

WILMINGTON

MIDDLE SCHOOL

2023-2024

STUDENT HANDBOOK

Jen Martin, Principal
Kirby Seeger, Asst. Principal
275 Thorne Ave
Wilmington, OH 45177
Phone: (937) 382-7556
Email: jmartin@wilmington.k12.oh.us
kirby.seeger@wilmington.k12.oh.us
Web: wilmingtoncityschools.com/wms
Twitter: [@WMSCane](https://twitter.com/WMSCane)



A MESSAGE FROM THE PRINCIPALS...

The faculty and staff at Wilmington Middle 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 middle 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 planner, 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 inspire **Integrity**, embrace **Empathy**, and promote **Growth** for **ALL**.

WMS Building Expectations

	Arrival/Dismissal	Hallway	Restrooms	Cafeteria
RESPECTFUL	<ul style="list-style-type: none"> ★ Use polite and school-appropriate language ★ Be kind to everyone ★ Listen to and Follow all directions ★ Use voice level 2 (quiet conversation) 	<ul style="list-style-type: none"> ★ Use polite and school-appropriate language ★ Respect other's personal space ★ Move along ★ Use voice level 2 (quiet conversation) 	<ul style="list-style-type: none"> ★ Use polite and school-appropriate language ★ Use proper hygiene ★ Maintain clean walls and stalls ★ Use voice level 2 (quiet conversation) 	<ul style="list-style-type: none"> ★ Use polite and school-appropriate language ★ Use manners (please and thank you) ★ Only touch and eat your own food ★ Use voice level 2 (quiet conversation) unless asked otherwise
RESPONSIBLE	<ul style="list-style-type: none"> ★ Be in your proper area ★ Follow Directions ★ Walk directly to your destination 	<ul style="list-style-type: none"> ★ Keep personal possessions with you at all times 	<ul style="list-style-type: none"> ★ Return to class promptly ★ Report problems and vandalism 	<ul style="list-style-type: none"> ★ Pick up trash around you (even if it is not yours) ★ Sit in assigned area
SAFE	<ul style="list-style-type: none"> ★ Keep hands, feet, and objects to yourself ★ Use walking feet 	<ul style="list-style-type: none"> ★ Keep hallways clean ★ Walk on the right side ★ Let others pass ★ Keep hands, feet, and objects to yourself ★ Use walking feet 	<ul style="list-style-type: none"> ★ Deposit all paper products appropriately ★ Keep areas clean ★ Cell phone free zone ★ Keep hands, feet, and objects to yourself ★ Use walking feet 	<ul style="list-style-type: none"> ★ Remain seated until dismissed ★ Raise your hand for help ★ Keep hands, feet, and objects to yourself ★ Use walking feet

Table of Contents

ACADEMIC HONESTY	1
AFTER SCHOOL ACTIVITIES	2
ARRIVAL/DISMISSAL	2
ATHLETIC ELIGIBILITY	2
ATTENDANCE: STUDENT ABSENCES AND EXCUSES	2
BAND AND CHOIR	6
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
DRESS CODE	9
DRUG-FREE SCHOOL POLICY	10
DUE PROCESS (STUDENT)	11
EMERGENCY MEDICAL AUTHORIZATION	11
FIELD TRIPS	11
GRADING POLICY	11
HOMELESS STUDENTS	12
LOCKERS AND LOCKS	12
LOST AND FOUND	12
LUNCH POLICY	12
MEDICATION AT SCHOOL	13
MOTORBIKES / BICYCLES	13
SAFETY DRILLS: FIRE, TORNADO, LOCKDOWN	13
SCHOOL BUSES: Policy for School-Provided Transportation	13
SCHOOL CLOSING / DELAYED START or EMERGENCIES	14
SEARCH POLICIES	14
SUBSTANCE POLICIES	15
SUBSTITUTE TEACHERS	15
TECHNOLOGY	15
TEXTBOOKS	19
VISITORS	19
VOLUNTEERS	19
ANNUAL NOTICES (NONDISCRIMINATION, TITLE IX, BULLYING, FERPA, PPRA)	19
APPENDIX	22

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.

AFTER SCHOOL ACTIVITIES

Students are encouraged to participate in supervised extra curricular activities. When these activities require the student to stay after school, it is absolutely necessary to conform to the rules of that teacher, coach, or sponsor. Students must follow any agreement of the co-curricular activity. Any violation may result in the dismissal from that activity. The coach or the principal may impose the penalty. Any student remaining after school for an activity must take his/her books and other materials to the activity, remain in the area designated for that activity, and exit the building following the activity.

ARRIVAL/DISMISSAL

Students should not arrive at school before 7:30 AM. Once arriving at 7:30 AM, students may report to the cafeteria or to the gym until dismissed to homeroom at 7:43 AM. While in the cafeteria, 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. Parents should also note that it is considered a safety violation to leave your car in the horseshoe unattended. If parents need to enter the building, please park in the visitor spots provided to avoid possible tickets from the fire inspector's office.

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 permitted in the high school only with permission from the administration unless under the supervision of a school activity.

ATHLETIC ELIGIBILITY

A student must be academically eligible to try out and/or participate for a school team. Eligibility will be established by the rules of the Ohio High School Athletic Association and the Wilmington City School District. If a student does not meet eligibility requirements, he/she will not be allowed to play in games for the particular period in question. Students will be notified of their eligibility status as soon as possible. The adopted grading scales and policies will determine academic grades. Contact the Athletic Department with any questions or for a copy of eligibility requirements. 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: STUDENT ABSENCES AND EXCUSES

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.

Tardy To Class

Students are expected to be on time to class. Teachers will track student tardiness to class. Unexcused tardies shall have consequences as follows:

Tardy #1: Warning

Tardy #2: Teacher will call home to inform parent/guardian of unexcused tardies

Tardy #3: Teacher will call home and after school Cane Academy from 2:45-4:00 will be assigned

Tardy #4: Further consequences will be assigned by administration to work towards improving the students' attendance to class.

If a student is more than 5 minutes late to a class he/she is considered to be skipping. Students that are considered to be skipping, consequences will begin at the tardy #3 level above.

Tardy To School

A student will be counted tardy to school if they are not in class when the bell rings at 7:50 AM. A student is tardy to school if not in his/her assigned place. All students tardy to school, regardless of time, must report immediately to the office. The student will need his or her ID number in order to obtain a tardy slip. He or she will be issued a tardy slip after showing a note from a parent or guardian explaining the tardiness. A phone call from a parent or guardian is also acceptable. Parents/Guardians should use the attendance hotline to report any absences by using the phone number 382-4669 ext. 4. Unexcused tardies shall have consequences as follows:

Tardy #1: Warning

Tardy #2: Student will call home to inform parent/guardian of unexcused tardies

Tardy #3: After school Cane Academy from 2:45-4:00 will be assigned

Tardy #4: Further consequences will be assigned by administration to work towards improving the students' attendance to first period class.

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)

BAND AND CHOIR

Band and choir are year long elective classes. Enrollment for these classes takes place in the spring of the previous year. Any student wishing to add or drop these classes after the year begins must demonstrate a compelling reason for their need to change and obtain approval by the principal. Band/Choir Request for Schedule Change forms may be picked up in the main office. Forms must be returned within the first two weeks of school for the request to be considered. 6th grade students will have an opportunity to join band and/or choir during the first 2 weeks of the school year.

CAMPUS MONITORS

The Campus Monitors will supervise and support students to maintain a safe, orderly and productive learning environment. The Campus Monitors monitor the 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 will have a choice to store cell phones in their locker or turn into classroom teacher at the start of each class period. Students will get phones back prior to transitioning to their next classroom or lunch.

Students not following these expectations may be subject to disciplinary action as follows:

- Verbal Warning from classroom teacher.
- Phone call home to parent/guardian by classroom teacher.
- Phone call home to parent/guardian by classroom teacher. Student will be placed on a cell phone contract.
 - The first cell phone contract will be 1 week in which the student will turn the phone into the office in the morning and pick it up at the end of each day. They will not have access to the phone during the day while on a contract.

It is important to note that families should not contact their student on his/her cell phone during school hours. Please do not call or text your child at school. Should you have an emergency, please contact the main office to leave a message. Lost or stolen items are not the responsibility of WMS or Wilmington City Schools.

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.

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. Students attending school events are expected to follow school rules. Students failing to abide by this policy may be asked to leave the event and be subject to school disciplinary action.

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.

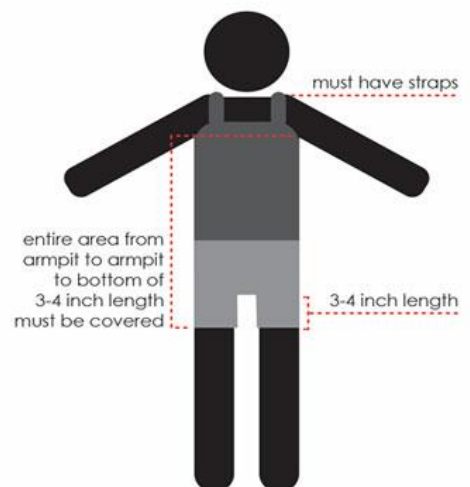
DANCE EXPECTATIONS

- 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

In general, the Board 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 schools. (3313.665 ORC) Any form of dress or grooming which attracts undue attention or violates the previous statement is unacceptable.

Requirements include:



1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. Dress and 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. In an effort to provide clarity for all students and staff members the following guidelines apply. **Note: These examples are not all inclusive and other types of apparel may be deemed inappropriate for the school environment.**
 - A. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image). Rips or tears in clothing should be lower than 3 to 4 inches in length. Tops must have shoulder straps. Shirts or tops will have a high enough neckline to cover all cleavage.
 - B. Clothing must cover all undergarments.
 - C. Non-marking athletic shoes must be worn during physical education classes. No other types of shoes are permitted during PE classes.
 - D. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
 - E. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
 - F. Clothing and/or accessories that have profanity, sexual innuendos/overtone, promotes drugs, alcohol or tobacco products, makes reference to gang-related, satanic/cult-like activity, promotes violence or is intended to mock, or otherwise deliberately demean or provoke others because of race, religion, national origin or individual views is not appropriate for school.
 - G. Book bags, backpacks, purses, and other large utility bags will not be allowed in the classrooms and must be kept in school-provided lockers.
 - H. Pants should not hang below the waist. Undergarments should not be able to be seen above the pant waistband.
 - I. Coats may be worn to and from school but should remain in the student's locker throughout the school day. Any student is welcome to keep a sweater or sweatshirt in his/her locker to take to a class that may feel too cool.
 - J. The dress code may be modified by an administrator for the purpose of school spirit days or other special school-wide events.

The administration reserves the right to determine what constitutes appropriate dress. 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. [Board Policy 5530](#)

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.

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.

GRADING POLICY

Report cards shall be sent home each nine weeks. At the midway point of each quarter, approximately 4.5 weeks in during each grading period, a progress report will be sent home for all students as well. Student grades on individual assignments are always available on our electronic grading system, ProgressBook. We encourage all families to use this resource to stay on top of student's academic progress. The Wilmington Board of Education requires that all teachers shall use a uniform reporting system.

In grades 3-12, letter grades will be utilized and the grading scale shall be as follows:

A = 91-100	Excellent
B = 81-90	Above Average
C = 71-80	Average
D = 60-70	Below Average
F = Below 60	Unsatisfactory

Final Grade

When averaging for final grades in all core subject areas, a straight average will be used. Each nine-week grade will count as one quarter of the student's final at the end of the school year. Unit assessments are not weighted separately and are calculated as part of the student's grade for the given quarter. When completing the calculations, each A will be worth 4 points, a B is worth 3 points, a C is worth 2 points, a D one point, and an F is worth zero points. In assigning a final grade, you add the numeric grade equivalent for each quarter and divide that sum by 4. A final grade for the year will then be assigned using the scale below:

3.6-4.0 = A 2.6 - 3.5 = B 1.6 - 2.5 = C .6 - 1.5 = D Below .6 = F

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)382-1641.

LOCKERS AND LOCKS

Students are strongly encouraged to place locks on their lockers, however, each student will be responsible for his/her lock. The office requests the locker combinations to avoid cutting off locks. If a student cannot get her/his locker open, the lock will be cut and removed. If a student forgets his/her combination, they may obtain it in the office/homeroom. If the office does not have the combination, the lock will be cut and removed.

Student lockers are the property of the school district. Lockers are for the storage of books and other necessary items needed at school. Please do not expect total privacy as the school retains the right to check lockers and contents if necessary within the guidelines of Board Policy. Sharing of lockers is not permitted. Lost or stolen items are not the responsibility of WMS or Wilmington City Schools.

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 WMS 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 auditeria at the beginning of their lunch period. They will follow the rules defined by the cafeteria supervisor.

- D. **Wilmington Middle 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.

MOTORBIKES / BICYCLES

Students riding bicycles to school must park in the area designated. They are to be placed in rows and should be locked and parked in the same area each day. Students are not permitted to ride bicycles, skateboards, roller blades, or scooters on school property. Lost or stolen items are not the responsibility of WMS or Wilmington City Schools.

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.

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 our philosophy that substitute teachers are an integral part of the educational process, and are due all the respect and consideration of a regular classroom teacher. Insubordination directed toward a substitute will not be tolerated. If a student is identified as not following the substitute's directions or disrupts class, the student's name will be given to the teacher for further action as necessary. The following are possible consequences for unacceptable behavior with the substitute: parent contact, cane academy, or office referral.

TECHNOLOGY

Statement of Purpose

Wilmington City Schools is pleased to offer our students' access to the World Wide Web and other electronic networks. The advantages afforded by the rich, digital resources available today through the World Wide Web outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

Students should be aware that school related computer usage is monitored by an internal source that reports any misuse. Any misuse could result in loss of computer privileges and possibly disciplinary action.

Acceptable Uses

Use of the District's electronic resources by staff, students, and/or visitors to the District in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or District sanctions, and referral to appropriate law enforcement authorities. Users may be required to make full financial restitution. The District is providing access to its school computer systems, computer networks, and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to the following:

- All users must abide by rules of Network etiquette (Netiquette), including the following:
 - Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - Avoid language and/or graphic representations which may be offensive to other users.
 - Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

- Do not assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- Teachers may allow individual students to use email, electronic chat rooms, instant messaging, social networking sites (i.e., facebook and Instagram) and other forms of direct electronic communications for educational purposes only and with proper supervision. Proper supervision shall include the teachers having the documentation of the students' username and password on file and being able to monitor the account. This includes the use of student personal email accounts and personal social networking sites in the school environment. If a student uses his/her personal email account or accesses his/her social networking site on a school computer, the teacher must monitor all communications and have access to the student's username password for such an account.
- No personal addresses, personal phone numbers, or last names of students will be permitted to be given out on the Internet. No identifiable photographs will be allowed to be published on the Internet without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of where their students go on the Internet.

System Security

- System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the K through 12 Network.

Privacy

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

Copyright

All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

Failure to Follow Acceptable Use Policy

Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to disciplinary action by the school administrator. The District may also take other disciplinary actions.

Unacceptable Uses of the Network may include the following:

- Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a virus, Trojan horse, time bomb, or other harmful forms of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.

- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
- Uses that are commercial transactions. Students may not use the SCS or school network to sell or buy anything over the Internet. You should not give others private information about yourself or others.
- Illegal activities, including copyright or contract violations shall not be permitted on the Internet.
- The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
- Threatening, profane, harassing, or abusive language shall be forbidden.
- Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
- Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
- Accessing pornographic or obscene materials or using or sending profanity in messages shall be forbidden.
- The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Internet Safety

- **Parents and Users:** Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.
- **Personal Safety:** In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone "met" on the Internet without a parent's permission.
- **Confidentiality of Student Information:** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- **Active Restriction Measures:** The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of students, through direct observation and/or technological means.

Use of Web Tools

Online communication is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blog, student protected email, podcast projects or other Web interactive use must follow all established Internet safety guidelines.

Blogging/Podcasting Terms and Conditions:

- Web 2.0 tools (i.e. blogs, wikis) may be utilized as an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses

of blogs, wikis, or other Web 2.0 tools. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted and disciplinary consequences may apply.

- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students must realize that anywhere they log in, it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and follow these guidelines. Comments made on blogs are monitored.
- Never link to websites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their username or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Guidelines for Student email

Student access to email is a privilege with a corresponding degree of responsibility for the user. Students will be provided an email account for instructional use as needed. As an instructional tool, student email accounts are monitored and controlled by the classroom teacher. This is a privilege extended to aid in learning and it may be withdrawn or modified by staff if it is misused. By signing this document to use a school provided email or a school computer you become responsible for your actions with these tools and are accountable for them.

Student email responsibilities include but are not limited to the following:

- Students should not include personal information in their email messages (name, phone number, age, home address).
- Students must not use email in an inappropriate or offensive manner.
- Passwords, or other access codes or identifiers, are not to be shared by student users. No student is authorized to use any other person's username, password or email account.

Privately Owned Electronic Devices

Students are permitted to bring privately owned electronic devices only when given the specific permission to do so by a teacher or principal. Students who would like to use privately owned laptops are required to have the laptop periodically evaluated by the Director of Technology.

Privately owned laptops with wireless or Ethernet connectivity will not be allowed access to the network if file sharing software is installed on the hard drive (ex. KaZaA, Morpheus, Limewire, etc). Students are responsible for the maintenance and security of privately owned laptop and all other electronic devices. The district cannot be held liable for the damage or theft of privately owned property, this includes damages resulting from computer viruses.

The district requires that privately owned laptops have operable anti-virus software installed with recent virus definition updates. Students must first meet with the Director of Technology to review these policies and receive a clean bill of health for their laptop along with a sticker that must be kept on the laptop throughout the school year. All applicable sections of this agreement apply to privately owned laptops used on school grounds.

Any damages incurred to personally owned devices as a result of use on the Wilmington City Schools Network are the responsibility of the owner. The privacy and security of any item stored on or transmitted by personally owned devices is the responsibility of the owner.

For all privately owned computing or technology devices approved and used within Wilmington City Schools, the District reserves the right to:

- Monitor and log all activity.
- Determine when and where the use of such devices is permissible.
- Determine whether specific uses of these devices are consistent with the Acceptable Use Policy and Discipline Handbook.
- Determine whether use of these devices or network resources is appropriate.
- Remove the user's access to the network and/or terminate the right to use personally owned equipment in district facilities if it is determined that the user has engaged in unauthorized activity or has violated the Acceptable Use Policy.

(WCS Board Policies 7540, 7540.03, 7540.06)

TEXTBOOKS

In some content areas, classroom sets of texts are available. If a student should need to check out a book, they will need to follow the teacher's procedures. For the classes where each student is assigned a textbook, it is their responsibility for proper care of the books. The student will be charged for any textbook lost or badly damaged. In order to protect the life of textbooks, students are encouraged to and may be required to cover their books. Students may bring appropriate covers from home.

VISITORS

Parents are welcome to visit school at any time. If you need to meet with a teacher or the principal, please call the school office and we will arrange an appointment.

Students are not permitted to bring guests to school with them as visitors unless permission is granted in special situations. We cannot assume responsibility for any child that is not enrolled in the Middle School.

State law requires that any person visiting the school report directly to the main office and sign in. We also require that visitors pick up a "visitor badge" to be worn while visiting the building.

VOLUNTEERS

WMS considers its volunteers a very special resource. Volunteers are encouraged to help in classrooms, with programs, and extracurricular activities. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow. We would be happy to share the procedures for becoming a volunteer in the building.

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.

APPENDIX

Communication with Staff

It is our goal to serve every student and to unlock his/her potential. Quality two-way communication is encouraged and necessary for this to occur. Should you have any questions or concerns regarding anything at school, please feel free to contact us. Please use the General Directory below to help you get in touch with the right person. To contact individual teachers, please call the secretaries for assistance. You may also choose to email the staff using this template:

Firstname.lastname@wilmington.k12.oh.us

For example, to contact Mr. Seeger: kirby.seeger@wilmington.k12.oh.us

General Contact Information

ROBMS Office Directory	Name	Phone and Email
Principal	Jen Martin	(937) 283-7441, jmartin@wilmington.k12.oh.us
Assistant Principal	Kirby Seeger	(937) 283-7442, kirby.seeger@wilmington.k12.oh.us
Counselor	Caitlyn Fletcher	(937) 283-7483, caitlyn.fletcher@wilmington.k12.oh.us
Counselor	Rachel Wilson	(937) 283-7425, rachel.wilson@wilmington.k12.oh.us
School Psychologists	Doug Savage	(937) 283-7392, doug.savage@wilmington.k12.oh.us
Principal's Secretary	Ann Tippett	(937) 283-7443, ann.tippett@wilmington.k12.oh.us
Attendance/Office Aide	Debbie Thomas	(937) 382-7556, debbie.thomas@wilmington.k12.oh.us
Attendance Hotline!	Debbie Thomas	(937) 382-4669, ext. 4
District Nurse	Jennifer Simpson	(937) 283-7445, jennifer.simpson@wilmington.k12.oh.us
Athletic Director	Troy Diels	(937) 283-7216, troy.diels@wilmington.k12.oh.us
Food Service General Mgr.	Jodie Havert	(937) 283-7250, jodie.havert@wilmington.k12.oh.us
District Registrar	Janene Dunn	(937) 283-7440, janene.dunn@wilmington.k12.oh.us

Board Approved August 28, 2023