exist, a parent may have to come in and pick up the phone and additional consequences may follow.
6. Wilmington High School also suggests that parents/guardians have the appropriate insurance on phones and if they are stolen should contact the authorities.
7. Wilmington High School will limit investigations of lost or stolen phones due to the fact they are not a necessity at school.
8. Parents have the opportunity to contact their child by contacting the front office. Students may also ask for permission to use the office phone to contact their parents.

CHILD ABUSE REPORTS

The school cooperates with social agencies to assist children. The staff and administration has a legal obligation to report suspected child abuse. School personnel are mandated reporters of suspected abuse and/or neglect.

CHILD CUSTODY

Parents have the obligation to inform the school anytime the custody of a child changes. The school officials need to see and copy court orders pertaining to a child's custody.

- A divorce or change in custody does not change the rights of a natural parent to their child's records.
- A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.
- Step-parents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them.

CLUBS/ORGANIZATIONS/ACTIVITIES

The Middle School has several clubs and organizations offered to students. Students can select from a variety of mini-clubs offered on a rotating basis by staff and community volunteers. If you are interested in forming a club that we do not currently offer, see principals for more information. A student participating in co-curricular activities shall not violate the rules and regulations contained in the Student Code of Conduct or in the Co-Curricular Code of Conduct.

CODE OF CONDUCT

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

A. Expectations and Rights:

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

7. A student who fails to comply with established school rules or with any reasonable request made by school personnel will be dealt with according to approved student discipline regulations.

B. Conduct Categories

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

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

Minor Infractions

These behaviors may result in the following discipline; Restorative Conference, Cane Academy, In-School Detention, ISR, OSS with Instruction.

- Cheating
- Classroom disruption
- Dress Code
- Electronic devices
- Failure to serve a detention
- Food / drink
- Horseplay
- Inappropriate tone / attitude / gesture
- Out of class without permission
- PDA
- Skipping Class
- Tardiness

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

Major Infractions

These behaviors may result in the following discipline; Restorative Conference, ISR, OSS with Instruction, Contact City Police, Recommendation of Expulsion, Referral to Clinton County Juvenile Courts.

- Aggressive language
- Arson
- AUP violations
- Bomb threat
- Bullying
- False fire alarm
- Gambling
- Harassment / Intimidation
- Insubordination / Disrespectful Behavior
- Leaving school grounds without permission
- Physical aggression
- Refusal to follow a reasonable request (disobedience)
- Sexual Misconduct
- Tardiness
- Theft / Forgery
- Threats
- Use / Possession of alcohol
- Use / Possession of drugs
- Use / Possession of nicotine
- Use / Possession of weapons
- Vandalism

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

CONSEQUENCES: Possible Consequences for Violating the Student Code of Conduct

- A. **Cane Academy:** Cane Academy is used for a variety of infractions hoping to steer behavior in a positive direction without removing a student from the classroom setting. A student is assigned to cane academy after the student violates school codes or policy. Parents are notified by letter and/or phone call. The length of time may vary and is determined by the individual circumstances of each case.
- B. **In-School Restriction (ISR):** In-school-restriction is a positive alternative designed to reduce the Out-of-School Suspensions. A student is assigned ISR by an administrator after the student violates school codes or policy. Parents are notified by letter and/or phone call. The length of stay in ISR is determined by the individual circumstances of each case.
- C. **Out-of-School Suspension (OSS) with Instruction:** The Superintendent, Principal, or Assistant Principal may suspend a student from school for a maximum of ten (10) days.
 - 1. Students may complete work while suspended.
 - 2. Students may receive assignments via email or picked-up in the main office.
 - 3. Students are not permitted on school property during out-of-school suspensions.
- D. **Emergency Removal:** If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or a Principal may remove a student from curricular or co-curricular activities or from the school premises. In an emergency removal, a pupil can be kept from classes or off school premises until the matter of the student's misconduct is disposed of either by reinstatement, suspension, or expulsion.
- E. **Less than Twenty-four (24) Hour Removal:** In all cases of normal disciplinary procedures where a student is removed from a curricular or co-curricular activity or school premises for less than one (1) school day and is not subject to suspension or expulsion, the due process requirements of this policy do not apply.
- F. **Expulsion:** Expulsion shall be the exclusion of a student from the Wilmington City School District for a period not to exceed eighty (80) school days or for one (1) year as specifically provided in the [Board Policy 5610](#) and the Student code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights".
- G. **Restorative Conference:** In lieu of (or in addition) to these consequences students may be asked to participate in a Restorative Conference to resolve issues, restore relationships, and/or create a plan for successful re-entry into school. Restorative practices can help students understand how their actions and behaviors impact others, resolve conflict, restore relationships, and develop strategies for successfully regulating their behavior to have a successful school year.

DANCE EXPECTATIONS

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

DRESS CODE: Student Dress or Appearance (ORC 3313.665)

- A. In general, the Board of Education believes that school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and the school.
- B. Any form of dress or grooming which attracts undue attention or violates the previous statement is unacceptable. Requirements include but not limited to:
 - 1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
 - 2. Dress or grooming will not disrupt student performance or constitute a threat to the student or other students.

3. Dress and grooming will not be such as to disrupt the teaching-learning process. Explicit rules cannot be made to govern every aspect of appropriate dress.
4. Examples include but are not limited to:
 - i. Students must wear footwear that adequately protects the feet and is appropriate for the activity class.
 - ii. Clothing, jewelry, emblems, or any other visible display that has reference to membership in, or affiliation with, gangs, occult, illegal substances, or that would promote violence toward others is prohibited.
 - iii. Clothing or personal effects shall not constitute a weapon. (i.e. chains, studded collars or wrist bands)
 - iv. Students must avoid wearing buttons, insignia, unusual clothing, or other visible display that would mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, sexual orientation, or individual views.
 - v. Clothing, jewelry, or emblems, labeled with reference to drugs, tobacco, alcohol, or sexual innuendos is prohibited.
 - vi. Blankets used as outerwear or other attire such as costumes are only permitted if administrator approved for school spirit day or activity.

Violation of the dress code policy may result in the student being required to change the offensive clothing. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

DRUG-FREE SCHOOL POLICY

In accordance with Federal Law, the Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and/or at any school-sponsored event. It further establishes a drug-free zone within 1,000 feet of any facility used by the District for educational purposes.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance containing betel nut (areca nut);
- G. any substance that is a "look-alike" to any of the above.

Compliance with this policy is mandatory for all students. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions. The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs. When required by State law, the District will also notify law enforcement officials.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

DUE PROCESS (STUDENT)

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

GRADING POLICY

District Grading Policy

- A. Determination of Grades:
 - A=91-100
 - B=81-90
 - C=71-80
 - D=60-70
 - F=Below 60
- B. Computing GPA: In order to compute the final average, either for the semester or the year, the following averages in grades 4-12 are to be used:
 - 3.6- 4.0 = A
 - 2.6- 3.5 = B
 - 1.6- 2.5 = C
 - .6- 1.5 = D
 - Below .6= F

EMERGENCY MEDICAL AUTHORIZATION

[Final Forms](#) must be completed online by the end of the first week of school. The State of Ohio requires that this authorization be compiled annually. In case of emergency, each student is required to have on file at the school office the following information:

- 1. Parent(s) or guardian(s) name(s)
- 2. Complete and up-to-date address
- 3. Home phone and parent(s) work phone
- 4. Emergency phone number of friend or relative
- 5. Physician's name and phone
- 6. Medical alert information

FIELD TRIPS

Various classroom teachers may schedule field trips to nearby points of interest. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Students that do not have Final Forms completed will not be permitted on field trips.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at (937)382-7410.

INTERROGATIONS BY LAW ENFORCEMENT AGENCIES

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

LOCKER POLICY (ORC 3313.66)

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

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

LOST AND FOUND

Any articles of clothing or personal items found around the school should be turned into the lost and found department. Items not claimed within a reasonable length of time may be given away. If a student loses something, he/she should report this loss immediately. Lost or stolen items are not the responsibility of WHS or Wilmington City Schools.

LUNCH POLICY

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

MEDICATION AT SCHOOL

If it is absolutely necessary for physician-ordered drugs to be given during school hours, both a written request by parents or legal guardian and a physician's statement is required. The form may be obtained in the office. It is the responsibility of the student to request medication at the appropriate time in the office.

The physician's statement must include the student's name, address, school and class, name of drug, dosage and times to administer. Any adverse reactions which should be reported to a physician as well as any special instructions, physician's name, and telephone number should also be provided. The parent or legal guardian must submit a revised statement if any of the above information changes.

These forms must be on file with the building principal before the principal or his designee can dispense any medication. The medication must be in its original container and kept by the principal or designee in a locked area, except for drugs requiring refrigeration.

Written approval by a parent or legal guardian is required before dispensing non-prescription medication at school. Students are not permitted to be in possession of any medicine, including non-prescription with exception of a fast acting inhaler if directed by a doctor.

PARKING AND VEHICULAR POLICIES

- A. **Parking Permits:** All student drivers must have a parking permit on their car to be allowed parking privileges in the school parking lot.
1. This permit must be visible.
 2. All student drivers must purchase a permit in the school office for \$25.00, after completing Google Form
 3. The gravel parking lot is considered to be part of the school parking lot. All school rules and restrictions will apply, however this parking area is available at no cost.
 4. ***Driving to school and parking in the student lot is a privilege. Students must use extreme caution in the school lot as there are always pedestrians present. Students must also park only in designated areas. No students will be permitted to park in the teacher lot unless permission has been granted by an administrator.***
 5. In the event a student needs to go to their vehicle throughout the day, they MUST check out at the Main Office and must be escorted by a staff member to the parking lot.
- B. **Misuse of Vehicles on School Property:** A student shall not violate the prescribed rules and regulations for use of vehicles on school property. Violation of the above policies could result in a parking ticket, loss of parking privileges, and/or vehicle being towed at owner's expense.

SAFETY DRILLS: FIRE, TORNADO, LOCKDOWN

Teachers and students will practice the fire, tornado, and lockdown drills throughout the year. Students are expected to become familiar with each drill and observe the rules. Fire emergency exit procedures are posted in each classroom. Both drills should be conducted without talking or noise. Should an alarm sound while students are in the hall, they should leave by the nearest exit, or in the case of a tornado alarm, to their designated area.

SCHEDULING

Changing a Schedule

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

- A. For this reason, a student may only request a schedule change within the first five (5) days of any course.
- B. This change must be made within the same scheduled time period as the original class and may occur only if the class size limits for the newly selected course have not reached capacity.
- C. A teacher may request a schedule change for a student at any time for academic reasons. This change must place the student in another level of the current course offering and must have agreement from the student, parent, all teachers involved, guidance counselor and principal.
- D. Great Oaks students must remain at Great Oaks for the first ten (10) days of the school or first semester before they may return to WHS.

Dropping a Class

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

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

Independent Study

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

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

WHS College Credit Plus Program

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

Program Eligibility

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

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

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

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

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

SCHOOL BUSES: Policy for School-Provided Transportation

- A. School Buses (ORC 3327.014)
 - 1. All school rules apply to students riding school buses. Rules are posted inside each bus that may be unique to this privilege.
 - 2. WHS students must follow the directions of bus drivers and the posted rules.
 - i. Drivers will refer inappropriate behavior incidents to the high school administration for disciplinary action. The parent/guardian will receive a copy of the “School Bus Incident Report.” It may result in the loss of the student’s riding privilege.
 - 3. The only transportation change able to be made at the school is for students to get picked up by a parent or guardian.
 - 4. The Transportation Supervisor, (937)283-7481, may be contacted for specific questions related to school buses (e.g. routes, changes of stops, etc.)
- B. Suspension of Bus Riding/Transportation Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver.
 - 1. The driver has the authority to enforce the established regulations for bus/vehicle conduct.
 - 2. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.
 - 3. A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.
 - 4. Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel.
 - 5. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.
 - 6. Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

SCHOOL CLOSING / DELAYED START or EMERGENCIES

The following procedures will apply during emergency situations: A decision will be made as to whether school will operate on a: Two-Hour Delay; or Closed. In the event of a change in schedule, information will be conveyed to the listed stations “Wilmington Schools will operate on a Two Hour Delay”. The building schedules will be altered to meet the regular lunch and dismissal schedules. The WCS website will contain up to date information on school closings and delays. In some instances, the auto dialer will be used to update registered households.

In the event of a DELAY, buses will start to pick up students two hours later than the regular schedule. Students living on country roads where school bus turning areas may not be usable or where roads may be impassable to buses when snow or ice conditions prevail may not be picked up. Bus drivers will make a

decision regarding these cases. Families living on secondary roads should be aware that under severe conditions, buses may not run on certain roads, and thus no transportation will be provided. If severe weather conditions develop during the school day, and it becomes necessary for an early dismissal, this information will be conveyed to the media. PARENTS SHOULD MAKE ARRANGEMENTS FOR SUCH A POSSIBILITY IN ADVANCE.

SEARCH POLICIES

- A. **Search of a Student's Person or Personal Property (ORC 3313.20 & 3313.66):** School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of this responsibility, school authorities may search the person or property, including vehicles of a student, with or without the student's consent, whenever they have reasonable grounds to suspect that the search is required to discover evidence of a violation of law or school rules.
- B. **Searches of Student Property by Police:** A law enforcement agency is generally required to produce a warrant prior to conducting any search of the person or property of a student on school premises. However, when the police have probable cause to believe that a student is in possession of unlawful or dangerous items, a search may be conducted without a previously issued warrant.
- C. **Use of Canines:** The Board of Education permits the building administrators to search any locker and its contents as the administrator believes necessary, by the use of properly trained canines, to detect evidence of the violation of laws or school district rules. Canine detection must be conducted in collaboration with law enforcement authorities, and the canines may be used to sniff lockers, automobiles, other places on school district premises, and the students themselves for the presence of drugs, weapons, and other evidence(s).

SUBSTANCE POLICIES

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

SUBSTITUTE TEACHERS

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

TECHNOLOGY: Electronic Devices and Acceptable Use

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

- B. **Texting/Sexting;** Texting is an inappropriate use of communication in school. This action can cause a class disturbance and therefore should not be practiced. Sexting is a serious offense that can lead to Police intervention. In most cases, charges may be filed and students may be suspended from school. Wilmington High School will act in accordance with House Bill 116 (Jessica Logan) as well as House Bill 53.
- C. **Video Recording:** Except as authorized by a teacher, administrator or IEP team, students are prohibited from using Personal Electronic Devices (PCD) during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.
- D. **School-provided Technology:** Over the last few years, Wilmington School District has expended considerable funds, time, and effort in establishing an effective computer network. One integral part of the network is a connection to the Internet. The Internet is a global information network, linking computers at universities, high schools, science labs, businesses, homes, and other sites. Using the Internet one can communicate almost instantly with people all over the world through a number of discussion forums, news groups, and electronic mail. It is also possible to obtain computer files and programs via the Internet.
 - 1. **Information:** Due to the Internet's limitless access to computer systems located all over the world, the potential for abuse exists. Users and parents/guardians of users who are minors must understand that neither the Wilmington School District nor any district staff member controls the content of the information available on these other systems. Content filters and firewalls are in place to safeguard the students; however, some information with which they come in contact may be controversial and even offensive. The Wilmington School District does not support or condone the use of such materials. Families must be aware that some material accessible via the Internet may contain items that are illegal, immoral, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other material as well. We believe the benefits to students from legitimate and sensible access to the Internet, in the form of information resources and opportunities for collaboration, far exceed the disadvantages.

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

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

- 2. **Chromebooks:** Please refer to the [Chromebook Policy](#) for details on Chromebook Use.
- E. **Educational Purposes:** The purpose of the computer network is educational. Users are responsible for ensuring that their activities adhere to generally accepted educational standards. Within reason, freedom of speech and access to information will be honored. It is the purpose of the computer network to enhance the established school curriculum. While there will be some need to instruct learners in the

skills needed to make use of the network, its purpose will be to serve as a resource for improving, extending, and enriching teaching and learning in the Wilmington School District.

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

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

1. Behaviors that can result in suspension/revocation of access privileges include, but are not limited to:
 - i. Involvement in any activity prohibited by law.
 - ii. Using profanity, vulgarities, obscenity or other language that is, or may be considered to be offensive to others.
 - iii. Using the network for financial and/or personal gain or for political lobbying except as expressly allowed during a school activity.
 - iv. Intentional use of invasive or destructive software such as 'viruses', 'worms', and other detrimental activities.
 - v. Attempts to log-on to the network as the system administrator.
 - vi. Viewing, storing or transferring obscene, sexually explicit or pornographic materials.
 - vii. "Chain" type letters, hate mail, anonymous messages, threatening messages, harassment, racial, sexist, and discriminatory remarks and other antisocial behaviors.
 - viii. Sharing passwords or using someone else's password
 - ix. Transferring, utilizing, or storing material in violation of copyright laws or license agreements
 - x. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information including plagiarism and or unauthorized use or reproduction.
 - xi. Trespassing in another's folders, work, or files.
 - xii. Involvement in these or any associated activities will result in disciplinary action being taken as set forth herein.
 - xiii. Sending mass emails to teachers, administrators or classmates.
 - xiv. Attempting to or successfully bypassing the filtering system.

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

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

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

4. The responsibility of the user is to familiarize himself/herself with and abide by the rules of the Acceptable Use Policy and make appropriate use of the available resources.

H. Copyrighted and other proprietary materials:

1. All users shall respect copyright and proprietary interest of any materials accessed through the computer network. Users may not duplicate copyrighted software, including school owned software, without permission from the copyright holder, whether for personal use or the use of others.
2. Duplicating copyrighted materials or the sale of such materials are offenses subject to criminal prosecution. It should be noted; however, that Microsoft has authorized the installation of one instance of the current operating system and the current Office software on Teacher's home computers to facilitate working at home. Such software is to be uninstalled if the Teacher's contract is no longer extant.

I. Disciplinary Actions:

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

J. Privacy and Passwords:

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

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

TEXTBOOKS

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

VISITORS

- Parents are welcome to visit school at any time. If you need to meet with a teacher or principal, please call the Main Office at 937-382-7716 for an appointment time.
- Students are not permitted to bring guests to school with them as visitors unless permission is granted by an administrator. This permission is granted only in special situations.
- WHS cannot assume responsibility for any child that is not enrolled in Wilmington High School.

- State law requires that any person visiting the school must report directly to the Main Office to check in and receive a Visitor's Pass.
 - A valid ID must be presented in order to check in and to be permitted further into the building.
 - This pass must be worn while visiting the building.
 - Before leaving, visitors must Check Out at the Main Office.
 - Visitor's Pass must be returned.

VOLUNTEERS

- Wilmington High School puts volunteers in high regard as a very special resource.
- Volunteers are encouraged to help in the classrooms, programs, and extracurricular activities.
- Please contact the Main Office (call 937-382-7716) if you have the time or skills you can share to make our school a better place for students to learn and grow. For more information regarding our volunteer process please visit our [Parent Resources / Volunteer](#) page.

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

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

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

ANNUAL NOTICES (NONDISCRIMINATION, TITLE IX, BULLYING, FERPA, PPRA)

The required annual notices for the following topics are available on the District website wilmingtoncityschools.com/boe:

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

NONDISCRIMINATION/HARASSMENT AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Wilmington City School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or

activities. The Board is required by Title II, Title VI, Title IX, Section 504, the Age Discrimination Act, and implementing regulations not to discriminate in such a manner. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. The following persons have been designated to handle inquiries regarding the non-discrimination policies.

District Compliance Officers / Title IX Coordinators are:

Natalie Harmeling
Director of Pupil Services
937-382-1641, Ext. 7384
341 S Nelson Ave
Wilmington, OH 45177
natalie.harmeling@wilmington.k12.oh.us

Curt Bone
Director of Business Operations
937-382-1641, Ext. 7500
341 S Nelson Ave
Wilmington, OH 45177
curt.bone@wilmington.k12.oh.us

BULLYING/HARASSMENT POLICY

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

Incidents of bullying must be reported to a principal, counselor, teacher, or other staff member. Each student is expected to report bullying he/she witnesses as soon as it occurs. View [Consequences](#) under [Code of Conduct](#) in this document for information regarding consequences of policy violation. Please review our complete [Board Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior](#) for details regarding Definitions, Complaints, Privacy/Confidentiality, Reporting Requirement, Immunity, Notification, Education and Training.

SEXUAL HARASSMENT

A. Classification/Definition

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

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

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

If the investigation reveals that the complaint is valid, then, prompt appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. The District recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts of this matter. Given the nature of harassing behavior, the District recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to the proper authorities in compliance with State law.

Board Approve August 28, 2023