

**Willard High School
Willard Middle School
2016-17**



**Willard, Ohio
Home of the Crimson Flashes**

This planner belongs to:

Internet user name:

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TABLE OF CONTENTS

Part I Attendance

Excused/Unexcused Absences3
Procedures.....4
Tardies.....4
Notification4
Family Trips5
Tournaments.....5

Part II Academics

Grading Procedures/Grade Reports...6
Honor Roll/Merit Roll6
School Locks and Lockers7
Office Phone Usage7
Phys. Ed. Requirements7
Visitors8
Work Permits.....8

Part III Expectations and Procedures

Student Responsibilities8
Electronic Devices on Campus.....9
Lunch Room Policies.....10
Before & After School Policies11
Technology Policy11

Part IV Student Code of Conduct

Due Process Procedure12
In-School Intervention.....14
Dress Code14
Bullying Policy.....16
Conduct Violations16

Part V Extra Curricular Activities

Academic Clubs & Organizations.....20
Athletic Activities21
Eligibility Policies21
Forms/Releases22
Attendance Policies.....22

Attendance Policies in Espanol23
Code of Conduct in Espanol.....26
Dress Code/Campus Wear in Espanol..28
School Calendar.....30
Alma Mater and Fight Song.....31

PART I ATTENDANCE

General Statement - We believe that attendance and punctuality are vital for every student in the Willard School system.

1. Good attendance and punctuality allow every student the opportunity for a good quality education.
2. Good attendance and punctuality lay the ground work for a successful future in the work world.

The following attendance policy and procedures have been established for ALL students of Willard High School and Willard Middle School.

A. REQUIREMENTS / EXCUSED / UNEXCUSED

1. Students must satisfy the attendance requirements as established by the State of Ohio and the Willard Board of Education.
2. State law requires that all students between the ages of 6 and 18 attend school.
3. At Willard High School and Willard Middle School, attendance is a priority and is the responsibility of parents and students. Students may enter the building at any time before school after 6:30am; however, they must remain in their designated area until the bell rings at 7:20 A.M. Classes begin at 7:25 A.M.
4. All absences are recorded as such regardless of the reason.
5. Excessive absenteeism, either excused or unexcused, cannot be tolerated.
6. The State of Ohio defines legal or excused absence as the following reasons:
 - a. Personal illness and or medical
 - b. Illness in the family
 - c. Quarantine of the home
 - d. Death of a relative
 - e. Observance of religious holidays

The building administrators have final judgment in deciding cases of excused or unexcused absences.

Examples of absences due to special circumstances which may be approved BY PRIOR PARENTAL REQUEST DIRECTLY TO THE BUILDING ADMINISTRATORS are the following:

1. Work at home DUE TO THE ABSENCE OF PARENT OR GUARDIAN
2. Doctor or dentist appointment
3. Trip with parents
4. Work sponsored field trips
5. College visitations
6. Driver's license responsibilities (2 hr. maximum)
7. **Emergencies or sets of conditions which, in the Administration's judgement constitute sufficient cause for absence from school.**

All other reasons for being absent from school will be considered unexcused and may result in the student's receiving a failing grade in the daily classroom work.

Following are examples of unexcused absences:

1. Working at home with no prior approval/Babysitting
2. Unapproved employment
3. Missing the bus or ride to school
4. Oversleeping
5. Hair appointments and similar activities
6. Car trouble *(see criteria below)
7. Individual recreation trips or unapproved vacations
8. Shopping
9. Job seeking. Students involved in the "Work Study Program" are granted excused absences.
10. Senior pictures
11. No written excuse or phone call from parent or guardian when student is absent
12. **Any other absence classified as unexcused by the building administrators**

*Situations which may endanger the safety and well-being of a student will be considered on an individual basis. Any student who is delayed by unexpected circumstances involving their transportation to school must have their parent/guardian contact the High School Principal's office for consideration as an excused absence/tardy.

B. PROCEDURES

**NOTE: The following policies are based upon a regular school day.*

Modifications will be made for delayed-start days.

1. In case of a planned absence (doctor appointment, college visitation, job shadowing, etc.) the parent is to notify the school ahead of time in writing stating the reason and number of class periods or days the student is expected to miss.
2. In case of daily illness absences, the parent is to call **the school office (935-0181) before 9:00 am**. *Requests for missed assignments may be made after two consecutive days.*
3. If the school does not hear from the parents by 9:00 A.M., the school will try to reach the parent by telephone to learn the reason for the student's absence. If necessary, parents will be contacted at work.
4. If the school cannot reach the parent by telephone, a card will be placed in the mail that same day notifying the parent of the absence. This is in compliance with the Ohio Missing Child Law.
5. If the school has not had contact with the parent the student should bring to the main office a note signed by the parent/guardian stating the specific reason for the absence. STATEMENT OF THE REASON FOR THE ABSENCE IS IMPORTANT. Notes from the parents should include the child's full name, grade, and date of absence. A building administrator will determine whether or not an absence is excused.
6. Failure to follow these procedures will result in unexcused absences. Forgery of excuses will result in automatic consequences.
7. Students leaving school during the school day for planned reasons must report to the office with a note from parent before attending regular classes. The student should report to the office again to sign out at the designated time of departure.
8. Following an absence from school, all students must report with a note to the office to receive a slip for admission back into classes. Upon return from a medical, dental, or court appointment, students must bring an official note from their appointment to the main office to verify their absence. Notes explaining or requesting absences MUST GIVE SPECIFIC REASONS so that decisions of excused or unexcused in compliance with Ohio attendance laws can be made.
9. The discipline structure will be applied to students who do not comply with attendance procedures. Refer also to school policy regarding eligibility to attend co-curricular/extracurricular activities.

C. TARDIES / LATE ARRIVAL / HALF DAYS

1. Students who arrive at school after 7: 25 A.M., but before 8 A.M., are considered tardy and should report to the office to get a tardy slip for admittance to the appropriate class. Tardies may or may not be excused, depending on the reason, and tardy students need a written explanation or phone call from the parent. Upon the third unexcused tardy to school in a semester, the student may receive one of the following consequences: detention, in school intervention, alternative school, out of school suspension, or other disciplinary actions.
2. Arriving to class on time is expected. Each tardy to class during periods 2-8 will be tallied and may result in consequences.
3. Arrivals after 9:02 A.M. but before 11:00 A.M. are considered "half day absences" and will receive appropriate consequences if unexcused. Entry after 11:00 A.M. will be charged a full day absence.

D. ATTENDANCE NOTIFICATION

1. Students are permitted 12 absences in the current school year before a doctor's excuse is required. The 12 days may be accumulated through excused absences, unexcused absences, or a combination of both. Parents will receive written documentation through the mail when their child has accumulated six absences from school.
2. Students who accumulate three unexcused absences will meet with an administrator to discuss consequences if the attendance pattern continues. The administrator shall provide written school notification to the parent/guardian of the legal consequences of truancy and require the parent or guardian to compel the child to attend school.
3. A letter will be mailed when a student has acquired eight unexcused absences. This letter will notify students and parents about the absences and request a meeting to discuss pending action. If the attendance pattern is not reversed, a complaint against the parent or guardian will be filed in court under Ohio Law governing failure to send children to school. When a student acquires five consecutive unexcused days, seven unexcused days in a month, or 15 unexcused days for the year, a letter will be sent to the Juvenile court system requesting a hearing with the prosecutor. The student may also receive the following consequences for unexcused absences: Thursday detention, in school intervention, alternative school, out of school suspension or other disciplinary actions.

4. Unexcused absences that are a result of TRUANCY may receive additional consequences and a loss of credit.
5. In accordance with Board Policy and OR3321.13 (B) (2) a student over 18 years of age who is “habitually absent” may be withdrawn.
6. A student may make up work for credit if an absence from school is excused. The responsibility of obtaining assignments, receiving help, and turning in work missed due to absence belongs jointly to the teacher and student. Beginning with the day after a student returns from an excused absence, if a student has been absent one day, that student will be given one additional day to make up the work; work for two days of absence may be made up in two days.

A student who has been unexcused may request assignments and additional help in order not to fall behind and may receive 55% of the earned grade. During first three days of an out of school suspension for the entire school year, the students may request assignments in order not to fall behind and may receive 55% of the earned grade; for any further out of school suspension students will receive 0%.

E. FAMILY TRIPS/COLLEGE VISITS

1. A student may be excused for a period not to exceed **five school days** to accompany parents on a trip. School work may be turned in prior to the student’s leaving or upon return to school. Students may turn in make up work on a day for a day basis. For example, if a student misses two school days, the student has two days upon their return to turn in assignments. Students will not be excused for this purpose unless they are accompanying their parents or have parent approval to accompany another adult under extremely unusual or emergency circumstances. *Trips are not likely to be approved during the following times: first two weeks of school (excluding one day related to the Labor Day week-end), last two weeks of school, exam days, exam review days (two days prior to exams), large group testing days scheduled in advance on the school master calendar, and the last week of any grading period.* Students who have not yet passed the Ohio Graduation Tests should not expect to receive approved trips during the testing weeks or during the two weeks prior to testing. Students should not expect to be approved for trips unless they are in acceptable academic and proficiency standing and have the approval of their teachers. **Requests for trips must be submitted in writing at least 24 hours in advance of the trip.**

F. FIELDTRIPS/STATE SPONSORED TOURNAMENTS

1. Students must be eligible to attend academic fieldtrips. Grades, attendance, and conduct may be used as criteria for field trips.
2. Tournaments (during school days) based on the following:
 - a. *Field trip* – A student athlete who is competing and any team member who is not competing may be excused to attend a state tournament. Non-competitors must be maintaining academic eligibility and must bring a written parental excuse to the office 24 hours in advance.
 - b. *Vacation Day* – A student who is not a team member may be excused to attend contests in which our athletes are competing provided he is passing all subjects, has good attendance and good conduct, and has notified the office 24 hours in advance in writing.
 - c. The student is responsible for all make up work after the field trip.
 - d. Students may turn in work on a day for a day basis. For example, students who miss two school days have two days upon their return to turn in assignments.

PART II ACADEMICS

Ohio Graduation Test (OGT) and All State Required Assessments - Successful completion of the Ohio Graduation Test (OGT) test will be required for graduation for the class of 2017 and classes before. All other state required assessments will be given throughout the school year and will be required for the class of 2018 and beyond.

FERPA REGULATIONS – Parents may contact the Guidance Office if they do not want directory information for their son/daughter released to military recruiter or other institutions.

Grade Cards, Mid-Term, and Proficiency/Deficiency Reports - Grade cards are issued each nine-week period with mid-term reports being sent home at the midway point for every student. Proficiency/Deficiency Reports are sent out at the teachers' discretion.

Honor Roll, Merit Roll, and Honor Recognition - Students shall be identified by grade point ratio for academic honors. An average of nine week grades of 3.50 shall be used for the "Honor Roll" designation. An average of nine week grades of 3.00 to 3.49 shall be used for the "Merit Roll" designation. Those students receiving all "A's" will receive letters of commendation from the school.

Pupil Personnel Services - The objective of the Pupil Personnel services at Willard High School is to assist a student to make wise decisions regarding personal and academic issues that are facing him/her and to aid him/her in selecting and preparing for his/her life's work. Pupil Personnel services include individual conferences, vocational information services, ability and aptitude testing and college information services. Specific questions in regard to student requirements and course selections should be directed to the counselors.

Credit Flexibility is any alternative coursework, assessment or performance that demonstrates proficiency needed to be awarded equivalent graduation credit as approved by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted as required graduation credit in the related subject area or as an elective. Any student and/or parent may apply for credit to be awarded through Credit Flexibility. The student and/or parent will submit an application on the district Credit Flexibility Application form. All required information must be presented. The student and/or parent may be required to provide supporting documentation as determined by the Curriculum Director, PRINCIPAL or DESIGNEE of the Principal. Applications must be turned to Guidance prior to March 1st. All additional expenses will be incurred by the student.

EDUCATIONAL FEES

Some courses at Willard High School will have workbook or lab fees set by the Board of Education for materials used by the students. The Willard Board of Education provides all basic textbooks that are the type that can be reused. All Willard High School students will be charged a \$6.00 annual activity fee for student handbooks, various field trips, and assemblies. All Middle School students will be charged a \$5.00 annual activity fee for student handbooks.

GENERAL PROCEDURES

Accident and Illness - In case of illness a student should obtain a pass from his classroom teacher and report to the office immediately. All injuries to students should be reported to the main office immediately.

Announcements - School announcements will be read in class or over the public address system during the school day. Announcements must be written and signed by a faculty member. All announcements should be written and turned in by 2:30 p.m. the previous day.

Family Night and Sunday Policy - In accordance with policy, there are to be no school activities on Wednesday nights that last beyond 6:30 p.m. The only exceptions to this policy are tournament functions scheduled by the Ohio High School Athletic Association or those approved by the Board of Education. This policy is in effect all day on Sundays.

Fire Drills - Fire drill exercises are carried out once a month to promote safe evacuation of the building. The signal for a fire drill is the sounding of the automatic fire bell. When this signal is heard, please file quickly out of the room according to the plan explained by your classroom teacher. Remain outside of the building until an all clear is given, then return directly to your classroom.

No Conceal/Carry in School No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone, except for authorized personnel. O.R.C. 2923.122 2923.1212

Tornado Drills- Tornado drills will be conducted according to Ohio Revised Code. Procedures for drills will be presented by classroom teachers at the appropriate time.

Library - Students may use the library before or after school and during Flashtime. Students are expected to remain in the library for the entire period unless other arrangements have been made.

Insurance and Waiver Forms - Every year a supplemental accident insurance program is made available to all students and school personnel. Supplemental insurance is intended to insure a policy holder only if he/she has no other policy that will cover them. Enrollment in the insurance program will begin in August and is on a voluntary basis.

All students participating in an interscholastic sports program must have school insurance or must have completed the waiver form if they are covered by their family policy. The school insurance or waiver form must be completed and returned to the Athletic Director before participating in any practice sessions.

Locker Rooms, Lockers, and Locks - Students are encouraged to purchase locks for all lockers where valuables will be stored. All locks used on school lockers must be purchased from the school and will require a refundable deposit of \$5.00. If the same lock is turned back in at the end of the school year, the deposit will be returned.

Students are permitted to go to their hall lockers on their own time. This is not an excuse for being tardy. Everyone is to use the locker assigned to him/her. Lockers assigned to students are the property of the Willard Board of Education. *Lockers and all contents within may be inspected and searched as needed or when reasonable cause is evident. (Locker searches see Policy 5771).*

Physical education lockers are to be used only for the period of physical education. All physical education supplies are to be kept in the student's assigned locker at other times. The lockers in the P.E. locker rooms are used by all classes and personal items should not be left in the locker rooms.

Lost and Found - A lost and found department is maintained in the office. The care of personal property is the responsibility of the individual student; however, if an item is lost or found, it should be reported to the office immediately.

Messages - The office will deliver only emergency messages to students upon proper identification of the calling party. Emergencies are generally considered to be unpredictable circumstances which involve the health and safety of an individual.

Office Telephone/Teachers Desk Telephone - The office phone is a business phone. Students will not be called to the phone during school time except in emergency. Students will not be excused from classes or study halls to use the office telephone unless they have permission from the office staff.

Physical Education Classes - Students will receive a letter grade for physical education (A, B, C, D, F) based upon three criteria: (I) Participation/effort (II) Appropriate dress (III) Written work including any class work, quizzes, or tests. Regular attendance is essential for earning a passing grade. Students are encouraged to get involved in all class activities. Refusal to participate, or refusal to wear appropriate clothing may result in the loss of credit could include additional consequences.

Prescription Medication - Students who require prescription medication must report to the office and complete the appropriate forms to authorize the administration and dispensing of prescription medication while at school.

Posters/Signs/Publications - Signs and printed items that are to be posted or distributed in the halls must be approved by the Principal.

Sales and Solicitations - No person shall sell or offer for sale within the school building or on school property any articles or services or solicit contributions except those approved by the Principal.

Search and Seizure - Search of a student and his/her possessions, including vehicles, may be conducted any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that all lockers are the property of the school and may be searched at any time. A reasonable suspicion of the need for a search is all that is necessary. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or of the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

The Board of Education has authorized the use of specially trained dogs by law enforcement agencies or by organizations certified in canine detection to detect the presence of any drugs or devices such as bombs or other explosives on school property. Administrators are also authorized to arrange for the use of a breath test instrument to determine if a student has consumed alcohol.

Students should also be aware that the Board of Education retains the right to place video and/or audio taping equipment in certain strategic locations, both inside and outside the building, throughout the school district. The content of these tapes shall only be used by authorized personnel and in compliance with Policy 8330: Student Records. Further, the tapes shall not be kept for more than a period of one year and use of the tapes or any resulting disciplinary action shall be in compliance with approved suspension or expulsion procedures.

The Board of Education also authorizes the use of metal detectors for electronic searches of students and visitors in the building, on school property, and at all school-sponsored events.

Food/Beverages - Open containers and food wrappers are not permitted in the building during instructional time. If the seal on a container or package is broken, it is considered open. Students are not permitted to store open food items in their lockers. Food is not permitted in classrooms without teacher permission.

The Office - Located in the main office are the building administrator's offices. The guidance counselors are located in the Pupil Personnel offices. The Athletic Director's office is located in the cafeteria area. Students are encouraged to come to the office when they need information, help, or assistance; however, because of the number of people who need to use the office, students should not loiter or visit in this area.

Visitors - Willard High/Middle School welcomes adult visitors but asks that all visitors register in the main office immediately upon their arrival at school. We discourage student visitors as we feel it does affect the educational atmosphere. Any official student visits must be arranged in advance.

Work Permits - To get a work permit, you must:

- A. Be between 14 and 18 years of age.
- B. Have a promise of a job.
- C. Complete all necessary forms and information through on-line services in the Pupil Personnel Office.
 1. Pledge of Employer information
 2. Physician's Certificate information
 3. Application for Work Certificate information
- D. Completed registration must be signed by the district Superintendent.
- E. Pick up and sign your work permit. Allow one week for processing the work permit.

PART III EXPECTATIONS AND PROCEDURES

Statement of Student Responsibilities - Willard has always been proud of its high/middle school and of Willard City School students. One reason for this pride has been the high standard of student conduct and good citizenship demonstrated by the students. It is to the benefit of the school and all its members to maintain this proud tradition. The following guidelines and items of information are offered in order to make students aware of the standard of behavior that they are expected to meet. These guidelines are a summary of the policies for Willard High School and Willard Middle School.

Meeting Obligations - Successful completion of any course includes returning all books, locks, materials, etc, that were issued to the student for his/her use while he/she is enrolled in the course. Failure to return such items or to make restitution for lost items, or failure to pay required costs for materials used in any course, could result in no credit being given for completion of that course. In addition, no student will receive equipment to participate in co-curricular activities who has failed to meet the obligations outlined above. Fees must be paid during the first two weeks of school. Any extension of time must be granted by the administration or the student could be withdrawn from the class with the loss of credit.

Student Acceptable Use of Personal Electronic Devices (PEDs)

Bring Your Own Device Pilot - Student Policy

For the purposes of this directive, “personal electronic device” means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data.

These include, but are not limited to: mobile phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers, smart watches, Google Glass or other similar devices.

Electronic Devices

Students may possess and use personal electronic devices (PEDs) on school property at Willard High School, during after school activities and school-related functions as long as PEDs are used appropriately, protecting students’ right to privacy, and do not create distraction, disruption, or otherwise interfere with the educational environment. Locations where PEDs are not permitted are restrooms, locker rooms, offices, and any other locations outlined by school personnel.

Teachers and administrators have the right to limit or prohibit the use of electronic devices during the school day, especially during instructional time.

Testing & Cheating

1. Students may not use their PEDs to record, transmit or otherwise share information/media in any form in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PEDs to receive such information.
2. Students may not use their PEDs during academic assessments unless specified by a teacher or administrator.
3. Students are not permitted to use PEDs on State of Ohio or other standardized tests and/or assessments.

Use of certain electronic devices is permitted in Willard High School as described below. Electronic devices are classified as **disruptive**, **non-disruptive**, and **mobile phone** devices. Permissibility of each type of electronic device is described as follows:

Disruptive Electronic Devices

1. Electronic devices are devices that include, but are not limited to, recording devices, radios, pagers, laser pointers and other electronic devices distracting to the educational environment. As such, these devices **are not permitted** in any area of Willard High School, including the courtyards/green spaces.
2. The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:
 - a. Use of any electronic device in a classroom or other area of Willard High School not authorized by school personnel.
 - b. Violation of the Willard City Schools’ Acceptable Use Policy.
 - c. Listening to video or audio without headphones or earbuds without permission.
 - d. Use of headphones/earbuds at a volume level where others can hear.

Non-disruptive Devices

1. Non-disruptive devices are defined as electronic devices primarily used for educational purposes.
2. The categories of non-disrupted devices are, but are not limited to, (a) laptops, (b) netbooks, (c) tablets, (d) eReaders, and (e) audio players (MP3 players).
3. These devices may be used:
 - a. during classroom instruction and in the Media Center as permitted and directed by school personnel.
 - b. in study hall, privilege period, and lunch as permitted and directed by school personnel.

Mobile Phones

1. Use of mobile phones for any voice or text communication **is not permitted** during instructional time without the permission of school personnel.
2. Mobile phones may be used as directed by school personnel. Otherwise, mobile phones **must** be turned off or muted during school hours.
3. Mobile phones may possess advanced functions including Internet access, eReader, and video/audio functions. These functions may be used before school, after school, during lunch or between classes. Use of these functions during classroom instruction is at the discretion of school personnel.

Consequences for inappropriate use of electronic devices

Possession of a PED by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any other student who fails to abide by the terms of this policy, or otherwise abuses this privilege. Violation of the appropriate use of electronic devices, as described above, (1) may result in detentions, Saturday School, In School Suspension, Out of School Suspension or Expulsion; and (2) student may be required to turn the device over to school personnel and the student and/or parent/guardian may pick up the device from the office.

Internet Connection

Wireless Internet connection will be provided by the Willard City Schools for students to connect their devices to the Internet. Students must have a completed Acceptable Use Policy signed and on file at Willard High/Middle School. Additionally, students may connect to the Internet using their Internet provider. In this case, the student and family will be responsible for any Internet connection expense and are still bound by the Willard City Schools Acceptable Use Policy and the terms thereof.

Lost or Damaged Device

Willard High/Middle School assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices to Willard High School at their own risk.

Transporting Devices

Use of bags and cases to transport electronic devices to and from Willard High School is encouraged. Students may use laptop bags to carry portable computers to and from class.

Lunch Period –

- a. Pushing or moving up in line is not permitted. You may not hold a place in line for another student.
- b. Clean up your place at the table after you finish eating.
- c. Excessively loud talking and disruptive conduct are not permitted.
- d. There are to be no containers of pop in the lunch room during lunch periods.
- e. Students are not permitted to leave the building during lunch except by special permission of the administration.
- f. No food is to be delivered to students at school from commercial restaurants.
- g. No students are to leave this area unless they have business to conduct at the office or guidance area. The parking lot is off limits.
- h. No student is to remove food from the lunchroom at any time. There is to be no eating of food or candy outside of the lunchroom.
- i. Students should not play “cards” or other games of chance during lunch.

**NOTE: Please contact the Food Service Director regarding eligibility for free or reduced lunches.*

Skateboards - There is to be no riding of skateboards on high school grounds. Students are not to bring skateboards or footwear with wheels to school or to school events.

School Sponsored Trips - Students on school sponsored trips are representing Willard City Schools; therefore, all rules and regulations must be adhered to. On all school sponsored trips students must travel on school provided transportation.

For all field trips, athletic events, or other school functions that cause students to be excused from classes, it is the student's responsibility to make-up class work prior to leaving to the teacher's satisfaction, or one day for a day upon returning makeup work.

Before and After School Policies - Any student arriving prior to 7:20 a.m. may enter the school and remain in the designated spot until the bell rings at 7:20 a.m..

High School Students at Middle School - High school students are not permitted in the Middle School wing or the immediate area of the Middle School wing before, during, or after school hours unless they have the approval of the high school administration.

Withdrawal from School - When a student finds that he/she will be withdrawing from Willard High/Middle School, they must report to the pupil personnel office to make final arrangements. The student will be given a withdrawal form which they will submit to each teacher, librarian and Pupil Personnel department signifying that all books have been returned and all obligations taken care of. The student must then return the withdrawal form to the Pupil Personnel office.

Legislative action and July, 1990 Board of Education policy authorizes the Superintendent to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court for:

1. Any student under the age of eighteen (18) who withdraws from school without moving out of state, transferring to another approved school, or enrolling in and attending an approved program;
2. Any student under the age of eighteen (18) who has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school;
3. Any student who is suspended or expelled for possession or use of drugs as defined in the board policy.

FERPA/HIPAA Guidelines

Willard City Schools participates in the Medicaid School Program (MSP). MSP is a federally funded reimbursement program. Our district uses a third party billing agency to submit MSP claims. The Agency HPC, is in compliance with all federal privacy laws including the Health Insurance Portability Accountability Act (HIPAA) established in 1996.

The following is shared with HPC: Student's name, date of birth, social security number, district of residence, school of attendance, and professional services documentation. Professional services include psychological evaluations and screenings and assessments to determine eligibility for services such as speech, occupational therapy, physical therapy, nursing, counseling, work study and case management. Professional services also include the provision of these services if eligible.

It is your right to deny access to personally identifiable information or to revoke the use of it for purposes of MSP billing. Services to your student will be provided regardless of disclosure of personally identifiable information. Copies of HPC's privacy policy are available upon written request to the building principal. If you believe rights under Federal Law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated see Form 8330 F9).

WHS TECHNOLOGY POLICY

Hundreds of users share the computing facilities at Willard City Schools. To protect the integrity of the networks and work stations, authorized users are expected to exercise responsible, ethical behavior when using the technology resources at Willard High/Middle School. Each user must abide by the technology policy and Internet guidelines. *School officials reserve the right to read, examine, delete, or purge any Internet material deemed inappropriate by the administration or in violation of the acceptable use policy.*

- A. The term USER applies to all students and staff who use technology resources available at Willard City School.
- B. All users will demonstrate respect for all the hardware and software. All users will respect the rights of other users.
- C. Only authorized users are permitted access to the hardware and/or software.
- D. Only legal copies of registered software will be used on the networks and local stations. Unauthorized copies will be removed without notice to the user.
- E. Only those disks distributed by WHS/WMS will be used by students and staff. No software is to be brought from home or downloaded for another network or computer system.
- F. WHS/WMS reserves the rights to take whatever measures are necessary to protect the network and its users.
- G. Modification of administrative software and/or system control information by anyone other than authorized personnel will warrant disciplinary action. Deliberate alteration of system files or someone's personal files is considered vandalism or malicious destruction of school property.
- H. Unethical or disturbing behavior as well as use of terminals for obscene or nuisance messages or other written material will warrant disciplinary action.
- I. Passwords are the property of the user and are not to be shared, distributed or used by anyone other than the owner.

Specific misbehaviors include but are not limited to:

1. Copying software in violation of copyright laws.
2. Transmitting, viewing, or using profane, obscene, sexually explicit material, or other material deemed inappropriate.
3. Destruction of or tampering with another's property including electronic property.
4. Threatening or harassing others through electronic media.
5. Attempting to bypass or bypassing security measures that are set up to safeguard information and protect files.
6. Tampering with files that are specifically restricted.

Consequences for violations may include but are not limited to:

1. Loss of computer privileges.
2. Conventional discipline per the code of conduct.

Disclaimer of Liability:

1. The school district cannot guarantee that the function or services provided by the school computer network will be error free or without defect.
2. The school district cannot guarantee the confidentiality of e-mail sent or received over the school network.
3. The school district cannot safeguard the accuracy or quality of information obtained through or stored on the school network.
4. The school district is not responsible for damages due to interruptions of service or loss of data.

MEDIA RELEASE

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

PROHIBITION ON CARRYING A DEADLY WEAPON

Prohibition on carrying a deadly weapon or dangerous ordnance in a school safety zone paragraph from Policy 3217/5772/7217- will be posted at each entrance of a school or building and in areas inside the building where visitors are required to report; at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land; in each school bus and other Board owned vehicle, including a school van.

PART IV STUDENT CODE OF CONDUCT

Due Process Rights

Before a student is suspended, expelled or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal or administrator in charge will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed after receipt of the suspension notice. The request for an appeal must be in writing.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from the school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parents(s)/guardians(s) or custodians(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

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 in a classroom or elsewhere on the school premises, the Superintendent, principal, assistant principal, or athletic director or designee may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

DISCIPLINE

It is important to remember that School rules apply going to and from school, at school, on school property, at school sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the Administration's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

A. INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes:

- Verbal direction or reprimand
- Change of seating or location
- Detention – lunch time or after school or A.M.
- Parental conference
- Loss of privileges
- Thursday detention
- Saturday detention

B. FORMAL DISCIPLINE

Formal discipline will be administered in the office by the principal or assistant principal. Forms of discipline include the following: (See Policies 5610 and 5610.01)

- In School Intervention
- Alternative School
- Suspension
- Expulsion
- Permanent Expulsion

C. DETENTIONS

The administration and teachers may detain a student before or after school by giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation. If transportation creates a conflict, please call the school. Failure to serve an assigned detention will result in further disciplinary action being taken.

D. THURSDAY DETENTION

1. Thursday Detention is held from 2:30 P.M. to 4:30 P.M. Late arrivals may not be allowed to serve their detention and will be reported to the building administrator.
2. Students must come prepared with enough school work to keep busy for the entire two hour detention. Not having enough homework, being uncooperative, causing a disturbance, talking, sleeping, listening to music, eating, drinking, or looking at magazines or books that are not subscribed to by our school or are not approved by the monitor will not be permitted. Non-compliance will result in one or more of the following: student sent home, additional detentions or suspensions.
3. Any Thursday detention not completed prior to the last day of school for the school year may result in summer detention days.

E. EMERGENCY REMOVAL

A student may be removed or excluded from a class or school if she/he pose a continuing danger to persons or property or represent an on-going threat of disrupting the educational process. Such removal can be for up to seventy-two hours.

F. IN-SCHOOL INTERVENTION/DETENTION

A student may be restricted to an area of the building designated as the intervention area for a maximum of five consecutive days. (Students will be allowed to complete all work for credit)

G. ALTERNATIVE SCHOOL

For serious violations of the disciplinary code or disruptive behavior (except those requiring expulsion by law), a student may be assigned to alternative school for a period of not less than three days and not more than 180 days. Failure to comply with instructions or misbehavior may result in additional days in Alternative School for disciplinary action.

Campus Wear Policy for grades 6-12

NOTES:

1. Students with identified medical and/or special needs requiring accommodations to campus wear must be approved by administration.
2. No headgear/head wear or sunglasses can be worn inside during school hours.
3. No heavy metal chains, spikes, dog collars, or other hardware apparel.
4. Unnatural hair color that is extreme, length or style that constitutes a safety hazard is prohibited.
5. Excessive or offensive tattooing that is not covered by clothes is prohibited.
6. Undergarments, excluding t-shirts, shall not be exposed and see-through clothing is not permitted.
7. All clothing must be appropriate and not advertise drugs, alcohol, illegal substances, illegal activities, or sexual activities.
8. All clothing shall not be excessively tight or loose.
9. Clothing shall not have slits, cuts, tears, or frays.
10. Clothing must be solid colors only and no price tags are permitted on clothing.
11. Logos ARE permitted on clothing as long as they are smaller than a standard post-it note.
12. No coats or jackets

Pants/Capris: Must be solid colors

Colors: khaki, black, navy, grey

Fabric: cotton, cotton blend, wool, twill, or corduroy. No jeans, denim, sweat pants, wind pants, or yoga pants.

Length: Can not drag on floor. Pants must be worn at the waist.

Shorts/Skirts/Jumpers/Dresses/Skorts:

Colors: khaki, black, navy, grey

Fabric: cotton, cotton blend, wool, twill, or corduroy. No jeans, denim, sweat pant, wind pant, or leggings.

Length: 3 ½" above the kneecap or longer

Dresses:

Colors: no color restriction

Polo style dress with collar

Length: 3 ½" above the kneecap or longer

Shirts: All shirts must have collars and be solid colors

Colors: no color restriction

Length: Short or long sleeved polo. Short or long sleeved oxfords. Must have collars.

Tshirts: Tshirts are permitted to be worn under approved polos or oxford shirts only.

Colors: no color restriction

Sweaters/Vests:

Colors: no color restriction, solid colors

Styles: V-neck, crew neck and cardigan

Campus wear shirts or turtlenecks must be worn under all sweaters/vests/sweatshirts.

Sweatshirts:

Colors: no color restriction, solid colors

Styles: V-neck, crew-neck and cardigan. No hoods

Campus wear shirts or turtlenecks must be worn under all sweaters/vests/sweatshirts.

Shoes:

No slippers, no heelies, no cleats.

Scarves/Ties: Optional. Scarves, neckties or bowties if worn must be appropriate for school. Only one scarf or tie can be worn at a time

Belts: Optional. Belts, if worn, must be appropriate for school.

Leggings/Tights: Solid color to be worn under skirt/dress

School spirit days/dress down day will be available on approved days when approved by the administration.

I. STUDENT I D TAGS

Student I.D. tags must be carried at all times. Students must show their I.D. tags to any staff member upon request. Failure to do so will result in disciplinary action.

J. BULLYING POLICY

Willard High/Middle School recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

1. **Definition of bullying:** Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological or a combination of all three.

Some examples of bullying:

- A. **Physical** - hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. **Verbal** - taunting, malicious teasing, insulting, name calling, making threats
- C. **Psychological** - spreading rumors, manipulating social relationships, coercion or engaging in social exclusion/shunning, extortion or intimidation.
- D. **Cyber bullying** - any form of harassment by any electronic means or social media network.

2. **Bullying is prohibited:** Willard High/Middle School staff shall not tolerate any bullying on district grounds or at any school activity on or off campus, including school transportation.

3. **Staff intervention:** The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene – unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter or if the bullying persists, he/she shall report the bullying to the school administration for further investigation.

4. **Students and parents shall report bullying:** The district expects students and parents who become aware of an act of bullying to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below.

5. **Consequences/intervention:** Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; Saturday school; suspension and/or recommendation for expulsion. Depending on the severity of the incident the principal may also take appropriate steps to ensure student safety.

K. VIOLATIONS:

A violation of any of the following rules will result in disciplinary action that may include after school detention, Thursday detention, In-School Intervention or suspension of up to ten (10) days and/or expulsion.

1. **Disruption or Interference with Curricular/Co-curricular Activities.**

A student shall not use violence, force, coercion, threat, demonstration, false alarm, vulgar or obscene language, gestures, printed material, pepper spray, fire crackers, smoke bombs, ignition of fires. A student shall not distributed printed matter that may incite others to violent or disruptive conduct, or in any other manner cause material disruption or interference with curricular or co-curricular activities.

2. **Damage to School Property/Stealing**

A student shall not damage, attempt to damage, steal, or attempt to steal any school property. School property includes but is not limited to buildings, school grounds, busses, supplies and equipment.

3. **Damage to Private Property/Stealing**

A student shall not damage, attempt to damage, steal, or attempt to steal private property of any school district employee, student, or school organization.

4. **Fighting**

A student shall not assault, threaten, or behave in any way that could cause physical injury or produce fear of physical injury to any school district employee at any time. A student shall not assault, threaten, or behave in any way that could cause, physical injury, or produce fear of physical injury, to any student or other person on school premises while in the custody and control of the school or in the course of a school-related activity, home or away.

5. **Dangerous Weapons and Instruments**

A student shall not possess, handle, transmit, or conceal any object that could potentially bring harm to others on school premises or while attending school events away from the school grounds. A student shall not use or possess any item that may cause fire: including, but not limited to, lighters, matches, firecrackers, or flammable liquids, gases or solids.

6. **Narcotics, Drugs, or Alcoholic Beverages**

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, or be under the influence of narcotics, drugs, or alcohol, or in any manner engage in drug abuse while on school property or attending any school-related function. The above sentence does not apply to possession or proper use of prescription drugs under a doctor's orders.

7. **Conduct Towards School Personnel**

A student shall not verbally abuse or threaten any authorized school personnel. This includes the use of inappropriate pictures, gestures, written documents, or electronic media.

8. **Insubordination**

A student shall not fail to comply with reasonable directions of authorized school personnel during any period of time when the student is under the authority of school personnel.

9. **Smoking and Tobacco**

Student smoking and possession of any form of tobacco or e-cigarettes is prohibited in school, on school grounds, at all school sponsored functions including both home and away activities. Students are not to smoke in the immediate area around the school grounds.

10. **Attendance**

A student shall not be absent from school for any unauthorized reason. A student, once present at school, should not be absent from any assigned class or classes, or leave school without first receiving proper authorization.

11. **Threats/Intimidation/Endangering Self or Others**

A student shall not attempt to intimidate, bully, harass, or extort favors or property from any other student or any school district personnel. Violations include ANY conduct that staff determines as a potential danger to the student or others. (See policy on aggressive bullying behavior toward students Policy 5517.01).

12. **School Records**

A student shall not remove or alter any school records belonging to the school or to school district employees. A student shall not possess, transmit, or conceal without authorization, any school record

- belonging to the school or to a school district employee.
13. **Improper Social Behavior**
A student shall not expose any part of his/her anatomy in any socially deviant manner while under jurisdiction of the school or at any authorized school function. No student shall engage in any sexual conduct or engage in any amorous physical contact with any other person while under jurisdiction of the school. While on school premises or at any authorized school function, a student shall not verbally, in writing, or by other action, suggest a sexual relationship with a school employee, another student or engage in an improper display of affection with another student.
 14. **Repeated Violation of Conduct Rules**
A student shall not repeatedly violate the rules for appropriate conduct. Two or more violations of any conduct rule may be treated as a major violation of this code and may result in suspension or expulsion.
 15. **Abidance with Sanctions/Abetting**
A student shall not refuse to abide by any punishment imposed by the school administration, by any teacher, or by any court order related to school activities. Furthermore, if it is determined that a student is willfully involved in aiding or abetting another student in misconduct, that student will receive appropriate consequences.
 16. **Reckless Driving**
A student shall not operate any vehicle or motorcycle on school premises at excessive speed or in any other reckless manner.
 17. **Trespassing**
A student shall not enter or remain upon the premises of a school building unless under the supervision of authorized school district personnel.
 18. **Academic Integrity/Classroom Conduct**
 - a. Students will not cheat on assignments, tests, quizzes, class projects, or other academic material.
 - b. Students are expected to bring pencil/pen, paper, textbook, workbooks and other materials to class each day and to participate as directed by the teacher.
 - c. Students will not sleep in class, disrupt class, or behave in such a way as to prevent others from learning, including excessive talking or working on assignments from other classes without permission.
 19. **Harassment (any unwanted attention)**
 - a. Any conduct involving sexual references, inappropriate touching, sexually explicit, or other intimidating material that causes another person to feel unsafe or uncomfortable will not be tolerated.
 - b. Written notes, graphic pictures, suggestive comments or gestures that are interpreted as insults or harassment will receive appropriate consequences.
 - c. Race or gender related misconduct will be considered harassment. Racial slurs, pictures, intimidation, or any other conduct intended to be racially discriminatory or prejudicial will not be tolerated.
 - d. See Policy and guidelines on sexual and other forms of harassment (Policies 3362, 4362, 5517)
 20. **Hazing**
Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates risk of mental or physical harm, no matter how willing the participant may be.
 21. **Discourteous and Inappropriate Behavior**
 - a. A student shall not use profane language or rude behavior.
 - b. A student shall not engage in excessive displays of affection.
 - c. A student shall not be repeatedly tardy without written excuse.
 - d. A student shall not engage in any form of gambling or card playing.
 - e. A student shall not use any but his/her assigned locker.
 - f. A student shall not forge any signature for any reason.
 - g. A student shall not park his/her car in any unauthorized area.
 - h. A student shall not lie to an administrator, teacher or any other staff member.
 - i. A student shall not loiter in the halls, restrooms, or unsupervised areas of school buildings or property during regular classroom hours.
 - j. A student shall refrain from running in the halls or throwing any object in the halls or rooms of the school.
 - k. A student shall refrain from any personal grooming during class.
 - m. A student shall wait his/her turn in the lunch line.
 - n. A student shall not carry food or drink out of the lunchroom without official permission.
 - o. A student shall not litter.
 22. **Counterfeit Drugs/Retail Substances/Prescription Medication**
Am. HB 535 amended Section 2929.01, and enacted Section 2925.37, O.R.C. to prohibit making,

selling, and possessing counterfeit drugs and related tools.

A. The provisions of the bill that must be explained to students deal with O.R.C. sections regarding the making, selling, consuming and possessing counterfeit drugs and related tools, and the respective penalties involved with each infraction. “Counterfeit Controlled Substance” is defined in the following ways:

1. any drug or drug container or label that bears a trademark, trade name or other identifying used without the owner of the rights to such trademark’s authorization
2. any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with the legal rights to manufacture, process, pack or distribute.
3. any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance.
4. any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

B. The following penalties relate to the making, selling, consumption and possession of counterfeit drugs:

1. Possession of a counterfeit controlled substance -- misdemeanor of the first degree, if second offense a felony of the fourth degree.
2. Making, selling, offering to sell, consume or delivering any known counterfeit controlled substance making, possessing, selling, offering to sell or delivering any device that is known to be used to print or reproduce a trademark upon a counterfeit drug (trafficking in counterfeit controlled substances) -- a felony of the fourth degree for a first offense, and a felony of the third degree for subsequent offenses.
3. Selling, offering to sell, giving , consuming or delivering any counterfeit controlled substance to a person under eighteen (aggravated trafficking) -- a felony of the third degree, and a felony F the second degree for subsequent offenses.
4. Representing a counterfeit controlled substance as a controlled substance by describing its effects as if it were a controlled substance (promoting and encouraging drug abuse)-- a felony of the their degree, and a felony of the second degree for subsequent offenses.
5. Falsely representing or advertising a counterfeit controlled substance as a controlled substance (fraudulent drug advertising) – a felony of the fourth degree, and a felony of the third degree for subsequent offenses.

C. Any student who improperly sells, possesses or dispenses, “over-the-counter” retail or prescription substances to other students will be considered in violation of the code of conduct and will receive appropriate consequences.

1. Any unauthorized medication on school ground or at school events is prohibited.
2. Students should not possess or consume any retail or prescription medication without office approval.
3. All prescription medications will be stored in the office and dispensed at the office during the school day.

23. Use and/or possession of a firearm:

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5610.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device (as defined in the Federal Gun-Free Schools Acts of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

24. Bomb Threats, and other false alarms and reports:

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or

tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. While it may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

25. **Terroristic Threat**

Threatening, directly or indirectly to commit a crime of violence with the purpose of terrorizing another or with reckless disregard to the risk of causing terror in another.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by student son school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she 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.

NOTE: The administration reserves the authority to use appropriate discretion (based on Ohio Revised Code and Board Policy) in determining consequences for any misconduct not specifically listed within these pages.

PART V EXTRA-CURRICULAR ACTIVITIES

Student Activities - It is a known fact that co-curricular activities are vital to a well rounded education in addition to the academic areas. We feel it to be most important for each student to become active in one or more of the following clubs, organizations and activities. For membership procedures, contact the advisor or the administration. *Eligibility requirement set forth by the Board of Education apply to participation in athletic and non-athletic activities..*

Student Council - The Student Council consists of a maximum of thirty-six members that will be chosen by the student body in a general election. The high school and middle school student council will remain separate.

Any student may petition to run for Student Council or class office. The purpose of the Student Council is to establish a united, central advisory body to direct student activities, to provide training and instruction in the principles and practice of representative government and to foster friendly relations between teachers and students.

Class Officers – High School Class officers shall consist of a President, Vice President, Secretary and Treasurer. The Senior Class will also have the office of Social Chairman. Any student may petition to run for a class office (or) student council. Class officers will be elected at the beginning of the new school year.

Band - Members of each of the four grades will compose the high school band. Summer rehearsals will be required. Enrollment in band will be determined by the director at the beginning of the school year, except for students transferring who will try out at the time of enrollment. Students must register for band in the same manner and time that other courses are selected. Middle School band will consist of two grades and will be scheduled during the school day.

Symphonic Orchestra - Symphonic Orchestra is composed of students in the four grades of the high school. All string students are expected to belong to the organization providing they can meet the required ability level of performance, which will be determined after audition at the beginning of the school year. Woodwind, brass and percussion members are selected students from the high school band. Five weeks of summer rehearsals are required. Students must register for orchestra in the same manner and time that other courses are selected. Middle School orchestra will consist of two grades and will be scheduled during the school day.

Symphonic Choir/Choral Department - The Symphonic Choir and show choir are a select choir, open to students in grades 9 - 12. One must try out for the choir director and meet certain standards to become a member of either organization. Concert Choir and Ladies Chorale are open to students in grades 9-12 and do

not require an audition. Students must register for the choirs in the same manner and time that other courses are selected. Choral opportunities will be available to middle school students also during the regular school day.

Theatre - In theatre students are involved in all aspects of the production of plays including set building, costuming, acting, singing and dancing. After auditions are held to choose a cast, rehearsals and work sessions are held after school for 8-10 weeks.

Family, Career & Community Leaders of America (FCCLA) - "Towards New Horizons" is the national goal of FCCLA. To promote a growing appreciation of the change of roles in homemaking is the purpose of this organization. Membership is open to students who are enrolled or have taken a senior high home economics course. Meetings will be held monthly.

Future Farmers of America (FFA) - This organization provides an opportunity to train the student as a farmer and a farm citizen. Meetings will be held twice a month during the school year and once each month during the summer.

Key Club – The Willard High School Key Club is devoted to service. Meetings are held during the school day.

Others - Additional student organizations at WHS/WMS include Academic Challenge and Art Club.

Cheerleaders - Cheerleaders for the following year are chosen after attending clinics and a tryout in the spring of the year. Promoting school spirit both at pep rallies and at games is the primary goal of the cheerleading squads.

Cheerleaders are selected mainly for football and boys basketball. Any additional work is at the discretion of the advisor.

Yearbook - Our yearbook is published by members of the "publications" staff. The yearbook contains pictures of all phases of school activities. The yearbook delivery date is delayed until early fall each year because of spring pictures which are important in making a yearbook complete. All school publications are subject to the editorial control of school authorities. The production and/or distribution of any unauthorized publications are prohibited.

Assemblies -The assembly schedule at Willard High School/Middle School is developed with the idea that some of our assemblies should offer an opportunity for self expression and to promote school spirit while other assemblies include motivational speakers and educational programs. It is expected that high school students will demonstrate courtesy and appropriate behavior at all assemblies.

Club Activity Calendar - All club activities must be approved by the Principal and are to be posted on the monthly school calendar by the administration, through the advisor.

Dance Policies - The dances at Willard High School are for Willard High School students and their dates. Once a student enters the dance, he/she may not leave the building. If he or she does, they are not to return to the dance. An organization wishing to sponsor a dance must schedule such dances through their sponsor and administration. All contracts must be approved and signed by the advisor and administration. No dances will be permitted on an evening prior to a school day. Dances must be over by eleven o'clock, unless otherwise approved. Adequate chaperones will be required in advance of the dance. *Dress for the prom shall be semi-formal to formal. Invited guests who are not WHS students must complete a Guest Registration Form.* Middle School dances are for them alone. NO other students will be admitted. Students attending will not be permitted to leave before the dance is scheduled to end, unless they bring a note from their parents that is to be given to the principal upon arriving. **Attendance at dances is a privilege that students may be denied for disciplinary or attendance reasons.**

ATHLETICS

ATHLETIC CODE: Willard Middle School provides athletic opportunities for both boys and girls in grades 7 and 8. We encourage students to participate in them as much as possible. The following regulations are part of the Willard Middle School Code of Conduct for athletes and other members of sports teams.

1. Sports team members are governed by the school Code of Conduct at all times.
2. The use of tobacco, drugs and/or alcohol is not allowed.
3. All sports team members must abide by community laws, state laws, and the Ohio High School Athletic Association rules and regulations.

4. All team members must meet the grade eligibility requirements.
5. All equipment issued to a team member by the coach for a specific sport is to be returned at the end of the season. The team member is responsible for all equipment issued to him/her and must pay for all equipment that is not returned.
6. Equipment will not be issued to a student for any sport unless he/she has returned or paid for all equipment issued from a previous season.

ATHLETIC TRANSPORTATION / PARTICIPATION FEE

High School Athlete (all sports)	* \$25 per individual per season \$50 maximum per individual per season	
Middle School Athlete (all sports)	**\$15 per individual per season \$30 maximum per individual per year	
Family Maximum Per Year (any combination of high school or middle school athletes)		\$100

*High School Cheerleaders are considered as athletes

**Middle School Cheerleaders are considered athletes but do not travel to away contests and are not subject to the participation fee at this time.

Athletic managers, statisticians and other student support personnel are not subject to the additional fee.

Band is considered a curricular subject and students will not be charged the additional fee, as per the Ohio Revised Code.

It is the responsibility of the building principal and the athletic director to collect these fees.

**WILLARD BOARD OF EDUCATION POLICY:
ACADEMIC ELIGIBILITY REQUIREMENT**

ACADEMIC ELIGIBILITY (over and above OHSAA guidelines): Willard City Schools has in effect a “No Pass-No Play” Policy and a minimum GPA of 1.3. Any student earning an “F” in any subject is ineligible for athletic competition for the next grading period. (The calculation is based on the preceding nine weeks’ grades, and is effective on the fifth (5th) school day of the grading period.) In addition, accumulative grades for the present grading period are checked on a weekly basis. Any student-athlete receiving a failing grade will be assigned to mandatory study table until said grade(s) is raised to a passing level under each coach’s supervision. In lieu of study table, a student-athlete may schedule and attend two weekly conferences with the instructor of the class in question. An unexcused absence from a study table or conference will result in ineligibility for the next athletic contest. Tardiness, lack of study or study materials will be dealt with on an individual basis and may result in loss of eligibility.

REINSTATEMENT OF ELIGIBILITY may be granted to a student-athlete if the following conditions are met in a satisfactory manner.

1. The student meets the standards of eligibility established by the Ohio High School Athletic Association.
2. The student-athlete attends and successfully participates in the “study table” program or other approved study programs at least two times per week. (Approval must come from the principal, assistant principal or athletic director.)
3. The student athlete is passing all classes at the midterm and continues to pass all classes during the weekly eligibility check administered by the athletic department and the minimum level of a 1.3 grade point average standard is met.
4. The student and his/her parent or guardian agrees to the above terms and are made aware that failure to meet the standards established will result in the denial of participation for the remainder of the grading period and until passing grades are received in all classes and the minimum 1.3 grade point average requirement is met.

ASSURANCE POLICY

Upon the recommendation of the teacher, certain students involved in extracurricular activities qualify for an Assurance Contract. Having consulted with parents, coaches, advisors and the Administration, a student with a failing grade may be referred for a contract. The Assurance Contract is available only during the regular school year and is intended to be a temporary agreement allowing a student in need to restore their eligibility. If conditions of the contract are not met, the student will remain ineligible.

There is the possibility of reinstatement due to loss of eligibility when there is only **ONE** failing grade in any subject. Any consideration of this policy will be per the Board adopted procedures.

FORMS AND RELEASES

Before a student may participate in any co-curricular conditioning and practice, he/she must have the following information to the proper officials. (This includes transfer students.)

1. In the case of athletics, the Ohio High School Athletic Association health questionnaire and physical examination card with student, parent, and physician's signature to Director of Athletics.
2. In the case of athletics, the Insurance Release forms with insurance information, signature, and date to Director of Athletics.
3. A copy of the Emergency Medical Notification Form to the activity advisor or coach.
4. The Code of Conduct Acknowledgment signed by the student and parent/guardian on file in the school office.

PROCEDURES AND EXPECTATIONS

A. Attendance

A student is expected to attend all classes on his/her schedule on the day of a scheduled activity and on the next school day following the activity. Habitual absence before and after an activity may result in suspension from participation. Students must be in attendance on Friday for six full periods in order to participate in any Saturday activity.

TO BE ELIGIBLE TO ATTEND, PRACTICE OR PARTICIPATE IN THE ACTIVITY A STUDENT MUST BE IN ATTENDANCE FOR SIX (6) FULL CLASSES ON THAT DAY UNLESS THE ADMINISTRATION HAS APPROVED OTHERWISE.

Exceptions to this rule for good and sufficient reasons must be approved by the Building Administration.

B. Attendance at Practices and Meetings

Members are expected to be present at all practices, meetings, contests, and special occasions unless excused by the advisor.

C. Care of School Equipment

The student is responsible for all equipment issued to him/her. Lost, stolen or damaged equipment must be paid for by the student or his parents before any grades are issued. No equipment will be issued to a student for any other sports season if that student has not paid for or turned in equipment that was issued from a previous season which may have been misplaced, lost or stolen.

D. Transportation to Contests

All members will travel to and from out-of-town contests by means of the transportation provided or organized by the school.

E. Medical Release to Again Participate

If a student is injured or ill and is denied participation by a physician, he/she shall be denied participation in co-curricular activities until the denying physician permits participation in writing and said statement is presented to the activity advisor.

PARTE I ASISTENCIA

Declaración general - Creemos que la asistencia y la puntualidad son vitales para todos los estudiantes en el sistema Willard Schools.

1. La buena asistencia y puntualidad permiten a cada estudiante la oportunidad de una educación de buena calidad.

2. La buena asistencia y puntualidad sientan las bases para un futuro de éxito en el mundo laboral.

La siguiente política y procedimientos de asistencia han sido establecidos para todos los estudiantes de la Escuela Secundaria Willard y Willard Middle School.

A. REQUISITOS / EXCUSA / SIN EXCUSA

1. Los estudiantes deben cumplir con los requisitos de asistencia establecidos por el Estado de Ohio y la Junta de Educación Willard.

2. La ley estatal requiere que todos los estudiantes entre las edades de 6 y 18 años asistan escuela.

3. En Willard High School y Willard Middle School, la asistencia es una prioridad y es responsabilidad de los padres y estudiantes. Los estudiantes pueden entrar en el edificio, en cualquier momento antes de la escuela

después de las 6:30 am; sin embargo, deben permanecer en su área designada hasta que suene la campana a las 7:20 AM. Las clases comienzan a las 7:25 A.M.

4. Todas las ausencias se registran como tales, independientemente de la razón.
5. ausentismo excesivo, ya sea justificada o injustificada, no se puede tolerar.
6. El Estado de Ohio define ausencia legal o excusado como las siguientes razones:
 - a. Enfermedad personal o médica y
 - b. Enfermedad en la familia
 - c. Cuarentena de la casa
 - d. La muerte de un familiar
 - e. La observancia de las fiestas religiosas

Los administradores del edificio tienen sentencia firme en la decisión de los casos de ausencias justificadas o injustificadas. Ejemplos de ausencias debido a circunstancias especiales que puedan ser aprobados por

SOLICITUD DE LOS PADRES ANTES DE LA AUSENCIA DIRECTAMENTE A LOS ADMINISTRADORES DE LAS ESCUELAS son los siguientes:

1. Trabajar en casa debido a la ausencia DEL PADRE O GUARDIAN
2. Doctor o cita con el dentista
3. Viaje con los padres
4. Trabajo patrocinado viajes de estudio
5. visitas universitarios
6. responsabilidades de licencia de conducir (2 h. Como máximo)
7. Emergencias o conjuntos de condiciones que, en la Administración de juicio constituye causa suficiente para la ausencia de la escuela.

Todas las demás razones para estar ausente de la escuela serán consideradas injustificadas y pueden dar lugar a que el estudiante reciba una calificación reprobatoria en el trabajo diario en el aula.

Los siguientes son ejemplos de ausencias injustificadas:

1. Trabajo en el país sin la aprobación / Niñera previa
2. No aprobado el empleo
3. Perder el autobús o andar a la escuela
4. No despertio a tiempo
5. citas de pelo y actividades similares
6. Apuro del coche * (véanse los criterios más abajo)
7. viajes de recreación individuales o vacaciones no aprobados
8. Compras
9. Trabajo que busca. Los estudiantes que participan en el "Programa de Estudio y Trabajo" son otorgados ausencias justificadas.
10. Mayores fotos
11. No traer excusa por escrito o llamada telefónica del padre o tutor, cuando estudiante está ausente
12. Cualquier otra ausencia clasificada como injustificada por el edificio administradores

* Las situaciones que puedan poner en peligro la seguridad y el bienestar de un estudiante serán considerados en forma individual. Cualquier estudiante que se retrasa por circunstancias inesperadas que implican su transporte a la escuela debe tener su contacto con los padres / tutores la oficina del director de la escuela para su consideración como una ausencia justificada / tardanza.

B. PROCEDIMIENTOS

* NOTA: Las siguientes políticas se basan en un día regular de clases, Las modificaciones se harán para los días de inicio demorado.

1. En caso de una ausencia planificada (cita con el médico, visitas de la universidad, observación de profesionales, etc.) el padre debe notificar a la escuela antes de tiempo por escrito indicando la razón y el número de períodos de clase o los días que esperan que los estudiantes van a perder.
2. En caso de ausencias diarias por enfermedad, el padre debe llamar a la escuela oficina (419-935-0181) antes de las 9:00 am. Las solicitudes de días perdidos pueden asignarse después de dos días consecutivos.
3. Si la escuela no tiene noticias de los padres antes de las 9:00 de la mañana, la escuela tratará de llamar a los padres por teléfono para conocer el motivo de la la ausencia del estudiante. Si es necesario, se hará contacto con los padres en el trabajo.

4. Si la escuela no puede comunicarse con los padres por teléfono, una tarjeta será colocado en el correo ese mismo día notificando a los padres de la ausencia. Esto está en conformidad con la Ley del menor Missing Ohio.

5. Si la escuela no ha tenido contacto con el padre del estudiante, deben traer a la oficina principal una nota firmada por el padre / tutor indicando la razón específica de la ausencia.

DECLARACIÓN DE LA RAZÓN PARA LA AUSENCIA ES IMPORTANTE.

Notas de los padres debe incluir el nombre del niño completo, grado y fecha de la ausencia. Un administrador de la escuela determinará si existe o no una ausencia justificada.

6. El incumplimiento de estos procedimientos resultará en ausencias injustificadas. La falsificación de excusas resultará en consecuencias automáticas.

7. Los estudiantes que abandonan la escuela durante el día escolar por razones previstas debe informar a la oficina con una nota del padre antes de asistir clases regulares. El estudiante debe reportarse a la oficina de nuevo para firmar en el momento designado de salida.

8. Tras una ausencia de la escuela, todos los estudiantes deben reportarse con una nota a la oficina para que reciba una nota para la admisión de nuevo en las clases. Al regresar de un médico, dental o de la cita judicial, estudiantes deben traer una nota oficial de su nombramiento a la oficina principal para verificar su ausencia. Notas que explican o que solicitan ausencias Deben dar razones específicas para que las decisiones de excusa o Sin excusa que cumplan con las leyes de asistencia de Ohio puedan hacerse.

9. La estructura de la disciplina se aplica a los estudiantes que no cumplan con los procedimientos de asistencia. Véase también la política de la escuela respecto a la elegibilidad para asistir a las actividades extracurriculares / co-curriculares.

C. Las tardanzas / Llegada tarde / Medios Días

1. Los estudiantes que llegan a la escuela después de las 7: 25 AM, pero antes de las 8 de la mañana, se consideran tarde y deben reportarse a la oficina para obtener una nota de tardanza para la admisión a la clase apropiada. Las tardanzas puede o puede que no sea excusado, dependiendo de la razón, y estudiantes que llegan tarde necesitan una explicación o llamada telefónica por escrito de el padre. A la tercera tardanza injustificada a la escuela en un semestre, el estudiante puede recibir uno de las siguientes consecuencias: la detención, en la intervención de la escuela, escuela alternativa, suspensión fuera de la escuela, o otras acciones disciplinarias.

2. La llegada a clase a tiempo se espera. Cada tardancia a clase durante los períodos 2-8 se marca y puede resultar en consecuencias.

3. Las llegadas después de 9:02 A.M. pero antes de 11 a.m. se consideran "ausencias" de mitad del día y recibirán consecuencias apropiadas si son injustificada. Entrada después de 11 a.m. se cobrará una ausencia de día completo.

D. ASISTENCIA NOTIFICACIÓN

1. Los estudiantes están permitidos 12 ausencias en el año escolar en curso antes de que se requiere una nota del médico. Los 12 días pueden ser acumulados a través de ausencias justificadas, ausencias injustificadas, o una combinación de ambos. Los padres recibirán la documentación por escrito a través del correo cuando su hijo ha acumulado seis ausencias de la escuela.

2. Los estudiantes que acumulen tres faltas injustificadas se reunirán con un administrador para discutir las consecuencias si el patrón de asistencia continúa. El administrador deberá exponer por escrito la notificación de la escuela a los padres / tutores de las consecuencias legales de absentismo escolar y requerir que el padre o tutor obliga al niño a asistir a la escuela.

3. Una carta será enviada por correo cuando un estudiante ha adquirido ocho ausencias injustificadas. Esta carta le notificará a los estudiantes ya los padres sobre las ausencias y solicitar una reunión para discutir la espera de la acción. Si el patrón de asistencia no se invierte, una queja contra el padre o tutor será archivada en el tribunal en virtud de la Ley de Ohio que rige fracaso para enviar a los niños a la escuela. Cuando un estudiante adquiere cinco días consecutivos sin justificación, los siete días injustificadas en un mes, o 15 días sin excusa para el año, una carta será enviada al sistema judicial de menores solicitando una audiencia con el fiscal. El estudiante también puede recibir las siguientes consecuencias por ausencias injustificadas: detención

el Jueves, en la intervención de la escuela, escuela alternativa, suspensión fuera de la escuela o otras acciones disciplinarias.

4. Las ausencias injustificadas que son el resultado de absentismo escolar pueden recibir consecuencias adicionales y una pérdida de crédito.

5. De conformidad con la política de la Junta y OR3321.13 (B) (2) un estudiante de 18 años de edad que es "habitualmente ausente" podrá ser retirado.

6. Un estudiante puede hacer el trabajo para el crédito si la ausencia de la escuela es justificada. La responsabilidad de obtener las tareas, recibir ayuda, y girando en el trabajo perdido debido a la ausencia pertenece conjuntamente al profesor y el alumno. A partir del día después de que un estudiante regresa de una ausencia justificada, si un estudiante ha estado ausente un día, ese estudiante se le dará un día adicional para recuperar el trabajo; trabajo durante dos días de ausencia se puede hacer en dos días.

Un estudiante que ha tenido ausencias injustificadas, podrá solicitar asignaciones y ayuda adicional a fin de no quedarse atrás y puede recibir el 55% de la calificación obtenida. Durante los tres primeros días de una suspensión fuera de la escuela durante todo el año escolar, los estudiantes pueden solicitar asignaciones a fin de no quedarse atrás y puede recibir el 55% de la calificación obtenida; para más días afuera de la escuela los estudiantes de suspensión recibirán 0%.

E. viajes familiares / visitas a la universidad

1. Un estudiante puede ser excusado por un periodo que no exceda de cinco días escolares para acompañar a los padres en un viaje. El trabajo escolar puede ser entregado antes de la partida del estudiante o al regresar a la escuela. Los estudiantes pueden convertir en recuperar el trabajo en un día para un día. Por ejemplo, si un estudiante pierde dos días de clases, el estudiante tiene dos días sobre su regreso a entregar las tareas. Los estudiantes no serán excusados para este propósito a menos que estén acompañados por sus padres o tienen la aprobación de los padres para acompañar a otro adulto en circunstancias extremadamente inusuales o de emergencia. Los viajes no son susceptibles de ser aprobado en el siguiente horario: las dos primeras semanas de la escuela (con exclusión de un día en relación con el fin de semana junto el día de Labor Day), dos últimas semanas de la escuela, días de exámenes, días de revisión de examen (dos días antes de los exámenes) , día de pruebas en grupo grande programadas con antelación en el calendario principal de la escuela, y la última semana de cada período de calificaciones. Los estudiantes que todavía no han pasado las pruebas de graduación en Ohio no deben esperar recibir viajes aprobados durante las semanas de pruebas o durante las dos semanas anteriores a la prueba. Los estudiantes no deben esperar para ser aprobado para los viajes a menos que se encuentran en situación académica y la competencia aceptable y contar con la aprobación de sus maestros. Las solicitudes de viajes deben ser presentadas por escrito por lo menos 24 horas antes de su viaje.

2. Reglas Para Las Vistas Universitarias

a. Los estudiantes deben tener la condición de crédito de un "junior" (grado 11) o "senior"(grado 12) para solicitar solicitud de visita a una universidad.

b. Los estudiantes deben pasar todas las materias. Los estudiantes son responsables de completar todas las tareas perdidas.

c. Cualquier estudiante que recibe una detención de jueves, suspensión, o mala conducta durante el período de evaluación de la solicitud podrá ser negado los privilegios de visita para ese período de calificación.

d. Juniors (grado 11) pueden solicitar dos visitas universitarias. Seniors (grado 12) pueden solicitar tres visitas.

e. La secretaria de asistencia debe ser notificada por escrito por lo menos 24 horas antes de la visita.

f. Los estudiantes pueden convertir en recuperar el trabajo en un día para un día. Por ejemplo, si un estudiante pierde dos días de clases, el estudiante tiene dos días sobre su regreso para completar las tareas.

EXCURSIONES/ TORNEOS PROPORCIONADOS POR EL ESTADO

1. Los estudiantes deben ser elegibles para asistir a las excursiones académicas. Grados, asistencia y conducta pueden ser utilizados como criterios para las excursiones.

2. Torneos de equipos (durante días de escuela) se basa a lo siguiente: a. Salida de la escuela - Un estudiante atleta que compite y cualquier miembro de equipo que no está compitiendo puede ser excusado para asistir a un torneo estatal. Los competidores deben mantener elegibilidad académica y deben llevar una nota escrita de parte de los padres

a la oficina con 24 horas de antelación.

b. Días de Vacacion -A quien no es miembro del equipo puede ser

excusado para asistir a los concursos en los que nuestros atletas esta compitiendo siempre que está pasando todas las materias, tiene Buena asistencia y buena conducta, y ha comunicado por escrito a la oficina 24 horas de antelación.

- c. El estudiante es responsable de completar todas las tareas de sus materias después del viaje.
- d. El estudiante pueden entregar el trabajo en un día para un día. Por ejemplo, los estudiantes que faltan a dos días escolares tienen dos días a su regreso para entregar las tareas.

PARTE IV CÓDIGO DE CONDUCTA ESTUDIANTIL

DERECHOS DE DEBIDO PROCESO

Antes de que un estudiante es suspendido, expulsado o permanentemente excluido de la escuela, existen procedimientos específicos que se deben seguir.

Mientras la disciplina dentro de la escuela se sirve en su totalidad en el ámbito escolar, no se requiere ningún aviso o reunión, ni ser objeto de apelación.

Suspensión de la Escuela:

Cuando se está considerando a un estudiante una suspensión, el administrador a cargo notificará al estudiante en que se basa la suspensión propuesta. El estudiante se le dará la oportunidad de explicar su versión de los hechos subyacentes. Después de la audiencia informal, el director o administrador a cargo determinarán si debe o no debe suspender al estudiante. Si se toma la decisión de suspender al estudiante, él / ella y su / sus padres se le dará una notificación por escrito de la suspensión dentro de la configuración de un (1) día en adelante el motivo de la suspensión, la duración de la suspensión, y el proceso para apelar. La suspensión puede ser apelada después de recibir el aviso de suspensión. La solicitud de apelación debe ser por escrito.

Expulsión de la Escuela

Cuando se está considerando a un estudiante para expulsión, el estudiante y los padres se les proporcionará una notificación formal de la expulsión propuesta. Esta notificación por escrito incluirá las razones de la expulsión prevista, la notificación de la oportunidad de aparecer en persona ante el Superintendente o la persona designada por el Superintendente para impugnar la razones de la expulsión y / o explicar la acción del estudiante, y la notificación de la fecha y lugar a donde presentarse. Los estudiantes que se están considerando para la expulsión podrán ser removidos inmediatamente. Una audiencia será no antes de lo programado tres (3), ni a más tardar cinco (5) días escolares después de recibir la notificación. Los padres pueden solicitar una prórroga del plazo para la audiencia. El estudiante puede ser representado por sus padres, el asesor legal, y / o por una persona de su elección en la audiencia.

De acuerdo con la Política de 5610 Junta, el Superintendente deberá iniciar el procedimiento de expulsión contra un estudiante que ha cometido un acto que merece expulsión bajo política de la Junta, incluso si el estudiante se retira de la escuela antes de la audiencia o la decisión de imponer la expulsión. La expulsión será impuesta por la misma duración que habría sido si el estudiante se quedó inscrito.

Si un estudiante es expulsado, el estudiante y los padres del estudiante se les proporcionará una notificación por escrito dentro de un (1) día escolar de la expulsión impuesta. La notificación incluirá las razones de la expulsión, el derecho del estudiante o los padres del estudiante (s) / tutor (s) o custodios (s) para apelar la expulsión a la Junta o su designado, el derecho a ser representado en todos los procedimientos de recurso, el derecho a conceder una audiencia ante el Consejo o su representante, y el derecho a solicitar que la audiencia se celebrará en sesión ejecutiva.

Remoción de Emergencia

Si la presencia del estudiante representa un peligro continuo para las personas o la propiedad, o una amenaza continua de interrumpir el proceso académico que tiene lugar ya sea en un aula o en otro lugar en las instalaciones de la escuela, el Superintendente, director, subdirector o director atlético o su designado puede eliminar el estudiante de cualquier actividad curricular o extracurricular o de las instalaciones de la escuela. Un maestro puede remover al estudiante de cualquier actividad curricular o extracurricular bajo la supervisión del profesor, pero no del local de la escuela.

A. DISCIPLINA

Es importante recordar que las reglas de la escuela se aplican llendo a la escuela, igual que en la escuela, en la propiedad alrededor de la escuela, en eventos patrocinados por la escuela, y en el transporte escolar. En algunos casos, un estudiante puede ser suspendido de transporte escolar para las infracciones de las reglas del autobús escolar. Como última instancia, es la responsabilidad de la administración mantener las cosas en

orden. En todos los casos, la escuela debe tratar de hacer pronta disciplina y equitativo y tener el castigo que coincida con la gravedad del incidente. Son posibles dos tipos de disciplina, informal y formal.

B. DISCIPLINA INFORMAL

Disciplina informal tiene lugar dentro de la escuela.

Incluye:

- dirección verbal o amonestación
- cambio de asiento o lugar
- detención – durante la hora del almuerzo o después de clases o en la mañana
- Conferencia con los padres
- pérdida de privilegios
- detención Jueves
- detención Sábado

C. DISCIPLINA FORMAL

Disciplina formal será administrado en la oficina del director o subdirector. Formas de disciplina incluyen los siguientes:

(Vea las políticas 5610 y 5610.01)

- En la Intervención de la escuela
- Escuela Alternativa
- Suspensión
- Expulsión
- Expulsión Permanente

D. DETENCIONES

La administración y los maestros pueden detener a un estudiante antes o después de la escuela, dando un día de notificación al estudiante y a sus padres. El estudiante o sus padres son responsables del transporte. Si el transporte crea un conflicto, por favor llame a la escuela. Si no se servirá una detención asignada dará lugar a mas acción disciplinaria.

E. Jueves DETENCIÓN

1. Jueves Detención se lleva a cabo a partir de 2:30pm a 4:30pm.

Si llega tarde no se les puede permitir a servir su detención y se informará al administrador del edificio.

2. Los estudiantes deben venir preparados con suficiente trabajo escolar para mantenerse ocupado durante toda la detención de dos horas. No tener suficiente preparación, no cooperar, causando una perturbación, hablar, dormir, escuchar música, comer, beber, o mirando revistas o libros que no se ha suscrito a nuestra escuela o no han sido aprobados por el monitor no se permitirá. El incumplimiento dará lugar a uno o más de los siguientes: estudiante enviado a casa, detenciones o suspensiones adicionales.

3. Cualquier Jueves Detención que no se completó antes del último día de clases para el año escolar puede resultar en días de detención de verano.

F. EXTRACCIÓN DE EMERGENCIA

Un estudiante puede ser retirado o excluido de una clase o escuela si él / ella representa un peligro continuo para las personas o la propiedad o representa una amenaza en curso de interrumpir el proceso educativo. Tal eliminación puede ser para hasta setenta y dos horas.

G. INTERVENCIÓN / DETENCIÓN DENTRO DE LA ESCUELA

Un estudiante puede ser restringido a una área del edificio designado como el área de intervención por un máximo de cinco días consecutivos. (Los estudiantes podrán completar todo el trabajo para el crédito).

H. ESCUELA ALTERNATIVA

Por graves violaciones del código disciplinario o de comportamiento perturbador (excepto aquellos que requieren la expulsión por la ley), el estudiante puede ser asignado a una escuela alternativa por un período de no menos de tres días y no más de 180 días.

El incumplimiento de las instrucciones o la mala conducta puede resultar en

días adicionales en la Escuela Alternativa para una acción disciplinaria.

A partir del 02 de noviembre 2015 Vestidura Política de Campus para los grados 6-12

NOTAS:

1. Los estudiantes con necesidades médicas y / o discapacidades identificadas que requieren alojamiento a la vestidura política de campus deben ser aprobados por la administración.
2. No se permite cascos sobre la cabeza o gafas de sol en el interior durante el horario escolar.
3. No se permite cadenas de metal pesadas o con puntas, collares de perro, o otras prendas de herramientas.
4. No se permite color de pelo no natural que es extreme. La largura o el estilo de pelo que constituye un riesgo de seguridad está prohibido.
5. Tatuajes excesivo u ofensivo que no están cubiertos por la ropa están prohibidos.
6. La ropa interior, con exclusión de las camisetas, no deben ser expuestas y no se permite ropa transparente.
7. Toda la ropa debe ser apropiada y no anunciar drogas, alcohol, sustancias ilegales, actividades ilegales o actividades sexuales.
8. Toda la ropa no debe ser excesivamente apretada o floja.
9. La ropa no deberá tener hendiduras, cortes, roturas o desgastes.
10. La ropa debe ser sólo colores sólidos y que no tengan etiquetas de precio.
11. Logotipos son permitidos en la ropa, siempre y cuando son más pequeños que una notita de "post-it" estándar.
12. No se permiten abrigos o chaquetas puestos durante el día escolar.

Pantalones / Capris: Deben ser de colores sólidos

Colores: caqui, negro, azul marino, gris

Tela: algodón, mezcla de algodón, lana, sarga o pana. No se permiten pantalones jeans, pantalones de ejercicio, pantalones de chándal, pantalones de viento, o pantalones de yoga.

Largura: No se deben arrastrar en el piso. Los pantalones deben llevarse en la cintura.

Pantalones cortos / faldas / Vestido "jumper" / Skorts:

Colores: caqui, negro, azul marino, gris

Tela: algodón, mezcla de algodón, lana, sarga o pana. No se permiten jeans, denim, pantalón sudor, pantalón viento, o leggings.

Largura: 3 ½ " arriba de la rodilla o más largo

Vestidos:

Colores: ninguna restricción en color

Vestido de estilo polo con cuello

Largura: 3 ½ " arriba de la rodilla o más largo

Camisetas: Todas las camisetas deben tener cuellos y ser colores sólidos

Colores: ninguna restricción en color

Largura: polo de manga corta o larga. Camisetas "oxfords" de manga corta o larga. Debe tener cuello.

Camisetas "T-Shirts": están permitidos para ser usados sólo debajo camisetas polos o oxford aprobados.

Colores: ninguna restricción en color

Suéteres y Chalecos:

Colores: ninguna restricción de color, colores sólidos

Estilos: cuello-V, cuello redondo o cardigan

* camisetas desgaste Campus o cuellos altos deben ser usados debajo todos los suéteres / chalecos / sudaderas. *

Sudaderas:

Colores: ninguna restricción de color, colores sólidos

Estilos: V-cuello, cuello redondo y cardigan. No se permiten las que tienen campanas gorras

* camisetas desgaste Campus o cuellos altos deben ser usados debajo todos los suéteres / chalecos / sudaderas. *

Zapatos:

No se permiten zapatillas, ni heeles (con ruedas), o tacos de fútbol .

Bufandas / Corbatas: opcionales. Bufandas, corbatas o lazos si usadas deben ser apropiada para la escuela. Sólo una bufanda o corbata se pueden usar a la vez.

Cinturones: opcionales. Cinturones, si se usan, deben ser apropiados para la escuela.

Leggings/ medias "tights": color sólido para ser usados bajo la falda / vestido

Días de celebrar el espíritu de la Escuela / días de cambio de vestidura escolar estarán disponibles cuando sean aprobados por la administración.

WILLARD CITY SCHOOLS

2016 – 2017 SCHOOL CALENDAR

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug. 23 General Staff meeting
 Aug. 24 First Day of School

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sept. 5 Labor Day
 Sept. 21 Delayed Start

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct. 7 Teacher In-Service
 Oct. 24 End of First Grading Period
 Oct. 26 Delayed Start

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov. 9-10 Fall Conf. (2 hr. early release)
 Nov. 11 No School
 Nov. 23-25 Thanksgiving Vacation

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec. 7 Delayed Start
 Dec. 22 – Jan. 2 Christmas Vacation

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan. 12 End of Second Grading Period
 Jan. 13 In-Service Day
 Jan. 16 Martin Luther King Jr. Day
 Jan. 25 Delayed Start

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb. 8-9 Winter Conf. (2 hr. early release)
 Feb. 10 No School
 Feb. 20 Presidents' Day
 Feb. 22 Delayed Start

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 22 Delayed Start
 March 24 End of Third Grading Period

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 13 Teacher In-Service
 April 14-18 Easter Vacation

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 17 Delayed Start
 May 26 Last Day For Students
 May 29 Memorial Day
 May 28 Commencement
 May 30 Teacher Record Day

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

First Day of School	Orange
Work Day/In-Service Day	Yellow
No School	Cyan
P/T Conferences	Magenta
End of Grading Period	Green
Commencement	Red
2 Hour Delayed Start	Blue

Makeup Days	Days in each nine weeks
February 20	1 st grading period 42
May 30	2 nd grading period 47
May 31	3 rd grading period 49
	4 th grading period 42

ALMA MATER

Oh, Willard High forever
Our alma mater dear,
We crown thee fairest high school,
Thy name we love to hear,
In long, long years remember,
Our hearts will cling to thee
Oh, Willard High forever,
Our praise to thee.

School Colors: Crimson & White

Nickname: Crimson Flashes

FIGHT SONG

Fight! Fight! Fight!
For dear old Willard,
Play hard to win,
We're here to cheer you,
Keep on fighting and we'll never
Fear to cheer you.
Fight! Fight! Fight!
For dear old Willard
Loyal and true,
Never quit fighting,
And you will win.