

2024 – 2025 Student Handbook
WASHINGTON HIGH SCHOOL



BOARD OF EDUCATION

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Welcome to Massillon Washington High School, 2024-2025

Dear Student and Parent(s)/Guardian(s):

The faculty and administration of Massillon Washington High School are committed to providing you with the best possible educational opportunity. It is our desire that your learning experience be not only a thorough one, but also an enjoyable one.

The intent of this handbook is to acquaint you with procedures and regulations that have been adopted by the Board of Education in an attempt to ensure a smooth operation of the high school. We believe an orderly school environment is essential to learning.

Should you encounter a problem or have questions, we encourage you to seek the advice and counsel of the faculty and the administration; each is eager to assist you.

We wish you and your child an academically challenging, safe, and happy school year.

It is important that our Washington High School students learn to become good citizens and become a valuable member of the Massillon community. I believe that our guidelines will focus our students and prepare them for their futures.

The areas covered in our handbook were reviewed and amended for the 2024-2025 school year. GO TIGERS!

Mr. David K. Lautenschleger
W.H.S. Principal

RIGHTS AND RESPONSIBILITIES

Washington High School as an institution does not discriminate on the basis of race, color, religion, ethnicity, national origin, age, sex, marital or handicapped status. This commitment is made by the high school and required by federal, state and local laws and regulations, including Title IX.

It is the policy of The Massillon City School District that no candidate for a position shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height or other protected categories.

Refer any questions or concerns to these District Contact Officials:

Title IX Coordinator – Mr. Ryan Spicer, Director of Student Services

Section 504 Coordinator – Mr. Ryan Spicer, Director of Student Services

504/ADA COMPLIANCE OFFICER

The 504/American Disabilities Act Compliance Officer

Mr. Ryan Spicer, Massillon City Schools,

930 17th Street N.E., Massillon, Ohio 44646

Phone: 330-830-3900 Ext. 50147

EQUAL EDUCATIONAL OPPORTUNITY (BOARD POLICY 2260)

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Mr. Paul J. Salvino, Superintendent

Massillon City Schools

930 17th Street N.E., Massillon, Ohio 44646

(330)-830-3900 Ext. 50117

The complaint will be investigated and a response, in writing, will be given to the concerned person within 5 days. The Compliance-Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

STUDENTS' RIGHT TO AN EDUCATION

The right of every Ohio resident between the ages of five and twenty-one to a free public education has been clearly and undeniably established by Ohio Law and reaffirmed time and time again by Ohio courts.

Section 3313.48 of the Ohio Revised Code provides in part that "The board of education of each city, exempted village, and local school district shall provide for the free education of your child of school age within the district of its jurisdiction."

Ohio courts have held that all students, irrespective of race, creed, color or sex, are entitled to the same courses of education and facilities in Ohio's public schools. Finally, all students in Ohio's public schools are equally entitled to the enjoyment of all educational opportunities provided by the Ohio Public School System.

The General Assembly and the Ohio Supreme Court have been very emphatic as to the responsibility of Ohio's School Systems to provide a free education conforming to minimum standards prescribed by the State Board of Education for all students including those married and/or pregnant.

At the same time, however, the General Assembly and the courts have also made it very clear that each student in the Ohio Public System has the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity, and that a student may forfeit his rights when his conduct is such that it substantially disrupts the educational process and deprives others of their rights.

The Massillon City Schools, as one of Ohio's public school systems, and the Board of Education, entrusted with the responsibility of running this school system in accordance with state statute and court interpretation of those statutes, recognize their responsibility to the citizens of Massillon Section 3313.20 of the Ohio Revised Code authorizes boards of education to make rules and regulations that are necessary for maintaining order in its school. The courts have emphasized the point that these regulations be reasonable.

This publication describes what are thought to be reasonable, just and necessary regulations for maintaining order in our schools, the rights and commensurate responsibilities of our students, and the processes of enforcement at the disposal of school administrators.

TABLE OF CONTENTS

Alma Mater.....Page 7

WHS Expectations.....Page 8

Mission

Vision

Bell Schedules.....Pages 9-10

Regular Schedule

Assembly Schedule

Rally Schedule

Academic Information.....Pages 11-16

Guidance

WHS Schedule Change Policy

Grading of High School Pupils

4.5 Grading Scale

5.0 Grading Scale

4.0 - 5.0 Awards

Academic Letter

Scholastic Award

National Honor Society

Commencement Honors

Deliberate Failure to do Required Work

Cheating

Release of Student Information

Student Records

Attendance Information.....Pages 17-19

Attendance Procedures

Tardy to School

Attendance - Extracurricular Participation

Full-Time Age and Schooling Certificates

Part-Time Work Certificates

Regulations Governing Absence from School

Make-Up Work

Extended Illness/Home Instruction

Procedures for Early Dismissals

Sign In/Sign Out Procedures

Vacations

Withdrawing from School

General InformationPages 20-26

Obie Cards

WHS Chromebook Expectations

Assemblies/Rallies

Book bags

Bussing Guidelines and Conduct Code

Drills/Emergency Procedures

Lunch/Breakfast

Policy on Eating in School

Hall Passes/Hall Traffic

Lockers/Locker room Security

Shadowing

Student Fees and Fines

Use of Dogs

Use of Vap Sensors

Use of the Telephone

Visitor's Pass

Student Technology Acceptable Use Policy.....Pages 26-27

Health Services.....Page 27-28

Clinic

Medications for Students at School

Media Center.....Page 28-29

ExtraCurricular Activities.....Page 29-30

Athletic Eligibility

Behavior at School-Related/Sponsored Activities

Student Policies.....Pages 30-36

Right of Students Off School Grounds and the

Authority of the School

Student Harassment/ Bullying

Use of Motor Vehicles

Use of Un-Motorized Vehicles

Freedom of Written and Verbal Expression

*Rules for Written, Verbal, and Symbolic
Expression*

Group Student Grievances

Freedom of Assembly

Positive Behavior Interventions & Supports (PBIS).....Pages 37-38

PBIS at WHS

Behavioral Expectations

Behavioral Expectations are Taught

Appropriate Behaviors are Acknowledged

PBIS in the Building

Classroom Management Policy

Responsibilities of Students.....Pages 39-45

Student Expectations

Due Process Rights

Burden of Proof

Search and Seizure

Self Defense Items

Possession of Money

Unauthorized Activity

Unauthorized Use of Fire

Fireworks

Adult Theme Material

Public Display of Affection

Crowd Control

Threats

Dangerous Weapons

Tobacco/Alternative Nicotine Products

Policy on Drug-Free Schools

Discipline Procedures

Detention System

Independent Study Class (ISC)

Cell Phones/Electronic Devices.....Page 45

Student Dress CodePages 46-47

Massillon City Schools Student Discipline Policy - Board of Education.....Pages 48-55



Washington High School

Washington High School Alma Mater

**Oh Alma Mater Massillon,
We stand to sing thy praise,
With hearts that thrill with worthy pride
At thoughts of high
school days.**

**Thy friendship true, thy spirit, too
A part of us shall be,
Oh Alma Mater Massillon,
We're true to thee.**

**And through the long, long years to come,
Wherever we may be
Oh, Alma Mater Massillon,
We're true to thee.**

Washington High School **Expectations**

BE RESPONSIBLE - BE RESPECTFUL - BE KIND - BE SAFE

WHS Students will be **RESPONSIBLE** by:

- Arriving at school and to every class on time and being ready to work.
- Taking care of textbooks, materials, technology, equipment and other school property.

WHS Students will show **RESPECT** by:

- Displaying appropriate behavior according to the WHS Student Handbook at all times.
- Using respectful and appropriate language.
- Cooperating with school personnel.

WHS Students will be **KIND** by:

- Being friendly and helpful.
- Using positive words and body language throughout the school day.

WHS Students will be **SAFE** by:

- Reporting any trouble or concerns to an adult.

Our Mission:

The Massillon City School District community will educate for Excellence by challenging all students to achieve their highest potential in academics, arts and athletics.

Our Vision:

At Washington High School, our aim is to empower all students to become lifelong learners prepared for the 21st century by providing engaging curriculum, integrated technology, and opportunities for critical reasoning and effective communication.

REGULAR SCHEDULE
WHS 2024 – 2025

MODS	Time Begin	Time End		Length
TEACHER REPORT	7:00 AM			
WARNING BELL	7:10 AM			
MOD 1	7:15 AM	7:59 AM		44 min.
MOD 2	8:02 AM	8:46 AM		44 min.
MOD 3	8:49 AM	9:33 AM		44 min.
MOD 4 Academic Assist	9:36 AM	10:06 AM	Announcements	30 min.
MOD 5	10:09 AM	10:53 AM	FIRST LUNCH	44 min.
MOD 6	10:56 AM	11:40 AM	SECOND LUNCH	44 min.
MOD 7	11:43 AM	12:27 PM	THIRD LUNCH	44 min.
MOD 8	12:30 PM	1:14 PM		44 min.
MOD 9	1:17 PM	2:05 PM		48 min.
MOD X	2:10 PM	2:50 PM		40 min.

Assembly Schedule WHS 2024-2025

MODS	Time Begin	Time End		Length
TEACHER REPORT	7:00 AM			
WARNING BELL	7:10 AM			
MOD 1	7:15 AM	7:55 AM		40 min.
MOD 2	7:58 AM	8:38 AM		40 min.
MOD 3	8:41 AM	9:23 AM	At 9:21, an announcement will be made for Assembly instructions.	42 min.
Assembly Academic Assist	9:26 AM	10:26 AM		60 min.
MOD 5	10:29 AM	11:09 AM	FIRST LUNCH	40 min.
MOD 6	11:12 AM	11:52 AM	SECOND LUNCH	40 min.
MOD 7	11:55 AM	12:35 PM	THIRD LUNCH	40 min.
MOD 8	12:38 PM	1:18 PM		40 min.
MOD 9	1:21 PM	2:05 PM	Announcements	44 min.
MOD X	2:10 PM	2:50 PM		40 min.

Rally Schedule WHS 2024-2025

MODS	Time Begin	Time End		Length
TEACHER REPORT	7:00 AM			
WARNING BELL	7:10 AM			
MOD 1	7:15 AM	8:00 AM		45 min.
MOD 2	8:03 AM	8:48 AM		45 min.
MOD 3	8:51 AM	9:41 AM	Announcements	50 min.
MOD 5	9:44 AM	10:29 AM	FIRST LUNCH	45 min.
MOD 6	10:32 AM	11:17 AM	SECOND LUNCH	45 min.
MOD 7	11:20 AM	12:05 PM	THIRD LUNCH	45 min.
MOD 8	12:08 PM	12:53 PM		45 min.
MOD 9	12:56 PM	1:41 PM	Dismiss classes by P.A. beginning at 1:41.	45 min.
RALLY	1:50 PM	2:05 PM		15 min.
MOD X	2:10 PM	2:50 PM		40 min.

ACADEMIC INFORMATION

GUIDANCE

The Guidance Office is open from 7:00 AM to 2:30 PM daily. Students do not need passes to see counselors before or after school.

A student who wishes to see a Counselor may do so by stopping in the Guidance Department preferably during lunch, study hall, or between classes. If the Counselor is not available, a student may sign a sheet and the Counselor will call the student to the office within 24 hours.

Except for emergency situations, students should be excused to come to the guidance office at any time. Students who have no study halls must have the permission of the classroom teachers to be excused from a class period.

Students are assigned to the counselors according to their Alphabet:

Ms. Kelsey Spreainde Ext. 51112	A-Fa
Mr. Derrick Mayle Ext. 51114	Fb-La
Mr. Jamie Marceric Ext. 51113	Lb-Rh
Mrs. Rachael Adkins Ext. 51119	Ri-Z

WASHINGTON HIGH SCHOOL COURSE SCHEDULING

Parents are urged to make appointments to see the counselor or talk to them on the phone regarding their concerns for their sons or daughters.

The students at Washington High School will have every opportunity to select the courses that will meet their needs and interests plus fulfill their graduation requirements.

Every student should develop an individual plan that will lead to a post high school goal (be it continued education, job market, or armed services). This plan will be reviewed and revised each year to meet the changing needs of the student and ensure graduation requirements are met.

It is very important that the student and the parent or guardian make good decisions about what courses and programs the student should take. Students have many opportunities to learn about the content and requirements of all courses and programs. Program of Studies Booklets are available on the Massillon City Schools website.

Counselors meet with every student to help the student decide which courses to select for the next school year. The student is responsible for discussing the selected courses with his/her parent(s).

If there are any questions about selected courses, the parent should contact the student's counselor.

Each student will receive a verification form listing all the courses that the student selected. This will be given to the student sometime in May. The student must review this verification form and verify that all the correct courses are listed.

SCHEDULE CHANGE POLICY

If a schedule change is needed for the following year, students must notify their counselor before spring break. After spring break, students can only add courses that were omitted due to a scheduling conflict. Classes may be dropped and a study hall added if the student still has 6 courses remaining. Once the

school year begins, students can drop a class for a study hall with parent permission. Students have until the end of the first quarter to drop a class without penalty and add a study hall, assuming they will still have the minimum of 6 classes. After the first quarter, if a student drops a class, he/she will receive an F for the course. **Please note: College Credit Plus courses may only be dropped prior to the first 5 days of class. Any drops after the allowed college deadline will reflect on the college transcript and impact CCP course options in the future**

The following information indicates school policy concerning student withdrawal from courses.

1. If a student wishes to drop a course for a study hall during the first grading period, there is no penalty.
2. If a student wishes to drop a course after the last day of the first grading period, the student will receive an "F" for the course.
3. All students must be scheduled for at least six (6) class periods per day each semester.
4. To drop a course, you must have the approval of the parent.
Extenuating circumstances, such as health factors, may provide exceptions to the above.
The principal and/or his designated representative will make the decision on these cases.

GRADING OF HIGH SCHOOL PUPILS

Year Course/1 Credit

The following year-long courses will be awarded 1 credit for the school year.

Career Technical Education, Choir, Band, Journalism, Annual Board.

To reach the final average double each quarter grade, add 1st semester exam, and add 2nd semester exam, and divide by 10 to get the final average.

**Any student who fails three (3) or four (4) grading periods will fail the course regardless of the final point average received for the course. Failure of three (3) grading periods would constitute deliberate refusal to complete required work.

Year Course/.5 + .5 Credit

The following year-long courses will be awarded .5 credit for each semester.

English, Math, Science, Social Studies, World Language.

To average semester grades double each quarter grade, add the semester exam, and then divide by 5.

**Failure of both grading periods for a semester course will constitute a course failure regardless of final point average.

Semester Course/.5 Credit

To average semester grades double each quarter grade, add the semester exam, and then divide by 5.

**Failure of both grading periods for a semester course will constitute a course failure regardless of final point average.

**Please refer to the WHS Program of Studies for specific information regarding each course offering.

**For the sake of averaging, count: A = 4; B = 3; C = 2; D = 1, F = 0. The final average must be .6 to pass with a D; 1.6 for C; 2.6 for B; 3.6 for A.

4.5 Grading Scale

The Massillon Board of Education approved the 4.5 grading scale for available Honors courses offered at WHS. Students may receive the following point values to be averaged: A=4.5; B=3.5; C=2.5; D=1.5; and F=0. These point values may only be achieved through available Honors courses. More details about the Honors courses are provided in the Program of Studies.

5.0 Grading Scale

The Massillon Board of Education approved the 5.0 grading scale for available Advanced Placement (AP) and College Credit Plus (CCP) courses. Students may receive the following point values to be averaged: A=5; B=4; C=3; D=2; and F=0. These point values may only be achieved through available Advanced Placement (AP) courses and College Credit Plus (CCP) courses. More details about the AP and CCP courses are provided in the Program of Studies.

4.0 - 5.0 AWARDS

Awards with the seal of Washington High School are presented to students with a 4.0-5.0 GPA. The GPA is determined by cumulative grades at the end of the first, third, fifth, and seventh semesters of that year. Seniors (Gold), Juniors (Silver), Sophomores (Bronze) will receive lapel pins and Freshmen will receive a gold seal for Scholastic Certificate Award.

ACADEMIC LETTER

A Chenille Letter will be issued to students who achieve a 3.6 GPA or better for the first three grading periods of that year. A gold star pin for the Chenille Letter will be issued for the second, third and/or fourth year the student maintains a 3.6 GPA or better.

SCHOLASTIC AWARD

A Scholastic Certificate Award will be given to students who achieve a 3.3 or better GPA for the first three grading periods of that year.

NATIONAL HONOR SOCIETY

Candidates eligible for election to the chapter must have a cumulative average of 3.50 to be elected at the beginning of the fourth quarter of their sophomore year or the second quarter of their junior year. These candidates will then be considered on the basis of their service, leadership, character, and scholarship, which includes participation in extracurricular activities and a good school attendance/tardiness record. Members of the faculty council will make the final selection. Two unsatisfactory reports may result in exclusion if a student is confronted and disciplined for violations of school rules such as cheating, insubordination, truancy, etc. with reports on file.

COMMENCEMENT

Valedictorian/Salutatorian

The senior with the highest (AGPA) cumulative grade point average at the end of the seventh semester will be deemed as valedictorian of his/her graduating class. The senior with the 2nd highest (AGPA) cumulative grade point average at the end of the seventh semester will be deemed as salutatorian of his/her graduating class. In the event that multiple seniors earn the same (AGPA) cumulative grade point average, the senior with the highest ACT composite score will earn the honor of valedictorian and salutatorian will be awarded to the next student with the next highest (AGPA) cumulative grade point average and/or ACT composite score.

Highest Honor

Seniors with an (AGPA) cumulative grade point average of 4.0 or better at the end of their seventh semester are designated as Highest Honor of their graduating class. The four seniors with the highest (AGPA) cumulative grade point average in the graduating class will be awarded a speaking part at commencement.

High Honor

Seniors with an (AGPA) cumulative grade point average of 3.5 or better are designated as High Honor Students.

* High School diplomas will be issued following graduation at Washington High School.

* Inappropriate behavior before, during, or after commencement will result in discipline at the discretion of administration.

DELIBERATE FAILURE TO DO REQUIRED CLASSWORK

1. A pupil who deliberately refuses to do assigned required work may have credit forfeited for a course regardless of the previous marks they have earned in the course.
2. A pupil with the attitude that she/he has accumulated enough grades/points to pass a course and who refuses to do daily work may also forfeit credit.
3. Every case must be discussed with the Administration and the parent before the incomplete "F" is assigned. Parents must be contacted by phone or in writing. Adequate time for makeup work must be given after the parents have been notified.

CHEATING

Any and all forms of cheating are a violation of school policy and students may be subject to discipline and/or failure.

Academic dishonesty includes, but is not limited to, the following:

Cheating – includes the giving or receiving of any unauthorized aid, unfair advantage, or assistance on academic work.

Plagiarism – is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Please refer to the Secondary Grading Guidelines located on the WHS web-site.

RELEASE OF STUDENT INFORMATION**Family Educational Rights and Privacy Act of 1974**

1. No information may be released to any person or agency until the parent/legal guardian completes the appropriate release form. This form must be placed in the student's cumulative record folder and becomes part of the student's record.
2. A person or agency desiring access to the student's records must sign a written form indicating the educational or other interest in seeking the information. Parents/legal guardians must maintain the form as part of the student's records, but may only be available for inspection, or other school personnel with legitimate interest. The person desiring access to the records must agree not to transfer the information to another person without the written consent of the parents/legal guardian.
3. Student records must be released in compliance with judicial order or subpoena. Parents/legal guardians should be notified as to our compliance with this request.
4. No parental consent or notice is required in connection with student's application for, or receipt of, financial aid.
5. No parental consent or notice is required to authorized representative of the Comptroller General of the U.S. Secretary of H.E.W., and administrative head of an educational agency or state educational authorities as long as the information provided does not permit personal identification of the students or their parents.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

In compliance with Federal Regulations, the Massillon City School District has established the following guidelines concerning student records:

The Superintendent of Schools is the District Records Officer and is responsible for the supervision of all student records. The Office of the Superintendent is located at 930 17th Street N.E., Massillon, Ohio 44646 or he can be reached by calling 330-830-3900 Ext. 50117.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

A parent, guardian, or adult student has the following rights:

1. Inspect and review the student's education records
2. Request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights
3. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law
4. Challenge District noncompliance with a parent's request to amend the records through a hearing
5. File a complaint with the Department of Education
6. Obtain a copy of the District's Policy and Administrative Guidelines on student records.

The District has established the following information about each student as “directory information”:

1. Name and address
2. Date and place of birth
3. Photograph
4. Major field of study
5. Participation in officially recognized activities and sports
6. Height and weight (if a member of an athletic team)
7. Dates of attendance
8. Date of graduation and awards received
9. Honor rolls and scholarships

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the District Records Officer in writing within twenty (20) days from the date of this notification that she/he will not permit distribution of any or all of such information.

STUDENT RECORDS

1. All records will be readily available to the principal, guidance counselors and other professional staff members for performance of their duties.
2. Permanent records required by law only should be kept by the school after the student’s departure. (See sections 3321.12, 23312.13 and 3317.021 of the Ohio Revised Code).
3. Persons viewing records and not adequately trained to do so will be provided a qualified staff member to interpret records. The school administration has final word as to whom is qualified to interpret.
4. Administrative staff and faculty members shall respect confidential information about students.
5. School personnel shall keep the security of all records intact. Such information may not be released to any group or person for use in a profit making plan or activity.

ATTENDANCE PROCEDURES

School attendance is imperative for high student achievement.

Attendance, along with positive behavior and academic skills, is another key component to achieving success at high school. WHS has an Attendance Intervention Process (AIT) to support families and provide a team approach to provide resources that students will need to reach their full potential. The goal of our AIT is to find solutions before attendance issues escalate.

1. Teachers contact students and families repeatedly when a student is not attending school.
2. An administrator repeatedly attempts to make contact via phone calls, emails and home visits.
3. A referral is made to district-level supports, court system and/or outside agencies.

House Bill 410: Absenteeism

“**Habitual Truant**” = Child of compulsory school age who is absent w/o legitimate excuse for the following # of HOURS (RC 2151.011)

- 30 or more *consecutive hours*
- 42 or more hours in one school month
- 72 or more hours in a school year
- **Once meeting this criteria you are assigned to the AIT (Absence Intervention Team)**

PLEASE CALL 330-830-7425 (SICK) AND FOLLOW THE APPROPRIATE PROMPTS TO CALL OFF A STUDENT FROM SCHOOL.

TARDY TO SCHOOL POLICY

- When a student reports to school tardy between 7:15 am and 8:15 am, he/she must report directly to the attendance window at the main entrance. After 8:15, a student is considered absent AE/AU. To be considered Excused a student must have a parent call in and bring a note.
- The student will be signed into the Raptor System by a school employee showing that he/she has entered the building at a given time. The student will receive an admit slip that must be shown to each teacher.
- A student with excessive tardies to school may receive consequences.

ATTENDANCE POLICY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

- No student may participate in or attend an after school activity if the student was not in school for at least 3 hours.
- If you arrive late, you must arrive by 10:15 a.m.
- If you need an early dismissal, you must leave after 10:15 a.m. to be considered present for half a day.

***Attendance laws have recently changed due to the adoption of House Bill 410. As Board Policies are adopted and administrative procedures are created, the student body will be informed.**

FULL-TIME AGE AND SCHOOLING CERTIFICATES

No student under eighteen (18) years of age may secure a full-time age and schooling certificate unless he is a high school graduate, or has satisfactorily completed a vocational education or special education program adequate to prepare him for an occupation (Section 3331.01 of Ohio Revised Code) acceptable to the superintendent of schools.

No student shall be permitted to be withdrawn from school without written verification of the reason for release. If the school cannot secure satisfactory verification, the case should be reported to the Attendance Department for investigation.

PART-TIME WORK CERTIFICATES (AGE AND SCHOOLING CERTIFICATES)

No part-time work certificates will be issued for work during the hours school is in session.

1. The school cannot release a student during school hours for the purpose of work unless the student is enrolled in a vocational work study program. The "Pledge of Employer" card lists the time the employer will use the service of the student if he/she is free to work those hours.
2. After the student applies for a part-time work certificate before the certificate is issued - he will be required to produce a written release from his school principal if any of the hours designated by the employer fall during the regular time that school is in session.
3. If the school refuses to release the student, the certificate will be issued only to cover only the hours when school is not in session.

REGULATIONS GOVERNING ABSENCE FROM SCHOOL

Compulsory education in Ohio has been established by law for many years. Every child of compulsory school age shall attend a school which conforms to the minimum standards prescribed by the State Board of Education. (3321.03 Revised Code).

Compulsory school age in Ohio is between five (5) and eighteen (18). (3321.01 Revised Code). Each parent, guardian or other person having charge of any child of compulsory school age must send such a child to school for the full time the school attended is in session.

MAKE-UP WORK

1. It is the responsibility of the student to make proper arrangements with his/her teacher in regards to any work that is missed due to an absence.
2. Students who are suspended may ask for work missed. Students suspended for three (3) or more days may have work picked up in the main office by a parent/guardian at the end of the school day on the second day of the suspension.
3. Students will have an equal amount of days to make up work as their absence/suspension.

EXTENDED ILLNESS

In cases of extended illness of 5 days or longer, you are advised to contact your child's School Counselor at 330-830-3901. In all instances where you anticipate an extended illness or recovery time, report this to the Attendance Secretary at the high school at 330-830-3901 ext. 51106.

PROCEDURES FOR EARLY DISMISSALS

An early dismissal is granted for one day only and must be for legitimate reasons. Any other use of an early dismissal must be approved by the administration.

Students must have a note/phone call from parent or guardian for an early dismissal noting the date, time, phone number where parent/guardian may be reached and the grade of the student. The student must get an Early Dismissal slip from the Attendance/Main Office before school or after first mod in order to leave school early to go to a doctor, dentist, court, etc. Any student needing an early dismissal because of feeling sick/illness must first report to the clinic. If necessary, the clinic will make the proper arrangements with the attendance/main office for an early dismissal. A student should not call someone to pick them up at school if they are ill until that student has reported to the clinic. **THE STUDENT MUST SHOW THE TEACHER THIS SLIP BEFORE HE/SHE LEAVES CLASS**, or if the student misses more than one period the slip will be used as an admit slip when the student returns to class.

Students must sign out at the Main Office before leaving the school building. Any classes missed during an early dismissal will be classified as a class absence. To be an excused early dismissal, students must turn in a note signed by a parent indicating the reason for the early dismissal. Such reasons include medical, court, funeral etc.

SIGN IN / SIGN OUT

Any student entering the building after 7:15 am is to use the Main Entrance only and will be required to sign in for any reason (tardy, Senior privilege, work study, etc.).

Students entering tardy to school will be issued an admit/tardy slip in accordance with school policy.

Students arriving late due to school related circumstances (Senior privilege, work study, etc.) will report to school at his/her scheduled time and sign a register showing that he/she entered the building at a given time.

Any student leaving the building for any reason (early dismissal, home ill from the clinic, Senior privilege, work study, etc.) must sign out in the attendance log. Failure to adhere to these guidelines may result in disciplinary action from WHS Administration and/or loss of privileges.

VACATIONS

When a family vacation must be scheduled during the school year, the parents should discuss the matter at least 5 days in advance with the Building or Assistant Principal to make necessary arrangements. A Vacation Form will need to be filled out and returned with a parent signature. A copy of the request will need to be kept by the student to submit with any needed Attendance Appeal for the marking period. Vacations taken with a custodial parent will be counted as excused absences. Vacations that are taken that are not with a custodial parent may be counted as unexcused absences.

WITHDRAWING FROM SCHOOL

Any student who withdraws from school, regardless of the reason, must complete a Withdrawal Form. Withdrawal Forms can be located in the main office or on our web-site under Student Services. At this time all textbooks must be returned and all fees and fines must be paid. An official transcript of grades will not be sent until these obligations are met. The parent/guardian must accompany the student and must sign the necessary withdrawal forms.

GENERAL INFORMATION

WHS STUDENT OBIE CARD

With a focus on supporting safety and academics, Massillon City Schools will issue Student Obie Cards to all students at Washington High School, starting this 2024 - 2025 school year.

The purpose of these cards is to increase efficiency, and most importantly, enhance student safety.

Student Obie Cards are IDs featuring a photo, name, ID number, and school logo.

During the school year, these Student Obie Cards can be used to:

- Serve as ID during the school day and athletic events
- Board the school bus
- Check out books at the Media Center
- Incentives at school for carrying the Student Success Card

Students are expected to receive cards by mid-to-late September of the 2024-2025 school year.

Incoming Freshmen and new students will receive their Student Obie Card during Freshmen/New Student Orientation.

A. STUDENT OBIE CARD EXPECTATIONS

Students are expected to have these cards with them each day that they come to school. Students must present their Obie card when asked to do so by a staff member.

One identification card shall be issued to each student at no cost. Due to material costs, a charge of five dollars (\$5.00) may be charged for each replacement card. Any charges will be applied to the student's school fees/fines.

Students are only allowed to possess one identification card at a time. If a card is lost, stolen, or broken, a new identification card will need to be ordered by the student. No student shall possess another student's Obie card. If a student finds another student's Obie card, that card must be immediately turned over to a member of the teaching staff, security, school police or administrative staff.

Students are not allowed to alter, deface or otherwise change the appearance of their Obie card.

B. PROCEDURE TO REPLACE YOUR OBIE ID CARD

Students who need a replacement Obie card will not receive same-day replacements. Students will complete a Google Form to begin the replacement process and will be given the replacement within 1-3 school days.

WHS CHROMEBOOK EXPECTATIONS

Each student at WHS will be issued a Chromebook, case, and charger. Student Chromebooks are the property of Massillon City Schools and students are expected to follow the Chromebook Handbook Policy located in FinalForms.

1. Students are expected to bring their Chromebook each day fully charged.
2. The Chromebook case must stay on the device at all times.
3. If a Chromebook needs any type of repair, notify an Administrator and a work order will be created.
4. A loaner Chromebook will only be issued to a student that turned in a Chromebook for repair. The loaner Chromebook must be turned in before leaving the building at the end of the day.

ASSEMBLIES

Assemblies and pep rallies are considered part of the regular school day. Students are expected to attend all assemblies and pep rallies, arrive on time, and sit with their assigned classes. Assemblies create school spirit, develop leadership and talent, and are a celebration of the student body community. Student conduct is of the greatest importance in our assemblies.

RALLIES

1. All students are required to report immediately to the rally or rally study hall C-100).
2. Any student who does not go to either the rally or rally study hall will be disciplined accordingly.
3. East Side: Seniors sit in Section 3.
Sophomores sit in Section 2 (1 also if needed)
West Side: Juniors sit in Section 8
Freshmen sit in Section 9 (10 also if needed)
4. Visitors may sit in North end zone bleachers.
5. Staff will remain in the section with their class.

BOOK BAGS

Book bags must be of the backpack style and/or small enough to fit under the standard student desk. The purpose of a book bag is for carrying books and educational supplies only. No book bags with wheels are permitted unless with Administration approval.

BUSSING GUIDELINES AND CONDUCT CODE

- A. Previous to loading (on the road and at school)
1. Be on time at the designated loading zone. (5 minutes prior to scheduled stop).
 2. Stay off the road at all times while walking to and waiting for the bus.
 3. Line up single file and off the roadway.
 4. Wait until the bus is completely stopped before moving forward to enter. Do not cross a highway until the bus driver signals it is safe.
 5. Enter the bus using the handrail, go immediately to your assigned seat, and remain seated properly until the bus has come to a complete stop at your destination.
 6. No animals, weapons, or dangerous instruments/materials will be permitted on a bus.

B. While on the bus

1. The driver is in complete charge and must be obeyed.
2. Be courteous to the driver, monitor, and all other persons.
3. Fighting, yelling, cursing, obscene language or gestures, or any other action which may distract the driver shall be prohibited.
4. Do not eat, drink, chew gum, smoke or use other tobacco products on the bus.
5. Do not litter the bus or throw anything from the bus.
6. Remain properly seated until the bus comes to a complete stop at your destination.
7. After entering and until leaving the bus, keep head, hands, and arms inside the bus at all times.
8. Keep books, coats, and all other objects out of the aisle.
9. Do not destroy property. The cost of any damage shall be paid by the offender.
10. Students must not tamper with the bus or any of its equipment.
11. In case of an emergency, the directions of the bus driver are to be followed.

C. Leaving the bus

1. Remain seated until the bus has come to a complete stop.
2. Cross the road, when necessary (at least ten (10) feet in front of the bus), only after the driver signals that it is safe.
3. Be alert to the danger signal from the driver.
4. The driver is not to discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

D. A student who violates bus conduct code will be disciplined and may be deprived the privilege of riding on the bus.

E. All school rules apply on the bus and at the bus stop.

FIRE DRILL PROCEDURES

IMPORTANT: Never pass through fire doors that are closed. Fire doors are activated by smoke detectors. When smoke is detected the fire doors in that area close as a result of signaled magnetic releases. This means if the doors are closed, there is fire in that area.

1. The first room to their assigned doors should have students (assigned by a teacher) hold the doors open until the last class exits those doors.
2. Close all doors and turn the lights off.
3. Teachers should file out with their students and check attendance when they reach their designated areas. Uncooperative students need to be reported to the school admin.
4. Students should remain with their class and teacher as a group. It is the responsibility of the instructor to instruct their class and see that those rules are followed.
5. Please return to class when the proper signal is given in a quiet and safe manner.
6. After exiting the building, move your class 50 to 100 yards away from the building.
7. Stay on paved or concrete surfaces.
8. Stay well away from building entrances so not to block access by the fire department.
9. In case of a fire drill during class changes, students should exit at the nearest door.

Staff members should follow their normal assignments and supervise the students.

10. Rooms that exit on to Paul Brown Drive are to go directly across Paul Brown Drive to the opposite curbside (not into the parking lot). Walk along the curb toward the stadium. The first class in line should stop when they reach Russell Drive (street in front of the stadium).

TORNADO DRILL PROCEDURES

Actions to be taken when tornado warning is heard:

1. Students in “safe” rooms (those indicated with “ * “ should remain in the rooms. They may remain seated at desks away from the door and any glass.
2. Students in “unsafe” areas should proceed to the rooms as instructed by the teacher. They may fill in the empty desks or line up against a support wall.
3. Personal articles, other than purses, should not be carried.
4. Students should move quickly, single file, without running, and quietly, without talking.
5. All classroom doors should be closed by the last person to enter.
6. All hallway (fire) doors should be closed by the last teacher to pass through.
7. Keep calm, regardless of the situation. Listen for instructions.
8. If there is insufficient time to reach a safe area, students should:
 - (a) Go to inside wall of room away from windows, squat on floor next to wall, keep head on knees or get under the desks or furniture either by squatting or lying prone on floor, face down
 - (b) Hold a book over the head if it can be picked up easily
 - (c) Notify teacher immediately of injuries
 - (d) Keep calm
9. Actual placement of students within the “safe” rooms will depend on the number of students in attendance.
10. In the event of an actual tornado, all students should get as close as possible to a support wall, away from doors and any glass and squat down with heads covered.

LUNCH/BREAKFAST

Our cafeteria provides a nutritionally balanced lunch or milk to supplement a sack lunch. Individual "hot" lunches may be purchased daily. **We observe a closed lunch period. This means that all students are expected to remain at school during the lunch period.** Students are responsible for their own tray, plates, utensils, and disposable materials, and also for the general cleanliness of the area in which they sit. Cafeteria rules must be followed at all times.

Breakfast is served for WHS students from 7:00 AM to 7:10 AM.

The lunch rules for WHS are as follows:

1. When the bell rings for lunch mods all students assigned to lunch for that particular mod will report to the cafeteria within 3 minutes and remain there until dismissed by the persons in charge.
2. All students are to eat their lunch/breakfast in the cafeteria. This includes all students who bring their lunches from home. Students are not permitted to remove food and/or drink from the cafeteria unless approved by the WHS Administration.
3. The cafeteria should be kept clean at all times. Each student is responsible to return their tray to the

designated window and place any garbage in the waste can before leaving the cafeteria.

4. **Students are required to remain in the Washington High School building during their entire lunch mod.**
5. Students are permitted in the cafeteria during only one assigned lunch mod.
6. Students are not permitted to bring in food from area restaurants at lunch time.

POLICY STATEMENT ON EATING/BEVERAGES IN SCHOOL

The following rules will be observed:

1. Students are permitted to use only their lunch code to obtain breakfast and lunch.
2. Approval for special occasions that require refreshments must be obtained through the use of the activity request form by the teacher. Food and beverage containers should not be disposed of in classroom trash cans.
3. Food or beverage will only be sold/purchased during scheduled breakfast time and lunch mods.
4. Food cannot be ordered from outside establishments and delivered to WHS.
5. Drinks and beverages other than water are NOT permitted unless permission is granted by WHS Administration. Students will be directed to dispose of any unpermitted beverages immediately.

HALL PASSES/HALL TRAFFIC DURING SCHOOL HOURS

Students are required to follow the schedule provided by the school.

1. Any student in the hallway during instructional time must have a CLASSROOM ISSUED HALL PASS WORN WITH THE SUPPLIED LANYARD. Hall passes must be clearly visible. Only one student using a pass at a time.
2. SPECIAL PERMITS and OFFICE PASSES are used for a variety of reasons. However, all permits must originate with the requesting teacher, counselor, or administrator.
3. All students are required to be out of the building by 2:30 p.m. unless supervised by a staff member and/or assigned to stay after school hours for school or athletic purposes.

LOCKER RULES

A locker is assigned in the freshman year and used for four years by one student. Please follow these requests in order to protect your property.

1. Lockers should be kept neat and orderly.
2. Lockers may not be decorated in any way. Do not paste, glue, tape, etc anything to the inside or outside of any locker.
3. There should be no writing on the inside or outside of any locker.
4. Any food placed in a locker on a particular day should be removed by the end of the day.
5. Do not attempt to force the locker door open or closed. If your locker is not working properly, see the locker supervisor for help.
6. No changing lockers after assignment, unless approved by the locker supervisor.
7. Only one student per locker.
8. Students may not share lockers.
9. Remove everything from your locker at the end of the school year.

Lockers are the property of the Massillon City Schools and may be searched by the administration periodically. If any of the above rules are broken, a student may be subject to a fine and/or discipline.

LOCKER ROOM SECURITY

1. Always lock your personal items in your assigned locker.
2. Do not leave your personal items outside your locker while in the gymnasium.
3. **WHS is not responsible for lost or stolen property that has not been secured.**

SHADOWING

Shadowing is permitted for non-WHS students based upon approval from the Building Principal. Please contact the Building Principal at 330-830-3901 extension 51107 for further information.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. There may be charges specific to materials used in some courses/programs. Partial payment can be made throughout the school year. Fees may be paid in the form of cash, check, or money order. Students who damage or lose textbooks or library materials, or damage other school property, will be expected to reimburse the district for the replacement of the item. All fees and fines must be paid in full. Administration reserves the right to restrict or deny a student's attendance and/or participation in any school sponsored activity due to outstanding fees and fines.

USE OF DOGS

In an effort to maintain the safety and security of staff and students at Washington High School, the school is authorized to use specially trained dogs to detect the presence of drugs and devices such as bombs on school property. The dogs would be allowed to examine a student's possessions including a vehicle as well as the lockers. The use of these dogs can take place at any time during the school year.

USE OF VAPE SENSORS

In an effort to maintain school safety for students, Washington High School restrooms will contain vape sensors to detect inappropriate use of nicotine, tobacco, vapes, electronic cigarettes, and drugs while in the restroom. The sensors can detect smoke or vapor from the use of smoking products, vapes, or electronic cigarettes. When vaping or smoking is detected by a sensor, WHS administration will be notified that a student or group of students may be using vaping or smoking products in a specific restroom. The vape sensors will remain active during and after school hours.

USE OF TELEPHONE

Any student needing to make a telephone call during the school day for emergency reasons may request a pass to any office to do so. Teachers may allow students to use classroom phones to contact parents/guardians. Students who remain at school for detentions or after school activities are to make transportation arrangements prior to the activity.

VISITOR'S PASS

Visitors to Washington High School during school hours are not permitted unless it is for specific business and/or educational purposes or as a specific part of a school activity.

Raptor Visitor Management System

1. **ALL visitors to Washington High School will be required to present a government-issued form of identification to enter any part of the building.**
2. The Raptor Visitor Management System is used to scan a person's ID before giving them access to the building. Once a person is approved, a photo ID badge will be printed for them to wear while in the building at all times. This will allow us to verify who we're letting in the building and ensure we know who is in the building at all times.

**STUDENT TECHNOLOGY ACCEPTABLE USE
INCLUDING INTERNET USE AND SAFETY**

The District provides access to technology, including internet access to enhance the instruction of its students and achieve the goals established by the District Board of Education and the Ohio Department of Education. This Agreement is established to promote the use of technology, including internet access in a manner that leads to a safe and worthwhile educational experience for all. Therefore, the District is committed to providing teaching on Internet safety.

Any implementation of the use of a student-owned device for instructional use must follow all district rules and policies and may require a separate signed approval by parent or guardian. The District provides technology and Internet access in a good faith attempt to promote the safe, ethical, responsible, and legal use of this instructional resource.

- This access is intended to promote the effective use of technology and the Internet for educational purposes, protect students against potential dangers and ensure accountability.
- This access is not intended to function as a public access service or a public forum.
- The District reserves the right to restrict this access to ensure that its use is in accord with its educational purpose.

Privileges and Responsibilities

The District's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for educational purposes only.

Student users of technology:

- Users shall have no expectation of privacy when utilizing district technology or related services.
- At any time and without prior notice, the District reserves the right to monitor, inspect, copy, review and/or store any and all results of computers, network and or/Internet access and any and all information transmitted or received in connection with such usage.
- Students shall maintain and protect the confidentiality of any confidential information housed, processed or maintained by the District.

Disciplinary Actions

Those who violate this Agreement and those failing to report violations shall be dealt with following established student discipline guidelines. The District also reserves the right to administer the appropriate disciplinary action in accordance with the "Student Code of Conduct" which includes but is not limited to detention, in school suspension, out of school suspension or appropriate law enforcement agencies.

Best Practices for District Technology Use

- Bring your laptop to class charged and ready to go as requested by your teachers. Start each day with a fully charged battery.
- Use laptops and other district technology devices on a hard, stable surface.
- Cables should be lined up straight when inserting and removing. Hold the plug and not the cord.
- Any attempts to circumvent the Internet filtering mechanism are prohibited.
- Never leave pencils, pens, or papers on the keyboard when closing your laptop.
- Do not add stickers, writing, or other marks to the laptop.
- If using your laptop outside, avoid sand, dirt, rain and high temperatures in direct sunlight.
- Wipe surfaces lightly with a clean, soft cloth. Never spray liquids directly onto your laptop. Never use cleaning solutions on your laptop.
- Laptops and other district technology devices are issued for educational purposes. Treat your laptop as a valuable tool for learning.
- You are responsible for keeping your laptop safe, secure and undamaged.
- Keep your laptop in a locked secure place when it's not with you. Keep your locker combination to yourself.
- Keep your password secret. Never sign-on as someone else.
- If you need help, ASK! Don't ignore a small problem that may turn into a BIG one.
- Individual teachers have the option to determine classroom rules beyond the above rules. Follow the Acceptable Use Policy.

Additional information is provided on the *Student Acceptable use of Technology Agreement Including Internet Use and Safety* located in Final Forms.

HEALTH SERVICES/CLINIC A200

1. Any student who becomes ill while in school must obtain a Special Permit from a staff member and then report to the clinic.
2. If it is necessary that the student must leave the building because of illness, the clinic will make the proper arrangements with the attendance office. A student should not call someone to pick them up at school if they are ill until that student has reported to the clinic.
3. Students are not to come to the clinic between mods unless they are in need of immediate care.
4. Students are not permitted to rest in the clinic for more than one mod.
5. A student requiring medication during school hours must have the medication registered with the school nurse.
6. **An Emergency Medical form must be on file for every student.** This form must be completed using the OneView Parent Portal located on the district website by the first day of school. Not submitting this form may result in removal from school which will constitute an unexcused absence.
7. In the event that the clinic is closed, report to the assistant principal's office or the main office.

MEDICATION FOR STUDENTS AT SCHOOL

Medication is not to be kept in possession of the student. Medication is to be kept in the clinic in a locked storage space. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

Medication should be taken in school only if absolutely necessary. Medication prescribed by a doctor may be taken in the school clinic if specifically prescribed to be taken during school hours.

All medication must be sent in the container in which it was dispensed by the prescribing physician or a licensed pharmacist with the following information clearly marked on the labeled pharmacy container:

a) student's name b) name of medication c) dosage to be given d) time or intervals to be given e) physician's name.

No medication shall be received or administered unless the Request for Administration of Medication to Student form has been completed by the physician and parent/guardian and has been received by the school nurse. The Massillon City Schools do not carry or dispense over-the-counter medication. These forms can be located in the clinic or on our district website under the Parents link.

MEDIA CENTER – LIBRARY

Media Center Objectives

To teach students to access, evaluate, and use information.

To maintain a well-balanced collection of media appropriate to the needs of the school.

To provide assistance in locating and using instructional materials.

To promote instruction in information literacy to students and faculty.

To provide instructional materials for growth in factual knowledge and literary appreciation.

Access

The intended use of the Washington High School Media Center is to serve as a learning hub for research, production, and instruction, providing its staff and student body with access to a wide range of resources and materials to meet their educational, professional, and personal needs.

Student Use

Every student is allowed access to the Media Center for school purposes on a daily basis. Access is permitted via e-hall pass during class time, study hall, and lunch mods. Students may visit the library individually or in small groups to use Chromebooks, access and check out resources, or browse the collection between the hours of 7:00am to 2:30pm.

1. Students are allowed access to the Media Center for school purposes on a daily basis.
2. To use the internet a student must have a signed network and internet access agreement on file with the district technology department.
3. Students in study hall who wish to visit the media center must complete an appointment pass through e-hall pass.
4. A student may come to the media center from a teacher's class only on a special permit through e-hall pass from the staff member.
5. Students who have their media center privileges suspended for disciplinary reasons may check out library materials before or after school.
6. Students are responsible for all materials checked out and should only check out materials for themselves.

7. Monitors may not write special permits for students to come to the library from the cafeteria.
8. Each student must comply with all rules in the WHS Student Handbook. Consideration of others must be taken into account while in the library. Creating a disturbance, acts of vandalism, etc. will result in loss of Library privileges. Library visits will be suspended for one week after the first infraction, with an additional week added after each following infraction.

EXTRACURRICULAR ACTIVITIES

WHS offers a wide range of activities in which students might exercise any special interests or talents which they possess. The staff of WHS encourages student involvement in extracurricular activities. The student must take a responsible approach to involvement in multiple activities. Each student must take careful note of scheduled events and practices by keeping an up-to-date school calendar. Any conflicts between activities should be reported well ahead of time to the advisors/coaches involved. A list of student activities may be found in the WHS Program of Studies Booklet.

ATHLETIC ELIGIBILITY

- 1st 9 weeks - The student must pass the equivalence of “5 year units of credit” during the last 9 weeks of the preceding school year to be eligible.
- 2nd - 4th & every quarter thereafter the student must have passed “5 year units of credit” the preceding 9 weeks to be eligible for the current 9 weeks.
- When a high school student (grades 9-12) turns 20 years of age, he/she becomes ineligible for interscholastic athletics.

BEHAVIOR AT SCHOOL-RELATED OR SCHOOL SPONSORED ACTIVITIES

These activities are considered an extension of the school day, and as such, all regular school rules shall be observed. It is a student's right to participate or attend these activities; therefore, he/she must accept the responsibility of abiding by all school rules when he does participate or attend the activity.

The conduct of students in school and at school activities is a joint responsibility of student, parent, and school. The school will make and enforce rules and regulations concerning the conduct of students at officially sanctioned school activities off school grounds. Parents should accept full responsibility for the conduct of their children once the children are outside the scope of authority of school officials.

School authorities and parents share responsibility for conduct of students when they are off school grounds, while coming to school, going home from school or during lunch period.

School authorities may cooperate to help identify students against whom complaints may be filed by people in the community and to help bring about equitable settlement of problems relating to such students.

School-sponsored activities off the school grounds will be in the categories of athletics, music and field trips or any other school sponsored events.

- A. The rules of conduct and appropriate dress for events sponsored by the athletic department, music department or any other school organization, including individual field trips, shall be set by the directors, coaches, sponsors, individual teachers and the Administration. The rules of conduct and

type of dress will be determined and announced ahead of time so that all students involved will understand the requirements.

- B. All students must abide by the announced rules of conduct and the appropriate dress requirements or relinquish his or her right to participate in that school event. If the student feels the rules are too harsh or unreasonable, he or she may petition for change of rules of conduct or type of dress to the individual sponsor, coach or director.

STUDENT POLICIES

RIGHT OF STUDENTS OFF SCHOOL GROUNDS AND THE AUTHORITY OF THE SCHOOLS

The Ohio Attorney General has held that for the protection of students, boards may make rules and regulations governing extracurricular activities of students such as athletic competition, musical organizations, dramatic organizations and productions, social activities, class and school trips, cheerleading, class or school elective offices, literary activities, military activities, service activities, scientific activities, scholastic activities and honor organizations. There is no question that when these activities take place off school grounds, and as officially sanctioned school activities, the Board of Education may make reasonable rules and regulations for the control of conduct on the part of participating students.

STUDENT HARASSMENT/BULLYING (BOARD POLICY 5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s);
or

B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a

Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

USE OF MOTOR VEHICLES

In order to park in the approved parking areas, each student must have a parking pass and abide by the following guidelines:

1. To receive a pass, each student shall complete the Student Vehicle Registration Form and may be asked to provide:
 - (a) Driver's license;
 - (b) Insurance certificate;
 - (c) Registration

2. Driving to school, if approved, is a privilege. If abused in any way, it may be revoked at any time (reckless operation, excessive speed, etc.).
3. When transportation is available through the District, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal.
No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents granting permission and approval by the principal.
4. Parking lot speed limit is 5 mph. Excessive speed could result in a ticket or loss of driving privileges.
5. Students must park in assigned parking areas. Unauthorized parking in faculty parking lots may be subject to disciplinary action, including towing of cars. Cars without valid WHS Parking Pass may also be towed. Any student parking a car in the WHS lot that does not have a parking pass or parking in the incorrect spot may have their driving privileges revoked for any length of time deemed appropriate by the WHS Administration.
6. If in an accident on school property, driving privileges may be revoked for any length of time deemed appropriate by WHS Administration. If a student's permit is suspended, no fees will be refunded. Failure to comply with these guidelines will result in loss of privileges and/or disciplinary actions for the student.

USE OF UN-MOTORIZED VEHICLES

Un-motorized vehicles such as bicycles and skateboards may be ridden to school. However, recreational use is not permitted and will be subject to disciplinary action.

FREEDOM OF WRITTEN AND VERBAL EXPRESSION

Within the school program, students should be provided the opportunity for free expression of ideas. The primary responsibilities in a student's life have to do with the process of inquiry and learning, of acquiring and imparting knowledge and of exchanging ideas. Teachers should encourage free and dynamic expression of ideas among students; teachers should not suppress ideas through threat of academic penalty; students should not suppress ideas through coercion or threat of disruption.

RULES FOR WRITTEN VERBAL AND SYMBOLIC EXPRESSION

- A. School sponsored publication and oratory must provide an opportunity for expression of a variety of viewpoints with faculty advice as to style, grammar, format, and suitability of materials.
- B. Materials of controversial nature shall be permitted unless:
 1. Material clearly endangers the health or safety of students.
 2. Material imminently threatens to disrupt the educational process or advocate such disruption.
 3. Material is of libelous, slanderous or obscene nature or degrades, threatens, or embarrasses a member of the student body or staff.
 4. Material threatens any person or group within the school or advocates prejudicial discrimination.
 5. Material advocates violation of the law or official school regulation.
- C. Non-school, student-sponsored publications and materials:
 1. No rules or regulations should be made concerning student publications which are not

sponsored by the school; however, if the writing, editing, publishing or distribution occurs on school grounds, authorization must be obtained.

2. Two copies of material to distribute must accompany the request two days prior to the time of distribution.
3. Upon receiving the copy, the Administration may approve or disapprove, if the request is denied by the Administration, he/she shall state reasons for denial in writing.
4. No commercial, political or religious material will be distributed in school unless authorized by the Superintendent of schools or his representatives.
5. The distribution of materials such as commercial advertising and religious literature, except for instructional purposes, is restricted by present school board regulations.
6. Student possession of literature of obscene, libelous, inflammatory, and/or seditious nature shall be viewed in the light of possible disruption and the student shall be ordered to remove such material from the school building.
7. The display of the name of the school or usage of the name of the school on unauthorized signs, clothing, etc., is prohibited. Such display or usage will result in disciplinary action.

D. School communications are made daily over the public address system under the direction of the Administration. The same rules apply to television.

1. All announcements must be printed or typed on the announcement forms provided.
2. All announcements require the approval of the sponsoring advisor. Advisor approval is indicated by his or her signature on the announcement forms.
3. Students, faculty or others are not permitted to make announcements for any organization other than Massillon WHS; all other requests must have the approval of the Administration.
4. Use of the public address system or the cable television program at any time other than the time indicated on the schedule must have the approval of the building principal.

E. Symbolic Expression through buttons, badges, armbands, patches, etc.:

1. Students have a right to wear buttons, armbands, and other badge of symbolic expressions, with the following exceptions:
 - (a) symbolic expressions in any form involving obscene material, or of a libelous nature or involving the defamation of character, or anything of a prejudicial nature will not be permitted to be worn within the school.
2. This particular right may be forfeited when the wearing of such symbolic expression causes a material and substantial disruption of the educational process.

F. Symbolic Expression through Physical Gestures

1. Students shall not use obscene, disrespectful, annoying or any other gestures that might infringe on the rights of others or have a likelihood of creating disruption.
2. Students shall not be repressed from using any politically oriented gesture, unless such a gesture is given as a call to begin or to perpetuate overt and immediate disruption of the educational process.
3. All students should be obliged to participate in the flag saluting ceremonies unless they object on grounds of religion. In cases where the student objects, he/she shall remain quiet during the flag saluting ceremonies.

GROUP STUDENT GRIEVANCES (BOARD POLICY 5710)

Student groups wishing to make constructive criticism or suggestions for the improvement of the School District, shall designate not more than three (3) representatives and they shall present, in writing, a request for a hearing with the building principal. The building principal shall meet with these representatives within a period of five (5) calendar days.

The grievance shall be disposed of to the mutual satisfaction of the representatives and the building principal within five (5) school days. Should a grievance not be settled after five (5) school days, the student representatives may then appeal to the Superintendent of the School District, this appeal must be made in writing within five (5) calendar days after termination of discussion with the building principal.

The Superintendent shall meet with the representatives within five (5) school days after receiving the written request and final disposition shall be made at this level, except when both the Superintendent and the student representatives agree to request an audience with the Board. Arrangements for meeting with the Board shall be the responsibility of the Superintendent of the School District.

The school principal shall be certain to inform and impress upon the student body of this school that the principal will not entertain any request for a hearing unless the school group involved is attending class in an acceptable manner.

FREEDOM OF ASSEMBLY

Students shall be encouraged to form and participate in a variety of extra class organizations as a means of broadening their educational experiences. Pupil organizations that conduct activities on school premises must be authorized to do so by the Administration and must have faculty supervision.

The activities of students in non-school functions outside of normal school hours and off school grounds shall not be the responsibility of the school, and no student shall be penalized because of his activities in such outside organizations.

Students shall have the right to meet in groups and use school facilities for such meetings and programs under the following regulations.

- A. Students shall have the right to assemble for the purpose of discussing any topic, if the following conditions are met:
 1. All provisions of this publication are adhered to
 2. All school regulations and Board of Education policies
 3. Student conduct at the meeting is orderly and peaceful
 4. There is no violation of ordinance or law
 5. Students will assume full responsibility as a group and as individual members of society for their actions
 6. Adult supervision

- B. All club or group meetings of any kind shall be scheduled with the school office.
 1. Regular club meetings should be scheduled at the start of the school year.
 2. Special club meetings are to be scheduled in advance, with proper notice being given To all students involved.
 3. All clubs or meetings must have a school staff member or an adult approved by the

administrator of the school.

4. Student meetings of an urgent or emergency nature will be held only with the Administration's written permission and the availability of proper facilities and supervision at the time requested.
 5. All clubs and activities shall be nondiscriminatory.
 6. Regular school assembly programs will be scheduled during the school day and will be planned and directed by the Student Council and/or faculty.
 7. The right to assemble on a Board of Education controlled facility is subject to careful restriction where the exercise of this right will interfere with rights and freedoms of other citizens. When in the judgment of the responsible officials concerned, there will be infringements on the rights of other citizens, requests for permission to assemble on Board of Education facilities may be adjusted to meet mutual demands, or the request may be denied in its entirety.
- C. Impromptu or spontaneous assemblies by students are prohibited.
1. If such an assembly should occur, it should be dispersed firmly, but reasonable and disciplinary action taken later. If the assembly is riotous, proper authorities should be notified and the riot quelled.
 2. The school allows adequate time and facilities for orderly and peaceful student assemblies dealing with relevant ideas and topics.
 3. Section 2917.211 O.T.C. - Trespassing or loitering school buildings or grounds.

"No person shall trespass, loiter, or remain in the building or upon the grounds of any school, in violation of the rules and regulations of the Board of Education-or other authority of the school district in which such school is located."

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS **(PBIS)**

PBIS at WHS

Every student has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. We strive for an environment that has positive interpersonal relationships among students and between students and staff. To achieve this, the Massillon City Schools has adopted and implemented a school wide Positive Behavior Interventions and Supports (PBIS) Program. PBIS focuses on teaching and supporting positive behaviors. We believe that there is a strong link between a positive school climate and academic success for all students when they clearly understand behavioral expectations.

Behavioral Expectations

- Be Respectful
- Be Responsible
- Be Kind
- Be Safe

Behavioral Expectations are Taught

The behavioral expectations are taught to all students in the building during the first two weeks of school to ensure that everyone understands the correct procedures for accomplishing daily tasks within the building. Each expectation is presented, the rationale is discussed and positive examples are described. Students have the opportunity everyday to apply these expectations.

1. Class Assemblies will be held the first four days of school to discuss the Behavioral Expectations at WHS.
2. A schedule will be followed by staff to teach and reteach PBIS mini-lessons that are designed to teach students expectations for appropriate behavior.

Appropriate Behaviors are Acknowledged

Students will be recognized for doing the right thing and upholding the expectations on a daily, weekly and monthly basis.

1. Positive phone calls home.
2. Positive News Postcards
3. Student of the Month - Each month, all teachers will choose a Student of the Month that is portraying the Tiger Traits based on the Behavioral Expectations.

PBIS in the Building

Expectations are posted around the building in the common areas. These posted expectations are to serve as a reminder to students and visitors of the appropriate behaviors and expectations.

Classroom Management Policy

Each teacher/monitor will review their management policy with their students at the beginning of the school year, the beginning of each semester and randomly throughout the school year. Teachers will create a Classroom Matrix developed with student input and all students are responsible for knowing each of their teacher's Classroom Matrix and student expectations.

Tier 1 Support

The Tier 1 systems, data and practices impact everyone across all settings. They establish the foundation for delivering regular, proactive support and preventing unwanted behaviors. Tier 1 support offers strategies to ensure a safe and supportive learning environment for all students.

Core Principles of Tier 1

- Effectively teach appropriate behavior to all students
- Intervene early before unwanted behavior escalates
- Use research-based, scientifically validated interventions whenever possible (Verbal De-Escalation)
- Monitor student progress
- Use data to make decisions

Tier 2 Support

Tier 2 support looks at emerging student needs requiring additional prevention and behavioral strategies and interventions, both individually or in a small group setting.

Supports will be used to assist students who are not successful with Tier 1 support alone. The focus is on supporting students before more problem behaviors occur or the behavior worsens. These supports are designed to be more focused than Tier 1 supports but not as intensive as Tier 3 supports.

Tier 3 Support

Tier 3 provides highly intensive and individualized support, interventions and services for students that are not improving on their Tier 2 plans.

RESPONSIBILITIES OF STUDENTS

Academics need to be your priority at school above all else, and that means that you have positive behavior and good attendance to maximize your time in the classroom. If a student is unable to meet these expectations, they will not be invited to attend special events, like dances and trips, and/or participate in extracurriculars, such as sports and clubs.

Administration has the ability to check and monitor student attendance, grades, and conduct at any time, and may restrict privileges and invitations, so that the student can focus on making their education a priority.

STUDENT EXPECTATIONS

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

1. conform to reasonable standards of socially-acceptable behavior;
2. respect the person and property of others;
3. preserve the degree of order necessary to the educational program in which they are engaged;
4. respect the rights of others;
5. obey constituted authority and respond to those who hold that authority.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled or permanently excluded from school, there are specific procedures that must be followed.

Student subject to suspension:

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian

to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

5. Notice of this suspension will also be sent to the:
 - a. Superintendent;
 - b. Board Treasurer;
 - c. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

BURDEN OF PROOF

When there is sufficient reason to believe that an infraction has occurred, the student must now introduce counterbalancing evidence, if introduced, will be considered during the hearing and ensuing decision process. Schools are not courts of law where every single element of a crime must be proven beyond a shadow of a doubt. Our responsibility as a school is to provide an environment where education can take place and we need certain parental powers to do so.

SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such a place, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a regular search at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The Board also authorizes the use of canines, trained in detecting the presence of drugs, when the Superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the building principal or those specifically designated, who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

A search may be conducted of a particular person, place, or thing, if there is **reasonable suspicion** that such a search will lead to the discovery of evidence that the student:

- A. Has violated or is violating a rule or behavior normally contained in the student handbook
- B. Has violated or is violating a particular law
- C. Possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or District property

LOCKERS AND OTHER STORAGE AREAS PROVIDED

1. All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in the locker or storage area or the contents contained therein.
2. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the Administration. Unapproved locks will be removed and destroyed.
3. The Administration may search student lockers and storage areas and the contents contained therein

at any time for any justifiable reason.

4. The Administration may, at any time, request assistance of the Massillon City Police having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause; however, to conduct a search of the lockers and storage areas and the contents contained therein.

VEHICLES

1. Any vehicle brought on District premises by a student may be searched when the Administration has reasonable suspicion to justify the search.
2. One of the conditions for granting permission for a student to bring a student-operated vehicle onto school premises is written consent by the student driver, the owner of the vehicle, and the parent of the student to allow search of that vehicle. Refusal by any of the parties to provide or allow access to vehicle at the time of a search request shall be cause for terminating the privilege without further hearing.

STUDENT

The personal search of a student may be conducted by the Administration when she/he has reasonable suspicion for a search of that student. Authorized searches of the student's person are:

1. The student's pockets, shoes, socks
2. Purses, briefcases, or any other object in the possession of the student
3. Use of a metal detector and/or a "pat down" of the exterior of the student's clothing and the removal of any item identified
4. Removal of an article of exterior clothing such as a jacket or shoes

ITEMS FOUND

Anything found in the course of a search which is evidence of a student violation of school rules or Federal/State laws may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the Administration until it is presented at the hearing
2. Turned over to any law enforcement officer after proper notation and receipt

SELF DEFENSE ITEMS

Items used for self-defense such as (but not limited to) pepper spray, mace, stun guns, and knives, are not permitted at Washington High School.

POSSESSION OF MONEY

Students are not permitted to carry large sums of money on school property at any time.

UNAUTHORIZED ACTIVITY

Anyone participating in an activity that would be considered inappropriate by administration may be subject to discipline. (Including but not limited to such activities as body piercing and tattooing.)

UNAUTHORIZED USE OF FIRE

Students may not use or possess any form of device or material that would produce fire (matches, lighters, etc.) on or around the WHS campus.

FIREWORKS

Students may not use or possess any form of fireworks (firecrackers, stink bombs, etc.) on or around the WHS campus.

ADULT THEME MATERIAL

Students may not possess adult themed material on the WHS campus.

PUBLIC DISPLAY OF AFFECTION

A public display of affection, which includes, but is not limited to, hugging and kissing is inappropriate in the school setting. Students involved in these behaviors may be disciplined.

CROWD CONTROL

Any student who does not leave the scene of a fight or school disruption or impedes a staff member's ability to control a situation may have disciplinary action. A student encouraging or instigating a fight may also be disciplined.

THREATS

All statements that are a threat to the safety and security of students, staff, and school property will be taken seriously and anyone making such a threat will face strong disciplinary action.

DANGEROUS WEAPONS

Under Federal law, a firearm is defined as a weapon, including a starter gun, which 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 silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade.

Possession of any such weapon requires the Superintendent to expel a student for a calendar year.

TOBACCO/ALTERNATIVE NICOTINE PRODUCT

Students may not use or possess tobacco in any form on or around the WHS campus area (including parking lots). This rule also applies to field trips and any extracurricular activities. Effective in March 2001, it is prohibited by Ohio law for a minor to "use, consume, or possess cigarettes, other tobacco products, alternative nicotine products." It is also prohibited for a minor to assist, pay for or share in the costs of such products.

Even though there are some exceptions to this law, those exceptions would not apply to use or possession of these products at school or school activities. This would include cigarettes, cigars, snuff, chewing tobacco, electronic cigarettes, etc. The administration reserves the right to ask the police to summon tobacco offenders into court.

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 students on school grounds, in school or school-approved vehicles, or 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.

DISCIPLINE PROCEDURES

Proper discipline is necessary in schools in order to create and maintain an atmosphere conducive to learning. The Building Principal is charged with the proper enforcement of discipline in the total school setting. He has the discretionary authority to use or to authorize other certified personnel to use the following disciplinary measures to correct pupil behavior.

Discipline is a necessity in every school setting. While PBIS is focused on positive behaviors in an attempt to deter infractions from occurring, WHS still needs a disciplinary procedure in place.

1. Arrange student/parent conference
2. Assign detention by Administration and/or staff member.
3. Assign to Independent Study Class (short or long term).
4. Assign Out of School Suspension.
5. Recommend to the Assistant Superintendent for Expulsion.
6. The removal of students from school for the protection of students involved, pending investigation of a situation which may be disruptive to the school program and may necessitate a suspension.
7. Call Juvenile authorities and/or notify police.
8. Cite into Juvenile Court.
9. Prescribe other disciplinary measures.

DETENTION SYSTEM

Detentions are given for infractions of classroom policies and/or school rules and are served with a school employee.

1. Students have 3 days to serve the detention from the date assigned.
2. The issued detention will be served by the student after school from 2:10 PM to 2:50 PM in room C100.
3. Athletic practices and school-related meetings are not valid reasons to miss a detention.
4. If a student cannot stay on a given day because of a family/home situation, the parent/guardian must notify the staff member prior to the detention time.
5. A student serving a detention shall be prepared with books, paper, pen/pencil and/or chromebook to complete school assignments.
6. Failure to serve the mandatory detention will result in further disciplinary action assigned by WHS Administration.

INDEPENDENT STUDY CLASS (ISC)

Students may be assigned to Independent Study Class for various reasons. Students assigned to ISC are removed from the regular social setting of the school day. They must report to ISC at 7:15am with all of the books and materials they will need for that school day. Students are required to do all regularly assigned work for credit. Students may also be assigned to Instant ISC. A student will report to ISC immediately and will remain in ISC for an amount of time specified by WHS Administration. Students are not counted as absent from school or class. Students may select the lunch or pack a lunch each day. Students who are absent on a day of assignment to ISC must make up each day missed on return to school. Any time missed due to tardiness or early dismissal must also be made up with the possibility of additional time being added.

CELL PHONES/ELECTRONIC DEVICES

In order to invest in education, students should be fully engaged in the classroom. This means setting aside all of the distractions associated with having mobile devices. Cell phones/ electronic devices must be off and stored out of sight during the school day.

The Massillon City School District assumes NO liability for the damage, loss, or misuse of cell phones or any other electronic device by the student or another person.

***At the start of a new quarter, the number of cell phone violations will begin at zero for every student.**

* Use of the cell phone to view/share inappropriate material (words/pictures/videos) will result in automatic discipline. Use is not limited to making phone calls, facetimeing and/or video calls.

- Students MUST adhere to all rules.
- When asked to hand-over cell phones and/or ear-buds, students must do so without further conversation.
- Teachers are to monitor their hallways and classrooms.

FIRST VIOLATION	After school detention is assigned by Administration.
SECOND VIOLATION	After school detention is assigned by Administration.
THIRD VIOLATION	After school detention is assigned by Administration.
FOURTH VIOLATION	1 Day of ISC.
FIFTH VIOLATION	2 Days of ISC.
SIXTH VIOLATION	3 Days of ISC.
SEVENTH VIOLATION	1 Day of Out of school suspension. Parent meeting is required.
EIGHTH VIOLATION OR MORE	Administrative Discretion.

STUDENT DRESS CODE

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. School dress should enhance a positive image of the students and the District. It should not threaten the health, welfare and safety of the members of the student body. Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. Presents a hazard to the health or safety of the student himself/herself or to others in the school.
- B. Attracts undue attention, prompting a disruption of the learning environment.
- C. Cause excessive wear or damage to school property.
- D. Prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Washington High School is a place of work for staff and students. We are dedicated to creating a school where teaching and learning will occur within a positive environment. We believe that proper attire fosters positive behavior. A neat, clean appearance is important to your future. A bath and use of deodorant should be a daily necessity. It is important that you can form good personal grooming habits and also because other students and adults are forming opinions about you based on your appearance.

Students are expected to follow the dress code so that valuable instructional time is not spent examining student attire to determine appropriateness.

Clothing in General

1. Emblems, insignias or lettering that suggest improper acts or contain obscenities, alcohol, drugs or tobacco products are not permitted.
2. Clothing with holes which expose an excessive amount of skin are not permitted.

Pants

1. Sagging of pants and shorts is not permitted. Undergarments may not be visible at any time (sitting, bending over, getting in the locker, etc.). All pants must be worn at the waist.
2. Leggings/tights/spandex must be worn with a long top that covers the back side
3. Pajamas and sleep pants are not permitted.

Shorts/Skirts/Capris/Dresses

1. Length of dresses, skirts and shorts must be fingertip length at all times.
2. Spandex and bike pants/shorts are not permitted.

Shirts/Blouses

1. Low cut and see through tops, halters, or midriff tops are not permitted.
2. Undergarments should not be visible.
3. Shirts, tops, and dresses without sleeves are not permitted. Shirts, tops, and dresses that come to the end of the shoulder is permitted. Tank tops, halter tops, and shirts in which the sleeves and armpits have been cut are not permitted. Shirts that expose a student's side, back, or midriff are not permitted.

4. Necklines should not be revealing. Shirts/tops shall not reveal bare midriff, side, or back whether sitting, standing, reaching, or bending.

Hats/Coats/Jackets

1. Outer apparel including jackets, coats, head coverings (ball caps, sweatbands, hats, bandanas, do-rags), gloves, and sunglasses are not to be worn during the school day and must be kept in school locker during the school day.
2. Hoods are not to be worn inside the school building.

Jewelry and Makeup

1. Use of makeup, combs, brushes, hair picks, body sprays, lotions, powders, and cologne in the classroom, hallways, study halls, or cafeteria is not permitted (such items will be confiscated). These items are to be used only in the restrooms.
2. Wristbands, necklaces, belts with metal spikes or studs are not permitted. Chains, keychains, decorative chains to wallets are not permitted.

Shoes

1. Footwear that has rollers in the heels are not permitted. (Rollers will be confiscated.)
2. Slipper type shoes need to have a solid sole to be worn on school grounds.

Since fashions and styles change so quickly, any dress code cannot speak to all possibilities. Therefore, the Administration reserves the right to rule on fashion and style changes as they occur.

Any student not abiding by the dress code will be asked to correct this with appropriate clothing. If a change of clothes is not available or unable to be brought in by a parent/guardian, the student will be assigned ISC the remainder of the school day.

MASSILLON CITY SCHOOLS STUDENT DISCIPLINE POLICY - MASSILLON BOARD OF EDUCATION

The following code sets forth rules prohibiting certain types of conduct by students of the School District. This code specifies the activities which may subject a student to suspension, expulsion or removal from the school. Additionally, the procedure to be followed by school officials when such disciplinary sanctions are contemplated and/or imposed is outlined.

Suspension, expulsion, or removal from school results in an unexcused period of absence from regular classes. A student does not receive scholastic credit for the period of his/her absence. Moreover, since acceptable conduct is a prerequisite to successful completion of any semester, expulsion will, unless the Superintendent provides otherwise, result in the loss of academic credit for the semester in which the misconduct occurs.

During the period of absence due to suspension, expulsion, or removal, the student (if s/he is eighteen (18) years of age or older) and/or the parent(s), guardian or custodian are responsible for the conduct of the individual. While suspended, expelled, or removed from school under this policy, students are permitted to attend curricular or extracurricular activities, or be on school property. If the student is removed only from one (1) particular class or activity, s/he may not attend the class or participate in the activity for the duration of that removal.

Procedure

A. Suspension

1. The Superintendent or principal may suspend a student from school for not more than ten (10) school days. Before a student may be suspended, the student must be:
 - a. given written notice of the intention to suspend and the reasons for the intended suspension,
 - b. provided with an informal hearing; at this hearing the student may challenge the reasons for the intended suspension or otherwise explain his/her actions.
2. Following a student's suspension, the school shall, within twenty- four (24) hours:
 - a. notify the student and his/her parent, in writing, of the suspension, the duration of the suspension, the reasons for the suspension, the right of the student or the parent to appeal to the Board or the Board's designee, the right to be represented in the appeal hearing, and the right to request such hearing be in executive session,
 - b. notify the Treasurer of the Board of Education of the suspension.

B. Expulsion

1. The Superintendent may expel a student from school. Before a
2. student may be expelled, the student and parent must be:
 - a. given written notice of the intention to expel and the reasons for the intended expulsion; this notice shall include information on the right to have a hearing, the time and place of the hearing, and the right to have a representative at the hearing.
 - b. provide the opportunity for a hearing in order to challenge the reasons for the intended expulsion or otherwise explain the student's action; a representative of the student may be present at the hearing.

3. Following a student's expulsion from school, the Superintendent shall, within twenty-four (24) hours:
 - a. notify the student and parent, in writing, of the expulsion, the reasons for the expulsion, the right of the student or the parent to appeal to the Board or the Board's designee, the right to be represented in the appeal hearing, and the right to request such hearing be in executive session.
 - b. notify the Treasurer of the Board of the expulsion.
- C. Emergency Removal
1. If a student's continuing presence is reasonably certain to pose a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either within the classroom or elsewhere on the school premises:
 - a. the Superintendent, principal, or assistant principal may, without notice or hearing, remove a student from curricular or extracurricular activities, or from the school premises,
 - b. a teacher may, without notice or hearing, remove a student from curricular or extracurricular activities under the teacher's supervision; as soon as practical after making such a removal, the teacher shall submit in writing to the principal the reasons for such a removal.
 2. Any student so removed shall be given written notice and provided with a hearing as defined in the sections on **Suspension** or **Expulsion** within seventy-two (72) hours after the initial removal.
- D. Disciplinary Removal
1. A student may be removed from a class or other curricular activity where the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or for a violation of code or school rules and regulations.
 2. A student may be removed from an extracurricular activity in which s/he has been accepted or qualified for membership where the student engages in conduct which tends to interfere with or disrupt the extra-curricular activity or where the student violates the rules or regulations which govern participation in the extra- curricular activity.
 3. Before a student is removed from a curricular or extracurricular activity for more than twenty-four (24) hours, the student shall be given notice of the intention to remove and the reasons for the intended disciplinary removal. The student will be given an opportunity to appear at an informal hearing before the Superintendent, Superintendent's designee, principal, or assistant principal to challenge the reasons for the intended disciplinary removal or otherwise explain his/her actions.
- E. Appeals to the Board of Education
1. A student or his/her parent, guardian, or custodian may appeal his/her suspension or expulsion to the Board of Education or its designee. Notice of such appeal shall be filed, in writing, with the Treasurer of the Board of Education within fourteen (14) days of the suspension or expulsion. The student or his/her parent, guardian, or custodian may be represented in the appeal proceeding and shall be granted a hearing before the Board or its designee to be heard against the suspension or expulsion.
 2. If an appeal is taken before the Board of Education or its designee, such appeal may, upon the request of the student, his/her parent, guardian, custodian or attorney, be heard in executive session. The Board or its designee, however, shall act upon a suspension or expulsion only at a public meeting.

3. The Board, by a majority vote of its full membership, or by the action of its designee, may affirm the suspension or expulsion or may reinstate the affected student or may otherwise reverse, vacate, or modify the order of suspension or expulsion.
4. A verbatim record shall be kept of all appeal hearings.
5. Decisions of the Board or its designee may be appealed under
6. R.C. Chapter 2506.

STUDENT CODE OF CONDUCT

F. Misconduct for which Suspension or Expulsion may be imposed

Unless otherwise noted in the individual section, this code shall be applicable to any conduct: on school grounds, during and immediately before or after school hours, on school grounds at any other time when the school is being used by a group, off grounds at a school sponsored activity, function, or event, on a school bus or conveyance, or at any other time when the student is subject to the authority of the school.

Weapons, Dangerous Instruments, Fireworks, and Explosives

1. A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage.
2. Students shall not possess, handle, transmit, sell, conceal, or bring upon school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode, or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions.

Disruption of School

1. A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any lawful mission, process, or function of the school.
2. Neither shall s/he urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, or function of the school.
3. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule.
 - a. Occupying any school building, school grounds, or part thereof,
 - b. Blocking the entrance or exit of any school building or corridor or room herein,
 - c. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property,
 - d. Making, by telephone call, letter, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds,

- e. Activating or attempting to activate an emergency alarm system or procedure in the absence of such emergency,
- f. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continued functioning of any school, class or activity, or any lawful school meeting or assembly on or off school property,
- g. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event,
- h. Blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event (except under the direct instruction of the principal or other authorized school personnel),
- i. Continuously and intentionally making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extracurricular activity.

Assault or Abusive Language Towards a School Employee, Authorized School Visitor, or Another Student

A student shall not use vulgar, profane, or abusive language, or make a vulgar, profane, or abusive gesture toward any school employee, authorized school visitor, or another student.

Fighting/Physical Aggression

A student shall not use nor cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to a school employee, authorized school visitor, or another student. Fighting or threatening to fight shall be considered a violation of this rule.

Drugs of Abuse, Counterfeit Drugs of Abuse, and Paraphernalia

Drugs of abuse are all intoxicants or other substances that could modify behavior including, but not limited to, all narcotics, hallucinogens, stimulants, depressants, and alcoholic beverages. Examples include marijuana, amphetamines, barbiturates, glue, cocaine, PCP, beer, wine, and liquor. Counterfeit drugs of abuse include any substance that is directly or indirectly represented to be a drug of abuse, whether by communication, marking, labeling, packaging, distribution, or similarity in shape, size, color, or price. Use of drugs authorized by a medical prescription from a licensed physician and registered with the school office shall not be considered in violation of this rule.

A student, while at school or at any school function, whether or not on school premises, shall not:

1. Possess, use, sell and offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse.
2. Instigate or conspire with others to possess, use, sell and offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse.

3. Directly or indirectly represent a substance as a drug of abuse by describing its effects as the physical or psychological effects associated with the use of a drug of abuse.
4. Possess, use, sell and offer to sell, deliver, or conceal any instrument or paraphernalia for use with drugs of abuse (for example, hypodermic needle, syringe, water pipe, roach clip).

A student, prior to the student's arrival at school or any school function, whether or not on school premises, shall not use or consume any drugs of abuse including alcoholic beverages or counterfeit drugs of abuse.

Tobacco/Electronic Cigarettes/Vapes

A student shall not chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

Truancy, Tardiness, or Class Cutting

A student shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent.

Damage, Destruction, Theft, or Unauthorized Removal of School Property

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate in or attempt to participate in the unauthorized removal of school property.

Damage, Destruction, Theft, or Unauthorized Removal of Private Property

A student shall not cause or attempt to cause damage to private property of students, teachers, school personnel, or other persons or steal or attempt to steal private property or, engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property.

Arson

A student shall not knowingly burn or attempt to burn any property public or private.

Trespass

A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during school hours of that building; likewise, a student already under suspension shall not enter upon the grounds or premises of the student's regularly assigned school building or any other school building without the express permission of the principal.

Dress and Appearance

A student shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not detract from the educational environment.

Profane, Vulgar, or Improper Language or Gestures

A student shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language, or use profane, vulgar, or other improper or inappropriate gestures or signs or engage or attempt to engage in profane, vulgar, or other improper or inappropriate actions toward any school employee, authorized school visitor, or another.

Hazing

A student shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injure, degrade, disgrace, or tends to injure, degrade, or disgrace any student.

Violation of School Bus Conduct Requirement

1. A student shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance, including, but not limited to: failing to remain seated; throwing objects at passengers, the driver, or out the windows; extending arms or objects out of the windows; fighting; and shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.
2. A student shall not ride on an unassigned school bus without prior approval of an appropriate school official.

Disrespect

A student shall not act so as to intimidate, insult, or otherwise abuse, orally or in writing, any member of the school staff or student body.

Forgery

A student shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence.

Gambling

A student shall not engage in or promote games of chance, placing of bets, or risk anything of value.

Insubordination: Failure to Comply with Directives

A student shall comply with directives, requests, and orders of teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel.

Failure to Accept Discipline or Punishment

A student shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel.

Violation of Rules

A student shall not violate the policies of the Board of Education or school rules and regulations. Such policies and rules and regulations will be posted on school bulletin boards. Each student is responsible for becoming familiar with these items.

Misconduct during Extra-Curricular Activity

A student who has been accepted or qualified for membership in a school sponsored or related extra-curricular activity shall not behave in any way that disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies that govern participation in extracurricular activities.

Deliberate Failure to do Required Classwork

1. A student who deliberately refuses to do assigned required work may have credit forfeited for a course regardless of the previous marks that have been earned in the course.
2. A student with the attitude that s/he has accumulated enough grade points to pass a course and who refuses to do daily work may also forfeit credit.
3. Every case must be discussed with the principal and the parent before the incomplete "F" is assigned. Adequate time for makeup work must be given after the parents have been notified.

Bullying and/or Harassment of Students, Staff, and Others

Adhering to MCSD Board Policies 5517, 5517.01, 5517.02, Massillon City Schools will maintain an education and work environment free from all forms of bullying and unlawful harassment, including sexual harassment. This commitment applies to all operations, programs, and activities. Students shall not intentionally perform acts or cause harm (mentally, physically, or emotionally) to others. Students shall not direct to a school employee or employee's family member(s) words, phrases, gestures, graffiti, etc. considered slanderous, degrading in nature, obscene or profane.

Repeated Acts of Misconduct

If any student commits any of the offenses listed in the Student Discipline Policy more than once within a given school year, such repeated misconduct may be treated as a separate offense or may increase the severity of the punishment for the underlying offense.

Cell Phone/ Electronic Device Violation

1. A student shall not use a cell phone or other electronic device to call, text, message, or facetime during the school day. Utilizing headphones or earbuds is also prohibited. If a student violates this policy, the following steps apply:
 - a) First Violation: After school detention is assigned by Administration.

- b) Second Violation: After school detention is assigned by Administration.
- c) Third Violation: After school detention is assigned by Administration.
- d) Fourth Violation: One day of ISC
- e) Fifth Violation: Two days of ISC
- f) Sixth Violation: Three days of ISC
- g) Seventh Violation: One day of out of school suspension. Parent Meeting is required.
- h) Eighth Violation or More: Administrative Discretion.

At the start of a new quarter, the number of cell phone violations will begin at zero for every student.

2. A student shall not use a cell phone or other electronic device to view/share inappropriate material (words/pictures/videos) in a manner that would cause or contribute to a disruption or obstruction of any lawful mission, process, or function of the school.