

Together we cultivate Empathy, Integrity, Communication, Adaptability, Lifelong Learning, and Critical Thinking in our students by championing safe and inspiring schools.



Whitmer High School
2025-2026
Student & Family Handbook

Every Student Matters. Every Moment Counts.

We look forward to a prosperous partnership with you, as we, together, serve the students entrusted in our care.

Revised June 2025
Board Approved 8/6/25
Revised & Approved 8/20/25

Important Phone Numbers

Whitmer Administration

Gerald Bell	Principal	(419) 473 - 8490
Sean Flemmings	Associate Principal Athletic Director	(419) 473 - 8382
Jordan Simmons	Associate Principal Whitmer Virtual & Testing	(419) 473 - 8405
KaSandra Spain	Associate Principal Attendance & Resource	(419) 473 - 8206
Jenny Wietrzykowski	Associate Principal Counseling	(419) 473 - 8473
Thom Ziems	Associate Principal Career Tech	(419) 473 - 8335

Counselors

Seth Ewearitt	Freshmen Only	(419) 473 - 8401
April McNamara	A - D	(419) 473 - 8403
Jean Wilder	E - J	(419) 473 - 8470
Laura Boes	K - N	(419) 473 - 8474
Jessica Thacker	O - S	(419) 473 - 8471
Stacie Shively	T - Z	(419) 473 - 8333
Lauren Caris	Whitmer Virtual School	(419) 473 - 8331
Becky Swisher	Social Worker	(419) 473 - 8336

Deans

Justin Keller	A - D	(419) 473 - 8364
Derick Stoup	E - K	(419) 473 - 8242
Robert Brown	L - R	(419) 473 - 8325
Jodi Fryman-Reed	S - Z	(419) 473 - 8495

Other

Julie Worstell	Nurse	(419) 473 - 8330
Attendance Line		(419) 473 - 8406

National Suicide & Crisis Help Line - Call or Text

988

This Student & Family Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The policies and guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was Board Approved. If you have questions or would like more information about a specific issue, contact your school principal.

This Student & Family Handbook was developed to answer many of the commonly asked questions students and families may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. Because the handbook also contains information about student rights and responsibilities, each student and family is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your building principal.

This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 2025. If any of the policies or administrative guidelines referenced herein are revised after August 2025, the language in the most current policy or administrative guideline prevails.

Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

This Handbook applies to all Washington Local high school students

- On school grounds before, during and after school hours;
- At any other time when the school is being used by a school group;
- Off school grounds at a school activity, function or event;
- On a school bus, a school-sponsored vehicle, or at a school bus stop and as it relates to all District property and vehicles;
- Whenever a student represents his or her school; and
- At all times whenever a student's conduct is related to school or school activities

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed in the handbook will be responded to as necessary by school district staff.

This handbook replaces all prior handbooks and other prior written material provided on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails.

Copies of current Board policies and administrative guidelines are available on the District's website.

Washington Local Schools has a multicultural environment. The student body, faculty, and staff represent many different backgrounds in race, ethnic groups, and religion. All are welcome and bring cultural-diversity to the school. It is expected that all will make positive contributions to the school community.

Equal Education Opportunity

It is the policy of the Washington Local School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background. (See [Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity](#)).

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) while at school or a school activity should immediately contact the School District’s Compliance Officer(s):

Jennifer Bronikowski
Assistant Superintendent of Washington Local Schools
419-473-8222
419-473-8247 (fax)
3505 W Lincolnshire Blvd
Toledo, OH 43606
jbronikowski@wls4kids.org

Complaints will be investigated in accordance with the procedures described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of the student’s behavior.

Parents/Guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student’s responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents/Guardians are encouraged to build a two-way link with their child’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child’s educational goals. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from their school counselor. Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

Call or Text 988 for the National Suicide and Crisis Lifeline

Table of Contents

Important Phone Numbers	1
The Panther Way & PBIS	6
2025 - 2026 Clubs & Advisors	8
Board Of Education Policies	9
Whitmer Bell Schedule	10
SCHOOL PROCEDURES	12
Adult Students	12
Attendance	12
Attendance at Events	15
Care of Property	15
Custody and Residency Issues	15
Dismissal Process	16
Emergency Drills	16
Emergency Notification	16
Enrollment	16
Fees	17
Financial Assistance	19
Field Trips	19
Hall Passes	19
ID Cards	19
Injury and Illness	19
Interrogation of Students by Law Enforcement/Outside Agency	19
Licensed School Nurse	20
Lockers	21
Lost & Found	21
Make Up Work	21
Meal Service	22
Notification to Ohio Bureau of Motor Vehicles	22
School Delays and Cancellations	22
Student Drug Testing Program	22
Search and Seizures	23
Student Fundraising	24
Student Parking	24
Student Record "Directory Information"	25
Student Rights of Expression	25
Textbooks	25
Transportation and Passes	25
Visitors	27

Work Permits	27
ACADEMICS	27
Academic Honesty	27
Academic Honor Roll	27
Grading System	27
Homework	28
Testing	28
Use of Artificial Intelligence Tools for School Work	28
STUDENT CODE OF CONDUCT	29
Cafeteria	29
Dance Expectations	30
Dress & Appearance	31
Electronic Devices & Technology	31
Chromebooks	31
Cell Phones & Other Personal Communication Devices	32
Earbud Devices	34
Social Media/Misuse of Social Media	35
Student Technology Acceptable Use and Safety	35
Surveillance Cameras	36
Hallway Conduct	36
Political Activity	36
Severe Code of Conduct Violations	36
STUDENT CODE OF CONDUCT VIOLATION	41
Disciplinary Actions	41
Due Process Rights	42
STUDENT ACTIVITIES CODE OF CONDUCT	44
Statement of Compliance with Federal Laws	47
Career & Technology Center	48
Counseling Center	49
Academic Ethics	49
Academic Letter	49
Awards and Scholarships	50
Awards Selection Process	50
Class Rank	50
College Credit Plus (CCP)	50
College/Post-Secondary Visits	52
Counseling Services	52
Credit Recovery	53
Diplomas	53

Early Graduation	54
Extra Help	54
Grade Level/ Class Placement	54
Graduation Requirements Board Policy 5460	55
Honors Recognition	56
Whitmer Virtual School (WLS Online Learning Option)	56
Online Learning/Educational Options	57
Notice to Students – Provisions Guaranteed by 504 Regulations	57
President’s Award for Educational Excellence	57
Schedule Changes	57
School Records	57
Student Schedules	57
Students with Disabilities	57
Summer School	58
Transcripts	58

The Panther Way & PBIS

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, and emotional health.

At Whitmer High School we are committed to fostering a positive and inclusive learning environment where every member of our community feels respected, valued, and supported. As part of our dedication to promoting positive behavior and fostering meaningful relationships, we embrace restorative practices.

Restorative practices are centered around building and repairing relationships, understanding the impact of our actions, and taking responsibility for one's behavior. These practices emphasize accountability, empathy, and communication.

Through restorative approaches, we seek to address conflicts and incidents in a way that promotes understanding, growth, and reconciliation. We believe in giving individuals the opportunity to reflect on their actions, understand the impact of their decisions, and work towards making amends and restoring trust within our community.

By integrating restorative practices into our school culture, we aim to empower students to resolve conflicts peacefully, develop empathy and communication skills, and contribute to a positive and supportive school environment where everyone can thrive.


Together, we are respectful, responsible, and safe! We are committed to nurturing a community where every individual is valued and supported on their journey towards success.



The Panther Way & PBIS

In recognition of positive behavior and contributions to our community, students have the opportunity to earn PBIS (Positive Behavioral Interventions and Supports) rewards. These rewards are granted to individuals who consistently demonstrate our school's values and expectations. Examples of behaviors that may earn PBIS rewards include acts of kindness, demonstrating respect for peers and staff, showing responsibility in completing tasks, and contributing positively to the learning environment.

Students can check PBIS points by visiting the following website: [PBIS Student Login](#)



WHITMER PBIS MATRIX					
	HALLWAYS	RESTROOMS	EXTRACURRICULAR	BUS/PARKING LOT	CLASSROOM
BE RESPECTFUL	<ul style="list-style-type: none"> Respect others' personal space Use appropriate language Walk and Talk Keep your hands to yourself 	<ul style="list-style-type: none"> Wash your hands Use restroom for its intended purpose Maintain clean walls and stalls 	<ul style="list-style-type: none"> Listen to whomever is talking Represent yourself and your school in a positive manner Be respectful to all participants, visitors, and spectators 	<ul style="list-style-type: none"> Respect others' property Park in appropriate areas Follow directions of WLS Security/Staff Use appropriate language 	<ul style="list-style-type: none"> Communicate respectfully with others Address teacher by professional name Allow others the best opportunity to learn
BE RESPONSIBLE	<ul style="list-style-type: none"> Use conversational voice Keep personal possessions with you at all times If you see something, say something 	<ul style="list-style-type: none"> Return to class promptly Report problems and vandalism If you see something, say something 	<ul style="list-style-type: none"> Leave campus immediately at the end of the school day or event Use good judgment using cell phones and social media Leave your area clean 	<ul style="list-style-type: none"> Yield to right of way Be alert Avoid cell phone use 	<ul style="list-style-type: none"> Come prepared to learn with charged devices and other materials Be on time Wear proper and acceptable attire
BE SAFE	<ul style="list-style-type: none"> Keep hallways clean Walk on right side Let others pass 	<ul style="list-style-type: none"> Deposit all paper products appropriately Keep areas clean Cell-free zone 	<ul style="list-style-type: none"> Stay seated so everyone can see Be aware of your surroundings and exits Carry I.D. 	<ul style="list-style-type: none"> Report any incidents Use safe speeds Obey laws regarding driver safety 	<ul style="list-style-type: none"> Be aware of all emergency exits Remove distractions to focus on learning Get permission prior to leaving classroom

2025 - 2026 Clubs & Advisors

Club	Advisor(s)	Contact information	Meeting Location
Anime and Manga Club	Rouaa Reda	RReda@wls4kids.org	Room C231
ASL (American Sign Language)	Ashley Gorsuch	AGorsuch@wls4kids.org	Room 220
Broomball	Monica Steele	suabroomball@yahoo.com	Field House
Cheerleading	Kelly Steele	ksteele@wls4kids.org	Field House
Chess Club	Mitch Albright	malbright@wls4kids.org	Room C203E
Drama Club	Emily Smith	emismith@wls4kids.org	Room 214
Dance Team	Grace Haskin	ghaskin@wls4kids.org	Cafeteria
E-Sports	Lorie Johnson (main contact)	LJohnson@wls4kids.org	Gaming Room
Feminist Club	Michelle Finley	MFinley@wls4kids.org	Room 210
French Club and Honorary	Angela Hetrick-Goff	AHetrick@wls4kids.org	Room 227
GSA: Whitmer Chapter (Community Illusion Allyship)	Emilly Smith	emismith@wls4kids.org	Room 114
Math Honorary	Mitch Albright	malbright@wls4kids.org	Room C212
Play and Musical Auditions	Andrea Schreiner	aschreiner@wls4kids.org	Auditorium
National English Honors Society	Heather Densmore	HDensmore@wls4kids.org	Room 219
National Honors Society	Heather Densmore and Matt Berman	HDensmore@wls4kids.org MBerman@wls4kids.org	A.M. Meetings: S.L. Hall P.M. Meetings: Rm. 219
National Technical Honors Society	Reis Baidel and Jamie Squibb	RBaidel@wls4kids.org JSquibb@wls4kids.org	Room C107 and C109
Newspaper	Heather Steer	HSteer@wls4kids.org	Room 108
Panthers for Christ	Laura Riggs, Sebrina Wilson and Joshua Steele	LRiggs@wls4kids.org SWilson@wls4kids.org josteele@wls4kids.org	Room 222
Panther Nation (Select Seniors)	Sean Peters	speters@wls4kids.org	Room 155
Secret Spirits (Seniors Only)	Jodie Tucker and Alexandra Clayton	JTucker@wls4kids.org AClayton@wls4kids.org	Club members know the secret location
Environmental and Science Club	Jeff Mackenzie	JMackenzie@wls4kids.org	Room 121
Social Studies Club	Hunter Worstell Sarah Clemens	HWorstell@wls4kids.org sclemens@wls4kids.org	Room 205 Room 200B
Speech and Debate Team	Bill Prater	bprater@wls4kids.org	TBD

Student Council	Bryce Kruger and Kristen Sharp (Overall Co-Advisors)	bkruger@wls4kids.org krsharp@wls4kids.org	Overall: SZRC Seniors: 206 Juniors: 112 Sophomores: 111 Freshman: 205
Youth Advocates	Andre Cowell	ancowell@wls4kids.org	Room C126

For the most current club and activity information including advisors email addresses, announcements, athletic and activity calendars, roster of coaches and school events visit our website at:

www.wls4kids.org



BOARD OF EDUCATION POLICIES

All Board Policies can be found at: www.wls4kids.org

District > School Board > Board Policies

Whitmer Bell Schedules

Daily Bell Schedule - No Advisory (Mon & Tues)

1	7:40 AM	-	8:32 AM		1	7:40 AM	-	8:32 AM		1	7:40 AM	-	8:32 AM		1	7:40 AM	-	8:32 AM	
2	8:38 AM	-	9:27 AM		2	8:38 AM	-	9:27 AM		2	8:38 AM	-	9:27 AM		2	8:38 AM	-	9:27 AM	
3	9:33 AM	-	10:22 AM		3	9:33 AM	-	10:22 AM		3	9:33 AM	-	10:22 AM		3	9:33 AM	-	10:22 AM	
4	10:22 AM	-	10:52 AM		4AD	10:28 AM	-	11:17 AM		4AD	10:28 AM	-	11:17 AM		4AD	10:28 AM	-	11:17 AM	
5AD	10:58 AM	-	11:47 AM		5	11:17 AM	-	11:47 AM		5BD	11:23 AM	-	12:12 PM		5BD	11:23 AM	-	12:12 PM	
6AD	11:53 AM	-	12:42 PM		6AD	11:53 AM	-	12:42 PM		6	12:12 PM	-	12:42 PM		6BD	12:18 PM	-	1:07 PM	
7AD	12:48 PM	-	1:37 PM		7AD	12:48 PM	-	1:37 PM		7AD	12:48 PM	-	1:37 PM		7	1:07 PM	-	1:37 PM	
8	1:43 PM	-	2:35 PM		8	1:43 PM	-	2:35 PM		8	1:43 PM	-	2:35 PM		8	1:43 PM	-	2:35 PM	

Daily Bell Schedule - Advisory (Wed, Thurs & Fri)

1	7:40 AM	-	8:27 AM		1	7:40 AM	-	8:27 AM		1	7:40 AM	-	8:27 AM		1	7:40 AM	-	8:27 AM	
2	8:33 AM	-	9:18 AM		2	8:33 AM	-	9:18 AM		2	8:33 AM	-	9:18 AM		2	8:33 AM	-	9:18 AM	
3	9:24 AM	-	10:09 AM		3	9:24 AM	-	10:09 AM		3	9:24 AM	-	10:09 AM		3	9:24 AM	-	10:09 AM	
4	10:09 AM	-	10:39 AM		4AD	10:15 AM	-	11:00 AM		4AD	10:15 AM	-	11:00 AM		4AD	10:15 AM	-	11:00 AM	
5AD	10:45 AM	-	11:30 AM		5	11:00 AM	-	11:30 AM		5BD	11:06 AM	-	11:51 AM		5BD	11:06 AM	-	11:51 AM	
6AD	11:36 AM	-	12:21 PM		6AD	11:36 AM	-	12:21 PM		6	11:51 AM	-	12:21 PM		6BD	11:57 AM	-	12:42 PM	
7AD	12:27 PM	-	1:12 PM		7AD	12:27 PM	-	1:12 PM		7AD	12:27 PM	-	1:12 PM		7	12:42 PM	-	1:12 PM	
Adv	1:18 PM	-	1:44 PM		Adv	1:18 PM	-	1:44 PM		Adv	1:18 PM	-	1:44 PM		Adv	1:18 PM	-	1:44 PM	
8	1:50 PM	-	2:35 PM		8	1:50 PM	-	2:35 PM		8	1:50 PM	-	2:35 PM		8	1:50 PM	-	2:35 PM	



Whitmer Bell Schedules

Daily Bell Schedule - 2 Hour Delay

1	9:40 AM	-	10:15 AM	1	9:40 AM	-	10:15 AM	1	9:40 AM	-	10:15 AM	1	9:40 AM	-	10:15 AM
2	10:21 AM	-	10:53 AM	2	10:21 AM	-	10:53 AM	2	10:21 AM	-	10:53 AM	2	10:21 AM	-	10:53 AM
3	10:59 AM	-	11:31 AM	3	10:59 AM	-	11:31 AM	3	10:59 AM	-	11:31 AM	3	10:59 AM	-	11:31 AM
4	11:31 AM	-	12:01 PM	4AD	11:37 AM	-	12:09 PM	4AD	11:37 AM	-	12:09 PM	4AD	11:37 AM	-	12:09 PM
5AD	12:07 PM	-	12:39 PM	5	12:09 PM	-	12:39 PM	5BD	12:15 PM	-	12:47 PM	5BD	12:15 PM	-	12:47 PM
6AD	12:45 PM	-	1:17 PM	6AD	12:45 PM	-	1:17 PM	6	12:47 PM	-	1:17 PM	6BD	12:53 PM	-	1:25 PM
7AD	1:23 PM	-	1:55 PM	7AD	1:23 PM	-	1:55 PM	7AD	1:23 PM	-	1:55 PM	7	1:25 PM	-	1:55 PM
8	2:01 PM	-	2:35 PM	8	2:01 PM	-	2:35 PM	8	2:01 PM	-	2:35 PM	8	2:01 PM	-	2:35 PM

Daily Bell Schedule - Short Activity

1	7:40 AM	-	8:27 AM	1	7:40 AM	-	8:27 AM	1	7:40 AM	-	8:27 AM	1	7:40 AM	-	8:27 AM
2	8:33 AM	-	9:18 AM	2	8:33 AM	-	9:18 AM	2	8:33 AM	-	9:18 AM	2	8:33 AM	-	9:18 AM
3	9:24 AM	-	10:09 AM	3	9:24 AM	-	10:09 AM	3	9:24 AM	-	10:09 AM	3	9:24 AM	-	10:09 AM
4	10:09 AM	-	10:39 AM	4AD	10:15 AM	-	11:00 AM	4AD	10:15 AM	-	11:00 AM	4AD	10:15 AM	-	11:00 AM
5AD	10:45 AM	-	11:30 AM	5	11:00 AM	-	11:30 AM	5BD	11:06 AM	-	11:51 AM	5BD	11:06 AM	-	11:51 AM
6AD	11:36 AM	-	12:21 PM	6AD	11:36 AM	-	12:21 PM	6	11:51 AM	-	12:21 PM	6BD	11:57 AM	-	12:42 PM
7AD	12:27 PM	-	1:12 PM	7AD	12:27 PM	-	1:12 PM	7AD	12:27 PM	-	1:12 PM	7	12:42 PM	-	1:12 PM
8	1:18 PM	-	2:03 PM	8	1:18 PM	-	2:03 PM	8	1:18 PM	-	2:03 PM	8	1:18 PM	-	2:03 PM
Adv	2:09 PM	-	2:35 PM	Adv	2:09 PM	-	2:35 PM	Adv	2:09 PM	-	2:35 PM	Adv	2:09 PM	-	2:35 PM

Daily Bell Schedule - Long Activity

1	7:40 AM	-	8:24 AM	1	7:40 AM	-	8:24 AM	1	7:40 AM	-	8:24 AM	1	7:40 AM	-	8:24 AM
2	8:30 AM	-	9:12 AM	2	8:30 AM	-	9:12 AM	2	8:30 AM	-	9:12 AM	2	8:30 AM	-	9:12 AM
3	9:18 AM	-	10:00 AM	3	9:18 AM	-	10:00 AM	3	9:18 AM	-	10:00 AM	3	9:18 AM	-	10:00 AM
4	10:00 AM	-	10:30 AM	4AD	10:06 AM	-	10:48 AM	4AD	10:06 AM	-	10:48 AM	4AD	10:06 AM	-	10:48 AM
5AD	10:36 AM	-	11:18 AM	5	10:48 AM	-	11:18 AM	5BD	10:54 AM	-	11:36 AM	5BD	10:54 AM	-	11:36 AM
6AD	11:24 AM	-	12:06 PM	6AD	11:24 AM	-	12:06 PM	6	11:36 AM	-	12:06 PM	6BD	11:42 AM	-	12:24 PM
7AD	12:12 PM	-	12:54 PM	7AD	12:12 PM	-	12:54 PM	7AD	12:12 PM	-	12:54 PM	7	12:24 PM	-	12:54 PM
8	1:00 PM	-	1:42 PM	8	1:00 PM	-	1:42 PM	8	1:00 PM	-	1:42 PM	8	1:00 PM	-	1:42 PM
Adv	1:48 PM	-	2:35 PM	Adv	1:48 PM	-	2:35 PM	Adv	1:48 PM	-	2:35 PM	Adv	1:48 PM	-	2:35 PM

SCHOOL PROCEDURES

*Alphabetical by topic

Adult Students

Eighteen-year-old students must comply with the rules and regulations of Whitmer High School and attend school consequences as assigned. Parents/guardians are requested to write notes for dependent eighteen-year-old students. Students living on their own must prove residency as requested by the administration. Students who are eighteen years old or older, may be withdrawn from school for excessive unexcused absences back to their 18th birthday or their last day of attendance.

Eighteen year old students may request in writing that they wish to be recognized as a legal adult responsible for their own education. When this request is made, all school correspondence will be directed towards the student and the parent/guardian must communicate directly with their child regarding their education. Upon receipt of the request in writing, a notice will be sent to the parent/guardian informing them of this decision.

Attendance

See [Board Policy 5200](#)

Consistent attendance is strongly correlated with higher levels of student achievement in school. Active engagement in classroom and school activities fosters crucial learning experiences and has positive outcomes on the development of our students. Whitmer High School aims to instill a sense of responsibility in its students. Ensuring regular attendance and punctuality is one method of cultivating responsibility.

Arrival

School doors open at 7:25 am. A Grab-and-Go Breakfast is available on regular scheduled school days beginning at 7:25 am. If students arrive before 7:25 am, they will remain outside until school doors are unlocked at 7:25 am.

Student Absences

Absences are classified as excused or unexcused. A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian.

When a student is absent: If a student is to be absent from school, due to illness or other legitimate reasons, parents/guardians are asked to leave a detailed message on the Attendance Line at 419-473-8406 informing the Attendance Office of their student's absence. If a phone call is not received from a parent/guardian an automated call will be processed and sent to the parent/ guardian listed in PowerSchool.

The student must return to school with a note if a parent/guardian did not call in their student's absence. The note should include the date(s) of absence, the reason for the absence, and parent/guardian signature. The note should be submitted to the Attendance Secretary in the Counseling Center or placed in the blue attendance boxes located throughout the building.

After ten (10) days of absences: The student is required to submit a physician's note, or a professional statement, to qualify for an excused absence. The physician must state that the student was medically unable to attend school. **The beginning and ending date of the illness, or incapacitation, must be included on the provided note.** A student without a physician/professional document after 10 unexcused absences will have his/her absences coded as truant (Z). The rules governing make-up work can be found in the section titled Make-Up Work.

Students meeting truancy levels: The student is referred to the WLS Attendance Specialist for court action per ORC 3321.13(B). Intervention services are offered for students with excessive absences/truancy.

Types of Absences

The following types of absences are reasons for receiving attendance/absence letters each month.

Absenteeism Type	Consecutive Hours	Hours per School Month	Hours per School Year
Chronic Absenteeism	NA	NA	10% of total hours either excused or unexcused
Excessive Absences	NA	38 excused or unexcused hours absent <i>unless</i> the absence is medically excused	65 excused or unexcused hours absent <i>unless</i> the absence is medically excused
Habitual Truancy	30 hours <i>without</i> a legitimate excuse for the consecutive absences	42 hours <i>without</i> legitimate excuses for absences	72 hours <i>without</i> legitimate excuses for absences

Procedures for Addressing Absences

The following procedure is used to address chronic absenteeism, excessive absences, and habitual truancy.

1. Verified absences and warning letters sent home to parents/guardians.
2. All cases involving truancy will be referred to the WLS Attendance Specialist for investigation.
3. Intervention conferences held with truant students and parent/guardian with school personnel and the Attendance Specialist.
4. The district will refer the student to the counselors and/or other school support personnel. The district may also refer the student and family to community resources as appropriate.
5. Informal Hearing at county office and/or family mediation.
6. Potential for referrals to Children’s Services Board to seek recommendation.
7. Unruly/Truancy complaint filed with the Lucas County Juvenile Court.

Tardy to School (Before 7:50)

Students are expected to arrive at school and to class on time. Students arriving after 7:40 am, but before 7:50 am, are to report directly to first period. This is considered tardy to school/class. Tardies do not count towards absence hours.

Tardy to School and Tardy to Class Consequences

These consequences are per period and start over at the semester:

- 3 Times Tardy – Teacher Contact Home
- 6 Times Tardy – After School Detention (2:45 pm – 3:45 pm)
- 9 Times Tardy – Tuesday School (2:45 pm – 5:00 pm)
- 12 Times Tardy – 1 Day ADC
- 15 Times Tardy and every 3 thereafter will be handled by the Attendance & Resource Center (ARC)

Tardy Sweeps and Consequences

Periodically, administration will complete tardy sweeps during the school day to encourage students to arrive on time to class. Students who are caught in the tardy sweep one or more times may receive an immediate consequence which can include: After School Detention, Tuesday School, Alternate Discipline Class (ADC), Saturday School, or community service.

Late to School (After 7:50)

A student must report to the Attendance Secretary in the Counseling Center or the Secretary in the Career Technology Center when he/she arrives after 7:40 in the morning.

1. Only professional notes (i.e. doctor, dentist, court, etc.) will be accepted to excuse the lateness. Students arriving late without a professional note are subject to consequences for lateness. Consequences include, but are not limited to: a warning, an after school detention, Tuesday School, ADC, or loss of extracurricular activities.
2. Lates to school count towards absence hours. Excessive lateness to school will be turned over to the WLS Attendance Specialist.

Late to School Consequences

- 3 Times Late - Contact Home (Warning)
- 6 Times Late - After School Detention (2:45 pm - 3:45 pm)
- 9 Times Late - Tuesday School (2:45 PM - 5:00 pm)
- 12 Times Late - 1 Day ADC
- 15 Times Late and every 3 thereafter will be handled by the Attendance & Resource Center (ARC)

Half-Day Absence

Students must be in school for 3 & ½ hours in order to be considered in attendance for a half-day. For participation in athletics or extracurricular activities students must be in attendance a half-day.

Early Excusals

Students must follow the early excusal procedures. Students who do not follow the early excusal procedures, including nurse early excusals, are subject to school consequences.

1. Students needing to leave school for an appointment during school hours are required to notify the school in advance. This can be done by calling the Attendance Line at 419-473-8406 and leaving a message; emailing the Attendance Secretary; or having the student bring in a written request signed by the parent/guardian to the Attendance Secretary.
2. Students will be provided an "early excusal" pass by the Attendance Secretary. The student will be called from class to report to the Attendance Secretary in the Counseling Center when the parent/guardian arrives at the office. Students should not arrive early to the Counseling Center.
3. Parents/Guardians will be required to come into the building to check out students who will be released early from school. Parents/Guardians will be required to present photo identification before release of the student.
4. All early excusals will be verified with the parent/guardian for student drivers. Prior to leaving the building for an approved "early excusal", students MUST sign out with the Attendance Secretary in the Counseling Center.
5. If a student is leaving due to illness, he/she must be first evaluated by the nurse before an early excusal will be written. See Nurse Early Excusals information below.

College Visits

These require a submission of paperwork before the student plans to be absent. Those "special" forms are available in the Counseling Center and must be completed, returned, and approved, before a student's absence will be acceptable. (Refer to College/Post Secondary Visits, in the Counseling Center section in the handbook).

Family Vacation

Family vacations are not recognized as excused absences by state law. Therefore, a student who is not in school because of a family vacation will have his/her absence coded as unexcused. Exam dates for students will not be changed to accommodate a family vacation.

1. The vacation/leave form must be completed, received, and approved by the Associate Principal in charge of the ARC two weeks prior to the vacation/leave. The vacation form can be picked up in the Counseling Center.

2. All work given to a student prior to the vacation must be completed and submitted to teachers.
3. Students have an amount of time equal to the amount of time absent to make up the work to receive full credit. Due to the nature of some work missed (E.I. group work, labs, etc.) it may not be possible to make up the work.

Religion Expression Days

See [Board Policy 8800](#) and [Board Policy 5200](#)

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression.

Withdrawal from School

Per Ohio Law, students under the age of eighteen are expected to attend school until they graduate. If there are questions concerning withdrawals, call 419-473-8402. Transcripts will not be released if a student has debts/fees.

Attendance at Events

Attending extracurricular activities, games, events, etc. is a privilege for our students. Demonstrating an active commitment to school by attending regularly, exhibiting positive behaviors in school, and being in good academic standing are all factors that can be considered for entry into school-related activities, events, games, and dances. If a student is truant, has excessive discipline concerns, and/or is failing classes, then a student can be prohibited from attending events.

Care of Property

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents or guardians will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

Custody and Residency Issues

The staff and administration will rely on the most recent certified (court stamped) copy of any order or decision in the child's file regarding custody/allocation of parental rights and responsibilities. In order to update student information records in the District Computer System, parents/guardians who have experienced a legal change of

custody through the court system, or have moved to a new address in the Washington Local District, must provide the proper documents to prove custody and/or residency. The following documents are the only acceptable verification to change student/family data:

1. A final **file stamped and journalized** complete court affidavit for custody with case number and parent/guardian's name.
2. Deed, current mortgage statement, recent property tax statement, or lease agreement of at least six (6) months in parent/guardian's name.
3. Two current utility bills (gas, electric, or water/sewage) in parent/guardian's name with the residency address. All utility bills must be within 30 days and must show current usage amount.
4. If unable to provide two utility bills, then the parent/guardian must provide one utility bill and one of the following proofs: current cable/internet bill, W-2, recent car or medical insurance statement, state or federal mail, pay stub, or bank statement. All items must be provided in person in the mailed envelope and must be opened.

When the Washington Local School District determines that there is sufficient evidence that the legal parent/guardian lives outside the district, school administration will withdraw that student immediately. Any parent/guardian who falsifies residency documents provided for school registration is in violation of the Ohio Revised Code and may be held liable for back tuition from the date of original enrollment to the date of discovery of residence outside the district. Per Washington Local School Policy students that do not live in the WLS district may not attend school in this district unless approved through the Open Enrollment application process. Any changes of custodial parent/guardian or residency issues can be processed at any time in the ARC. Changes of phone numbers are also critical and can be changed by contacting the Residency Secretary. Individuals who have custody and residency questions are asked to contact the Residency Secretary at (419) 473-8402.

Dismissal Process

Students not involved in extracurricular activities or not actively supervised by a school staff member must leave the building by 2:45 pm. Students must exit the building at dismissal time and may not re-enter the building unless permitted by an adult. Students caught inside the building without prior approval of an adult will be subject to school consequences.

Emergency Drills

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, the student must notify a staff person immediately.

Regular drills for fire, tornado, lockdown, and evacuation are practiced throughout the school year, so that students and staff members are prepared in case of an emergency. Students are required to promptly report to an adult when drills are being conducted in order to account for all students. Students not following the directions or procedures during a drill, or real emergency, are subject to disciplinary consequences. Drill directions and exit routes should be posted in each classroom.

Emergency Notification

School emergencies will be announced on school messenger, social media, local radio and television stations. Please do not call the school or Central Office, as we will need all lines open to communicate with local emergency officials.

Enrollment

State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

When enrolling, parents/guardians must provide copies of the following:

1. A birth certificate or similar document
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
3. Proof of residency
4. Proof of immunizations

Students enrolling from another school must have school records from their previous school, including an official transcript in order to have credits transferred. The Counseling Secretary will assist in obtaining the records, if not presented at the time of enrollment.

Students enrolling in the District following any period of home education will be placed in the appropriate grade level, without discrimination or prejudice.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison Homeless Children with regard to enrollment procedures.

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant. See [Board Policy 5111](#) - *Admission of Student Expelled by Other Districts*.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DYS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Fees

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, classroom materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades. Unpaid fines, fees, and charges due roll over to the next school year and/or building.

WHITMER COURSES	Fee
Advanced Art 2D	\$30
Advanced Art 3D	\$30
Anatomy and Physiology	\$14
Anatomy and Physiology Honors	\$14
Anatomy and Physiology MT	\$14
AP Chemistry	\$20
AP Spanish	\$7
Art for Seniors	\$30
Art Foundations 2D	\$25
Art Foundations 3D	\$25
Biology I	\$12
Biology I Honors	\$15
Biology II	\$15
Ceramics I & II	\$30
Chemistry & Chemistry Honors	\$15
Chorale	\$8
Computer Art I & II	\$30
Concert Choir	\$8
Drawing I & II	\$30
English 9-11/English 9-11 Honors	\$5
English 12 and English Electives	\$6
Environmental Science	\$10
Fabric Art	\$30
Fall Band	\$8
First Aid	\$12
Food & Fitness	\$5
French II, French II, & French IV	\$7
General Physical Science & Honors	\$10
German III & AP German	\$7
Health	\$1
Marching Band/Fall Concert Band	\$8
Orchestra	\$5
Painting I & II	\$30
Photography I & II	\$35
Physical Geology	\$8
Physics & Physics Honors	\$12
Portfolio Development	\$30
Printmaking I & II	\$30
Sculpture	\$30
Spanish I, Spanish II, & Spanish III	\$7

CTC PROGRAM COURSE	Fee
Automotive Technology I	\$80
Automotive Technology II	\$80
Computer Networking Technology I	\$35
Computer Networking Technology II	\$30
Construction Technology I	\$100
Construction Technology II	\$30
Cosmetology I	\$246
Cosmetology II	\$80
Criminal Justice I	\$150
Criminal Justice II	\$80
Culinary Arts I	\$50
Culinary Arts II	\$50
Engineering	
Fundamentals of Engineering	\$10
Principles of Engineering	\$15
Digital Electronics	\$15
Civil Engineering & Architecture	\$0
Engineering Design & Development	\$50
AP Computer Science Principles	\$0
Machining & Industrial Robotics I	\$75
Machining & Industrial Robotics II	\$75
Marketing I	\$10
Marketing II	\$20
Media Arts I	\$30
Media Arts II	\$30
Medical Academy	
Juniors	\$60
Seniors - Medical Assisting	\$25
Seniors - Patient Tech Skills	\$60
Seniors - Phlebotomy	\$60
Teaching Professions I	\$25
Teaching Professions II	\$45
Welding I	\$110
Welding II	\$40
CT Elective Courses	
Automotive Maintenance	\$30
Small Engine Repair	\$15
Woods I- Woodworking Technology	\$15
Woods II - Fine Furniture Design	\$15
Woods III - Cabinetmaking	\$15

Financial Assistance

Financial assistance is available, through the free and reduced lunch program as long as the “financial need” criteria are met. Any student who has financial need may pick up an application in the Principal’s Office. CTC courses are not eligible for this assistance. This process can also be completed online.

Field Trips

A field trip is an educational experience outside the classroom designed to supplement the activity of the classroom. Students are required to follow all rules and regulations of the Student Code of Conduct regardless of how far the field trip may be from the school. Students must comply with and understand the following field trip procedure:

1. A field trip is part of the school day regardless of when it happens or where it happens.
2. Parent/guardian permission must be given on the student verification form.
3. Students are not permitted to drive on any field trip.
4. If a student leaves with the class they must return with the class.

Hall Passes

Except during class changes, students in the hallway are required to sign out on the digital pass system and/or have an appropriate physical pass from their assigned teacher, administrator, or other staff member. Students are not to be late to a class for reasons such as making up class work, lab work, or food sales, unless they have prior permission from all regularly scheduled classroom teachers. Being in the hall without a hall pass may result in a disciplinary consequence.

ID Cards

Students are required to have their electronic school issued ID card. If students are unable to access their electronic school issued ID card, they must stop in the ARC to receive their printed card. Students need their student ID to ride the bus, late bus, and attend athletic events and dances. Electronic ID cards will verify if students are in good standing to attend events and dances.

Injury and Illness

All injuries must be reported to a teacher, nurse, or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School’s emergency procedures and attempt to make contact with the student’s parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

Interrogation of Students by Law Enforcement/Outside Agency

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the building administrator (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a

designated guidance counselor) will remain in the room during questioning.

If law enforcement or a children's services agency removes a student from school, the building administrator will notify a parent.

Licensed School Nurse

The School Nurse, Julie Worstell, RN, M. Ed., is in the nurse's office M-F during school hours. The nurse should be made aware of any changes in a student's health by contacting Mrs. Worstell at 419-473-8330 or at jworstell@wls4kids.org. In addition, please remember to update information in PowerSchool to reflect changes to student medical or contact information.

Nurse's Early Excusal

In order for a nurse excusal to be granted, students must follow the procedure outlined below. Failure to follow this procedure may result in disciplinary action.

1. Students reporting to the nurse's office should come with a pass from their current teacher to be evaluated.
2. The nurse will evaluate the student's condition.
3. The nurse will contact the parent/guardian or an emergency contact listed in PowerSchool if the student needs to go home.
4. The nurse will write a pass for the student who will remain in the designated nurse's area while the student waits to be picked up.
5. Parent/Guardian or Emergency Contact will be required to come into the building and report to the Attendance Secretary in order to check out the student who will be released early from school through the nurse. Parents/Guardians or Emergency Contacts will be required to present photo identification before the student will be released.
6. The Attendance Secretary will call for the student from the nurse's station and complete the checkout process.
7. For student drivers, a parent/guardian will be required to give verbal permission over the phone for the student to leave in their own vehicle. In order to avoid disciplinary action, student drivers are still required to sign out with the Attendance Secretary in the Counseling Center prior to leaving campus.

Medication

If it is necessary for students to take over the counter or prescribed medication during school hours, a medication administration form must be completed by the student's physician and parent(s)/guardian(s). This form can be obtained from the nurse's office or online from the Whitmer web site. Staff are not permitted to administer any type of medication (including over the counter medication) without this completed form.

In addition, students are not permitted to carry prescribed or over-the-counter medications with the exception of physician-prescribed inhalers and epipens. This policy is in place to ensure the safety and well-being of all individuals within the school community. Any necessary medications must be securely stored and administered through the school's designated procedures, with appropriate documentation from parents or guardians. Failure to follow these guidelines may result in disciplinary action. Medications need to be transported to and from school by a parent/guardian (not a student), and must be received in the original labeled bottle from the pharmacy.

Allergies/Asthma

The nurse should be made aware if students have severe allergies or asthma. For students with severe allergies, an allergy action plan should be completed by your child's physician. With physician authorization, students are permitted to carry inhalers and epipens, but a backup epipen (with a physician's order) must be brought for the nurse's office.

Seizures

The nurse should be made aware if your child has a seizure disorder. Please provide the nurse with a seizure

action plan from their neurologist and any emergency medication in the event of a seizure at school.

Physician Notes

A doctor's note is required for students requesting extra time to travel in between classes due to an injury or illness, as well as to carry and ingest snacks or drinks other than water throughout the day.

Elevator Keys

Elevator keys are available through the Attendance & Resource Center (ARC) and the CTC Office for student use with a physician note. A charge of ten dollars is placed on your child's school account for each key borrowed. The charge is removed from your child's account when they return the elevator key to the respective office.

Physical Education (PE) excuses

Excuses from PE are processed by the nurse in cooperation with the PE teacher, counselor, and physician.

Screenings

Vision and hearing screenings will be completed for ninth and eleventh grade students per State mandate. Additional vision and hearing screenings will be done by referral to the nurse.

Immunizations

The Ohio Department of Health requires all students to have a complete vaccination record on file within 14 days of attendance. Students who are not in compliance could face exclusion from school per state requirements. All juniors are required to have the meningitis vaccine or its booster before the start of their senior year. Turn in proof of vaccine status to the nurse. If you have any questions regarding immunizations, please contact the nurse.

Lockers

Lockers are the property of the Board of Education. The locker and contents are subject to random searches, at any time. Each locker has a combination lock. The office can change the combination, if a problem exists. A student ID is required to receive locker information, or assistance for locker entry. Key-type padlocks or bicycle locks are prohibited. If the combination is not on file, or in an emergency situation, the lock will be cut off.

The following guidelines for lockers should be followed:

1. Do not share your locker combination with any other student. Only one student is assigned per locker.
2. Students are encouraged to keep their lockers closed and locked at all times.
3. Keep your locker neat.
4. Students are responsible for the upkeep of their assigned locker. Students are not permitted to write, scratch, or use contact paper, or stickers, in decorating their locker. Cost of cleaning and/or repairing a locker will be assessed to a student if damage occurs as a result of student misuse and/or abuse.
5. Do not hit or kick your locker. If the locker will not open, please see the Athletics and Activities Office for assistance.

Lost & Found

If you find something that does not belong to you, please give the item to one of your teachers. Lost and found items are placed in the lost and found in the senior lobby or the stage area in the cafeteria. At the end of each quarter, unclaimed items are donated to the WLS Clothing Closet or local donation center.

Make Up Work

See [Board Policy 5200](#)

It is the responsibility of students or the parent/guardian to contact teachers and obtain make-up assignments. Students who know when they will be absent should obtain assignments prior to being absent. All absences may be considered by teachers in determining the participation portion of students' grades. Students will receive credit for

work missed during an excused absence as long as the work is satisfactorily completed in a timely fashion.

Meal Service

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items may be available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission from the Principal. Violation of this will result in disciplinary action.

No outside food, including food delivery services, except food brought from home, is permitted to be dropped off during the school day, unless prior approval is given by the building principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes they are eligible, contact the school office.

Notification to Ohio Bureau of Motor Vehicles

Students are subject to suspension of their temporary permit or driver's license under the provision of Sections 4510.32, 3313.66, and 2923.122 of the Ohio Revised Code. The school may notify the Ohio Department of Public Safety Bureau of Motor Vehicles for the following reasons:

- The student is a child of compulsory school age and has withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent.
- The student is a child of compulsory school age and has been absent without a legitimate excuse for more than 10 consecutive school days or at least 15 total school days.
- The student is suspended or expelled from school and the reason for the suspension or expulsion is the use or possession of alcohol, a drug of abuse, or alcohol and a drug of abuse.
- The student is suspended or expelled from school for knowingly conveying, or attempting to convey, a deadly weapon or dangerous ordnance, knowingly possessing a deadly weapon or dangerous ordnance on school premises, in a school or school building, at a school activity or on a school bus.

Notice will be provided to the student and guardian if the Ohio Bureau of Motor Vehicles has been notified. The Ohio Bureau of Motor Vehicles will determine whether a suspension will occur and will contact the student and guardian by mail.

School Delays and Cancellations

School closings and delays will be announced on social media, local radio and television stations. Decisions to close/delay the schools are usually announced between 5:30 and 6:30 AM. Please do not call the schools or Central Office. You may receive updates by calling the Weather Hotline (419) 473-8499.

Student Drug Testing Program

Washington Local Schools' primary goal is to provide a safe, supportive, and healthy learning environment for all students. To strengthen our commitment to this mission, we are implementing a powerful prevention and intervention student drug testing program starting in August, 2025.

Why This Policy is Being Introduced

This decision reflects our ongoing effort to promote the well-being of our students and to deter substance use, which can negatively impact academic performance, health, and long-term success. We understand the importance of protecting our students from the pressures and risks associated with drug use and believe this will give students another 'out' in rebuking peer pressure to use illegal substances.

Purpose of the Program

The purpose of this program is preventative, not punitive, and designed to support students in making positive, healthy choices. It is our hope that this will redirect students from unhealthy choices and illegal substances.

Who Will Be Tested

Student Drivers, Athletes, and Extracurricular Participants will be tested through both announced and/or randomized methods. Participation in these activities is a privilege and upholding our code of conduct is required.

How Will Testing Occur

Great Lakes Biomedical staff will conduct all testing on our campus in sterilized and private facilities, protecting student confidentiality throughout.

What Happens After Testing

Students who receive a non-negative result will have their information shared with a guardian and be given access to counseling, support, and recovery resources. The Code of Conduct consequences will apply.

Family and Student Support Methods

We value the trust you place in our school and are committed to working together to create a safe and drug-free environment. Please talk to your student about the importance of staying drug-free.

Search and Seizures

See [Board Policy 5771](#)

School authorities are charged with the responsibility for the safety and well-being of the students and staff. In the discharge of that responsibility, school authorities may search the person or property, including vehicles parked on district property, 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. 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.

Student lockers, desks, cabinets, and similar property are the property of the Washington Local Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

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

In an effort to proactively address the growing threat of drugs and other illegal items in the schools, and to maintain a safe school environment conducive to the educational process, the district will use certified police K-9s to detect concealed drugs, explosives, and firearms on school property. The Toledo Police Department dog handlers will use specially certified Police K-9s trained to detect illicit substances such as drugs, firearms, and explosives. Visits to schools will be random and unannounced. Police K-9s will be utilized to conduct open-air sniffs in classrooms, lockers, and vehicles parked on school property, as well as other common areas throughout the school building, to include but not be limited to: cafeterias, open areas such as foyers, waiting areas, hallways, auditoriums, and gymnasiums. If a K-9 alerts to a particular locker, vehicle, or an item in a common area, it shall be

searched. If the K-9 alerts to a vehicle, the student will be asked to unlock the vehicle and trunk for an internal inspection. If the student refuses consent, the police department will enter the vehicle in order to conduct a probable cause search. Lockers remain under the jurisdiction of the district, which maintains ownership and are subject to search at any time. A student does not have any expectation or right to privacy in the locker at any time. Students are responsible for anything found in their lockers. All vehicles parked in school parking lots shall be subject to an open-air sniff at any time. Students are responsible for anything found in their vehicles. Classrooms and other common areas are subject to an open-air sniff at any time, once students have been removed, and items such as personal belongings, backpacks, and purses are left. If any prohibited object or substance is found, the student may be subject to appropriate disciplinary action, including removal, suspension, expulsion, and lawful action by the Toledo Police Department.

Student Fundraising

See [Board Policy 5830](#)

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

- A. Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- B. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- C. Students may not participate in a fundraising activity for a group in which they are not members.
- D. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- E. Students may not engage in house-to-house canvassing for any fund raising activity.
- F. Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

Student Parking

Parking on Washington Local property is a privilege, not a right. The school reserves the right to search vehicles parked on school property. Due to construction on Whitmer Drive, parking for the 2025-2026 school year will be in a separate, designated area. Parking permits will continue to be required. The designated area may change throughout the year. Communication will be sent via email as needed.

The District shall not be responsible for motor vehicles or contents which are lost, stolen or damaged. All vehicles parked on school grounds must be registered with the Attendance and Resource Center. Bicycles should be securely locked in the bike racks provided. The District is not responsible for the theft of or damage to bikes.

1. All registered vehicles must display a current permit in the front window.
2. Passes should be purchased before the first Friday in September. Passes are available for purchase through the Principal Office.
3. All new vehicles (drivers) are required to purchase their pass prior to driving to school.
4. All students must park only in areas designated for student parking.
5. The parking spaces along Clegg Drive, Edgar Drive, CTC parking lot, and the parking lot between the field house and the bleachers are designated as Staff Parking. Improper student parking will result in disciplinary action, forfeiture of parking permit, and/or possible booting/towing of the student's motor vehicle at the student's expense.
6. Passes are not transferable to other students.
7. Unsafe operation of any motor vehicle on or near school property may result in immediate forfeiture of student's parking privileges and may also result in the arrest of the offender(s).

8. Parking permits will cost \$10.00 if purchased during the first semester and \$5 if purchased during the second semester.
9. The Security and Safety Department and the Criminal Justice program will monitor student parking.

Parking violations can result in the following consequences:

- Warning
- After School Detention (2:45 PM – 3:45 PM)
- Tuesday School (2:45 PM – 5:00 PM)
- Loss of parking privilege for the remainder of semester (must apply for a new permit)
- Booting and/or towing of motor vehicle at the student's expense

Student Record “Directory Information”

Ohio law provides for the release of “directory information”: without the consent of the parent/guardian; or, if the student is eighteen (18) years of age or older, the written consent of the student. “Directory information” includes the following: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received, honor rolls, or scholarships.

The District will make “directory information” available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within five days from the date of this notification that he/she will not permit distribution of any or all such information. Contact the building principal or Counseling Center for this request.

Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines. Material cannot be displayed if it:

- A. Is obscene to minors, libelous, or pervasively indecent or vulgar;
- B. Advertises any product or service not permitted to minors by law;
- C. Intends to be insulting or harassing;
- D. Intends to incite fighting; or
- E. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the building principal two (2) school days prior to display.

Textbooks

Student textbooks are to be cared for at all times. Students are responsible for excessive wear or damage and will be charged for it. Students should report book damage when a book is first issued.

Transportation and Passes

The School provides transportation for all students who live farther than one (1) mile from school. The transportation schedule and routes are available by contacting the Transportation Department at 419-473-8356. Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students

will not be permitted to ride unassigned buses for any reason. Bus passes or notes from guardians/parents are not permitted to ride other buses.

Students riding the late bus due to after school engagements are expected to retrieve a bus pass from the adult in charge of the activity, club, etc.

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned vehicles as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules. Prior to loading (on the road and at school), each student shall:

- A. Be on time at the designated loading zone;
- B. Stay off the road at all times while walking to and waiting for school transportation;
- C. Line up single file off the roadway to enter;
- D. Wait until the school transportation is completely stopped before moving forward to enter;
- E. Refrain from crossing a highway until the driver signals it is safe to cross;
- F. Properly board and depart the vehicle;
- G. Go immediately to a seat and be seated.

It is the parents' responsibility to inform the driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip, each student shall:

- A. Remain seated while the school transportation is in motion;
- B. Keep head, hands, arms, and legs inside the school transportation at all times;
- C. Not push, shove, or engage in scuffling;
- D. Not litter in the school vehicle or throw anything in, into, or from the vehicle;
- E. Keep books, packages, coats, and all other objects out of the aisle;
- F. Be courteous to the driver and to other riders;
- G. Not eat or play games, cards, etc.;
- H. Not use nuisance devices or personal communication devices (e.g., laser pointers) on the school vehicle in a way that disrupts the safe transportation of students and/or endangers students or employees;
- I. Not tamper with the school vehicle or any of its equipment (including, but not limited to, emergency and/or safety equipment).

Exiting the school vehicle, each student shall:

- A. Remain seated until the vehicle has stopped;
- B. Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- C. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

A student who misbehaves on a school vehicle may be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on a school vehicle.

Visitors

Visitors must enter through the front doors of the Whitmer building and report directly to the main office to obtain permission to visit the building, contact students, or speak with school personnel. Visitors will be expected to sign in and wear a visitor badge at all times. It is the expectation that visitors requesting to meet with faculty or staff members make an appointment prior to visiting. Students from other schools are not permitted to visit without prior arrangement.

Work Permits

- A. The State of Ohio requires all students under the age of 18 to have a work permit in order to be employed. Applications for permits can be obtained on the WLS website and in the Principal's Office.
- B. Students seeking to obtain a work permit must be enrolled and attending school.
- C. We reserve the right to deny permits to minors who have been expelled, have withdrawn, or are not in regular attendance.
- D. We reserve the right to revoke a work permit for students who become expelled, withdraw, or cease to attend school regularly.
- E. Whitmer High School will issue work permits for currently enrolled Washington Local students who are working in Ohio.
- F. Students who obtain employment in another state, like Michigan, must obtain a workers permit through the local school district in the state where their employer is located.
- G. Proof of age requirement - All WLS students have their birth certificate in their cumulative record file and therefore are not required to provide additional proofs of age.
- H. Physician's Certificate for Minor Work Permit - required by the State of Ohio.
- I. If a student has a sports' physical on file in the Athletics' Office and it is dated within one year, it will be accepted for the work permit application.
- J. Completed work permit applications that are received in the office by 10:30 am will be available for pick-up after 1:00 pm the same day. Work permit applications turned in after 10:30 am will be available for pick-up after 8:30 am the next business day.
- K. Student workers are responsible for planning ahead and turning in all required application paperwork in a timely fashion in order to obtain their work permit by their employer's deadline.

ACADEMICS

*Alphabetical by topic

Academic Honesty

See [Board Policy 5500](#)

Students in Washington Local Schools are expected to pursue their academic goals with honesty and integrity. Plagiarism, cheating, providing unauthorized assistance to another student, and other unethical academic practices will not be tolerated. Students who participate in unethical academic practices are subject to disciplinary and/or academic consequences.

Academic Honor Roll

We have three (3) honor roll levels to recognize student achievement (without any D's, F's, U's or I's):

Cum Laude	GPA 3.5-3.7499
Summa Cum Laude	GPA 3.7499-3.999
Magna Cum Laude	GPA 4.0 and above

Grading System

Report cards are available four times per year. Mid-term reports are available prior to the end of the fifth week of each grading period if the student is earning a letter grade of a D or F. Students are encouraged to ask

questions and seek extra help if needed. Parents/ guardians are encouraged to email the teachers or call the counselor to set up a teacher conference if they have questions.

If you have had an extended illness, you may be given an "I" (Incomplete). The "I" must be made up by the end of the quarter. The "I" will become an "F" if the work is not completed in the allotted time frame.

GRADING SCALE AND WEIGHTED GRADES
(Board Adopted Grading Scale - 10 - Point Grading Scale)

10-Point Grading Scale				
% Grade	Letter Grade	Quality Points	Honors Quality Points	AP Quality Points
93-100	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.8	2.3
63-66	D	1.0	1.5	2.0
60-62	D-	0.7	1.2	1.7
0-59	F	0	0	0

Homework

See [Board Policy 2330](#)

The Washington Local Board of Education recognizes that homework is an essential component of the learning process. Homework assignments may be found in Google Classroom.

Testing

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs. Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

All students need to understand that during any testing session, they are responsible for not sharing any information from the test with anyone outside of the testing room. Also, any use of an electronic device during a test administration is a security violation and may be punishable by having their device handed over to the teacher/test administrator and their test invalidated. For further questions regarding test security, please see your building principal.

Use of Artificial Intelligence Tools For School Work

See [Board Policy 5500](#), [7540.03](#) and [7540.09](#)

To ensure the integrity of the educational process and to promote fair and equal opportunities for all

students, except as outlined below, the use of Artificial Intelligence ("AI") tools is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. ([See Policy 7540.09 – Artificial Intelligence \("AI"\)](#)).

STUDENT CODE OF CONDUCT

Below are examples of violations of student conduct. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed in this handbook will be responded to as necessary by school district staff. Offenses may result in one or more of the following: After School Detention, Tuesday School, Alternative Discipline Class (ADC), Saturday School, Community Service, Out-of-School Suspension, and/or loss of school privileges (e.g. dances, sporting events, school assemblies, etc.).

1. Being in another building on campus unauthorized
2. Being in halls and restrooms during class time without permission
3. Bus violations
4. Class tardiness/Late to school
5. Disrespectful/defiant and/or insubordinate (severe cases may result in suspension)
6. Disruption of education
7. Dress and appearance that presents health or safety problems or causes disruption or distraction
8. Excessive show of affection: Any excessive show of affection between couples that attracts attention shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing and like action.
9. Fighting, physical aggression, or posturing
10. General misconduct on school property
11. Illegal parking on school property and traffic violations
12. Leaving classroom and/or building without permission
13. Misuse of school computers
14. No ID card
15. Safety violations in classroom and labs
16. Skipping a class
17. Throwing food, leaving trays and debris in the cafeteria or other areas of school
18. Truancy
19. Verbal harassment; and/or vulgar language
20. Violation of school/classroom rules

Cafeteria

The cafeteria is to be kept clean, and proper conduct is to be maintained. Students must eat only during their assigned lunch period. Please obey the following rules during lunch or breakfast. These rules need to be followed, or disciplinary action may result.

1. Students must wait their turn in line. Line jumping is subject to disciplinary action.
2. Students will use conversational voice and polite language such as "please" and "thank you" to everyone.
3. Students are responsible for the cleanliness of their table and floor area.
4. Students are required to keep food in the cafeteria and place trash and other debris in the trash barrels.
5. Students are responsible for reporting any spills/problems at their table to cafeteria supervisors immediately.
6. Students must be in a seat or in line. Only students purchasing food are to be in line.
7. Students will remain in their seat until dismissed by their cafeteria supervisor.

8. Students will wear only one (1) ear bud and no audible music is allowed.
9. Students will report bullying to an adult.
10. Students must arrive in the cafeteria by the posted times. Students will only be allowed to leave the cafeteria with a pass.
11. Students needing to use the restroom must check out with the designated staff member to receive a bathroom pass.

Students are not permitted to be in the cafeteria between class change, during class time, during another lunch period. Students caught in the cafeteria outside of their scheduled lunch period will be subject to disciplinary action.

*****NO ORDERING FOOD FOR DELIVERY TO STUDENTS. ANY FOOD DELIVERED TO WHITMER WILL BE SENT BACK OR CONFISCATED UNTIL THE END OF THE SCHOOL DAY. ANY STUDENT WHO ORDERS FOOD TO WHITMER MAY RECEIVE A CONSEQUENCE. THIS INCLUDES GRUB HUB, DOORDASH, UBEREATS, ETC.**

Dance Expectations

Attending dances is a privilege for students. Demonstrating an active commitment to school by attending regularly, exhibiting positive behaviors in school, and being in good academic standing are all factors that can be considered for entry into dances. If a student is truant, has excessive discipline concerns, and/or is failing his/her classes, then a student can be prohibited from attending dances.

Dress Expectations

Students are to dress at all times with a sense of good taste so as not to cause disruption. A student whose dress goes beyond the bounds of good taste and is judged by school personnel to be inappropriate, offensive, and/or disruptive will be asked to change or leave.

Behavior Expectations

Any behavior deemed as inappropriate will be subject to disciplinary actions, including being removed from dance.

Other Important Dance Information

1. Students must have a picture ID to enter the dance. No Exceptions.
2. There will be no admittance to the dance after the specified time. No refunds or exceptions.
3. There will be no guest purchases allowed at the door. All guests must be prepaid and pre-approved.
4. Once students leave the dance, there will be no re-entry.
5. If a student is under suspension or expulsion, he/she cannot attend the dance.
6. Students must be in high school or no older than 18 to attend Whitmer High School dances as the guest of a Whitmer High School student.

Dress & Appearance

See [Board Policy 5511](#)

Dress Expectations - Students are to dress appropriately at all times with a sense of good taste, to be appropriately covered, so as not to cause disruption to the educational process. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. A student whose dress goes beyond the bounds of good taste and is judged by school personnel to be inappropriate, offensive, and/or educationally disruptive will be reprimanded, receive behavior consequences, and/or be required to immediately change apparel.

Allowable Dress and Grooming

1. Students must wear clothing including a shirt with pants or skirt (or the equivalent) and shoes.
2. Shirts and dresses must have fabric in the front and on the sides.
3. Clothing must cover all undergarments.

4. Fabric must cover all private parts and must not be see-through.
5. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop and other activities where unique hazards exist.
6. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress and Grooming

1. No head coverings, including hats, hoods, do-rags, scarves, or bonnets, unless religious in nature.
2. No sunglasses should be worn inside the building unless approved by a physician for medical reasons.
3. Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
4. Clothing may not depict pornography, nudity, or sexual acts.
5. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
6. Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
7. Clothing may not contain obscene, profane, or inflammatory messages.
8. Clothing must not resemble undergarments, including but not limited to sports bras, bralette, lingerie, bando, etc.
9. Blankets are not considered to be appropriate attire for school. Blankets will be confiscated if brought into the building.
10. Footwear must be worn at all times. For safety considerations, footwear must have hard soles.

Electronic Devices & Technology

Chromebooks

The Washington Local Schools (hereinafter referred to as “District”) will assign to the student one Google Chromebook and charger (hereinafter referred to collectively as “Chromebook”) in good working order. While on school grounds, that Chromebook will operate on a District-provided wireless network (hereinafter referred to a “Network.”) It is the responsibility of the student to ensure that this Chromebook is maintained in good working order. This Chromebook and all software and applications installed by the District are, and at all times remains, the property of the District and is provided to the student for educational purposes.

The District retains control, custody, and supervision of all Chromebooks and, in accordance with the law, reserves the right to monitor all activity by the student, and they may be the subject of random search. The student should have no expectation of privacy in their use of school Chromebooks, including, but not limited to, email, stored files, or Internet sites visited. School officials reserve the right to search Chromebooks and the files thereon when there may be a violation of the Student Code of Conduct and/or when order, health, and the safety of persons may be an issue. This standard also applies to all school-sponsored activities at any location. The District is responsible for tracking and monitoring the Chromebook assigned to the student. Any Chromebook assigned to the student is inventoried and tagged. Identification labels have been placed on the Chromebook. These labels are not to be removed or modified. If the labels become damaged or missing, District technology support services will ensure replacement once notified according to procedure. Additional stickers, labels, or markings of any kind may not be added to the Chromebook or the case.

The student will return the Chromebook in good condition to the District at the end of the school year. If the student withdraws prior to the end of the school year, the Chromebook will be returned before their last day. If the assigned Chromebook is not returned, then the family will be financially responsible for the replacement cost of the Chromebook. The Chromebook is assigned to an individual student. The student should never swap or share their Chromebook with another student. The student may not make any attempt to add, delete access, or modify other users’ accounts on the Chromebook or on any school owned computer or device.

The student may use the Chromebook for non-commercial, personal purposes in accordance with District policies,

procedures, guidelines, and rules, including the District’s Acceptable Use and Internet Safety Policy, the Student Handbook and Code of Conduct, and local, state, and federal statutes and regulations. A small number of Chromebooks will serve as spares for assignment to students as needed. Spares will be temporarily assigned to the student when their assigned Chromebook needs to be retained for repair. These daily loaner units will be available in the building “Chromebook Depot.” For more information please visit the district website at <http://www.wls4kids.org>.

Cell Phones and Other Personal Communication Devices

See [Board Policy 5136](#) and [5136.01](#)

HB 250 mandates that every public-school district in Ohio develop and implement an official policy governing student cell phone use during the school day, aiming to reduce classroom distractions and support academic focus.

The School will supply any electronic equipment or devices necessary for participation in the educational program.

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education has determined the use of cell phones and other personal communication devices by students during school hours should be limited. The objective of this policy is to strengthen Washington Local’s focus on learning, in alignment with our mission to ignite students’ passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

Personal communication devices (“PCDs”) are electronic communication devices powered by batteries or electricity that are capable of receiving, transmitting, or receiving and transmitting communication between individuals or groups that are not issued by the District for the purpose of instruction. Examples of PCDs include computers, laptops, tablets, e-readers, cellular telephones, smartphones, gaming devices, smartwatches and other wearable technology, and other web-enabled devices used to communicate.

Students must abide by the following rules and expectations regarding cell phones and other personal communication devices as outlined below. Violations of the policy may result in disciplinary measures.

- Students will follow an off and away policy regarding PCDs. Students must have cell phones and other PCDs powered off completely (not just placed in vibrate or silent mode) and stored out of sight in a backpack, locker, purse, or other authorized location when not permitted for use. When the use of a PCD is permitted according to board policy, all PCDs must be placed in silent mode.
- Students are not permitted to possess their cell phone or other PCDs on their person throughout the school day when not permitted for use.
- Students will not be permitted to use their cell phones and other PCDs during instructional time unless approved by the building Principal. According to the Ohio Department of Education and Workforce, an “instructional day” is any period of time in which a student is expected to be in attendance and includes not only formal instruction time but also supervised activities, such as transitioning between classes, recess, meal periods, and field trips.
- Students will not be permitted to use their cell phone or other PCDs once in the building starting from 7:25am to 2:35pm.
- Students are not permitted to use their cell phones or other PCDs during breakfast, between classes, during class time, in office spaces, in restrooms or lockerrooms, or during assemblies/events that occur during school hours.
- Students will be permitted to use cell phones and other PCDs while riding in school vehicles. Please note, distracting behavior that creates an unsafe environment, failure to follow instructions of a bus driver, or any other violation of the Student Code of Conduct related to PCD use shall not be tolerated and may result in the loss of use.
- Students are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

- The use of a cell phone or PCD that causes distracting behavior or creates an unsafe environment will not be tolerated.
- Students are prohibited from using a PCD to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/videos) of any student, staff member, or other person during school hours, on school property or during school-related events and functions.
- Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (such as technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent.
- Using a PCD to capture, record, and/or transmit an audio and/or pictures/video of an individual without proper consent during the instructional day, where there is a reasonable expectation of privacy, or as outlined above, is considered an invasion of privacy and is not permitted. These locations include, but are not limited to, locker rooms, shower facilities, restrooms and any other area where students or others may change clothes or be in any stage of disrobing.
- Students are prohibited from using an electronic device in any way that would constitute bullying or harassment or other violations of the Student Code of Conduct.
- "Sexting" is prohibited at any time on school property or at school functions. Sexting is the sending, receiving, sharing, viewing, or possessing pictures, text messages, emails, or other materials of a sexual nature in electronic or any other form. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the personal communication device.

Possession of a cell phone and other PCD by a student during the instructional day and during school-related events and functions, is a privilege that may be forfeited by any student who fails to abide by the terms of Board Policy, or otherwise abuses this privilege.

Any violation that is deemed illegal (i.e. child pornography, sexting) will also be referred to law enforcement and child services. The PCD will be confiscated and may be turned over to law enforcement if a violation involves potentially illegal activity. In addition, violations that are more severe may result in an immediate out of school suspension or expulsion.

Cell phone or other PCD use is permitted if accommodations are outlined in a student's IEP or 504 plan. Additionally, a student may use a cell phone or other PCD to monitor or address a health concern. A note from the student's physician is required annually in order for the school to approve the use of the PCD for a required medical reason. Students permitted to use a PCD for these limited reasons are expected to use the approved device only as authorized.

In an emergency situation, the use of a cell phone is permitted. In this situation, the cell phone must be placed in silent mode and must be stored out of sight when directed by school personnel.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day. School phones are located in the Attendance and Resource Center, Counseling Center, Athletic's Office, and CTC Office.

Students are personally and solely responsible for the care and security of their PCDs. Whitmer High School and The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Disciplinary Procedures for Devices

Cell phone and other PCD infractions are all categorized as a Technology Violation. Using devices at unapproved

times or places will result in the following progressive discipline:

- 1st Offense: Device will be confiscated and submitted to the ARC. The student may pick the device up at the end of the school day. The student will be issued a warning.
- 2nd Offense: Device will be confiscated and submitted to the ARC. Parent/Guardian may pick the device up from school. The student will be assigned an after school detention.
- 3rd Offense: Device will be confiscated and submitted to the ARC. Parent/Guardian may pick the device up from school. The student will be assigned a Tuesday School.
- 4th Offense: Device will be confiscated and submitted to the ARC. Parent/Guardian may pick the device up from school. The student will be assigned a day in the Alternative Discipline Classroom (ADC).
- 5th Offense: Device will be confiscated and submitted to the ARC. Parent/Guardian may pick the device up from school. The student will be assigned two days in the Alternative Discipline Classroom (ADC).
- If violations continue after the 5th offense, a mandatory re-entry meeting with the parent/guardian will be required to develop a school plan.

Alternative consequences, including Saturday School or Community Service may be assigned as part of progressive discipline.

Failure to turn in a device upon request will immediately result in a day in the Alternative Discipline Classroom (ADC) or out-of-school suspension.

Earbud Devices

In order to ensure that students are active participants in their education, are aware of safety measures, and are alert to things occurring in their school environment, students are prohibited from wearing earbud devices in specific locations and during specified times when in the school building.

An “earbud device” includes any wired or wireless device that fits inside or outside of the ear canal that omits sound. This can include, but is not limited to, AirPods, Beats, noise canceling headphones, etc..

Students are required to comply with the following rules regarding earbud devices:

- Only wired earbud devices are permitted to be used in the building at authorized times and designated locations.
- No wireless earbud devices are permitted for use in the building in order to ensure they are not connected to a cell phone or other personal communication device during the school day.
- Earbud Devices are NOT permitted to be worn in the building except during the student’s scheduled lunch period.
- When students are in the cafeteria during their scheduled lunch period, only one earbud is permitted to be worn at a time.
- No over the ear devices are permitted in the school building, including the cafeteria.
- Students are not permitted to wear earbud devices in the classroom unless approved by the Building Principal.
- Students are not permitted to use their wired earbuds during breakfast, between classes, in office spaces, in restrooms or lockerrooms, or during assemblies/events that occur during school hours.
- Earbud devices must be stored in a backpack, locker, or purse when not permitted for use.

Earbud use is permitted if accommodations are outlined in a student’s IEP or 504 plan.

Students are solely responsible for the care and security of their earbud device. Whitmer High School and Washington Local Schools assume no responsibility for theft, loss, damage or vandalism to earbud devices brought on its property, or the unauthorized use of such devices.

Using earbud devices at unapproved times or places, or if their use causes distractions or disruptions, will result in progressive discipline. Earbud devices follow the same progressive discipline as personal communication devices (see Cell Phones and Other Personal Communication Devices section above). Earbud devices are categorized as

an electronic device and are not considered to be a separate category for disciplinary reasons. Earbud and personal communication device infractions are all categorized as a Technology Violation.

Social Media/Misuse of Social Media

Students are expected to use social networking sites (e.g., Facebook, YouTube, Instagram, Snapchat or any other similar websites) responsibly and not view or show anything prohibited by the Code of Conduct on school property, at school events on school property, or at school events. Students must not make, produce or distribute videos, images, sound recording or other mediums that show anything prohibited by the Code of Conduct, including through the use of school-owned or personal electronic devices, such as laptops, iPads, tablets, e-readers, cell phones, or video or still cameras. Any representations of anything prohibited must be immediately turned over to the principal or the principal's designee. Reproduction and distribution of anything prohibited may result in disciplinary action.

Student Technology Acceptable Use and Safety

See [Board Policy 5514](#)

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network, and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study, and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a technology protection measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents and guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet.

Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply.

Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their

children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Surveillance Cameras

For student safety and welfare, video surveillance cameras are placed throughout the building, school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Hallway Conduct

While in the hallways of Whitmer High School, students will be expected to be Respectful, Responsible, and Safe by doing the following:

1. Students will keep their hands to themselves.
2. Students will use a conversational voice and polite language.
3. Public display of affections (PDA) is limited to hand-holding and hugging.
4. Students will throw all trash in the garbage container and recycle when appropriate.
5. Students must clean or report all spills to an adult.
6. Students will walk, stay to the right, and keep moving at all times.
7. Students will refrain from wearing earbuds in the hallway.
8. Students will report bullying to an adult.

Political Activity

See [Board Policy 9700](#)

All materials or activities proposed by outside political sources for display on school property or at school events or for student or staff use or participation shall be reviewed by the Superintendent and Principal related to educational contribution to part or all of the school program and benefit to students, and no such approval shall have the primary purpose of advancing the special interest of the proposing group.

Non-school literature is not distributed on District property if:

1. The materials contain defamatory statements about public figures or others;
2. The materials advocate disruptive action and are likely to incite or produce such action;
3. The materials are hate literature or similar publications that attack ethnic, religious or racial groups; contain content aimed at creating hostility and violence and the materials would materially and substantially interfere with school activities or the rights of others;
4. There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others

Severe Code of Conduct Violations

The following are examples of severe conduct violations. Lists of specific offenses following each category are not intended to be exclusive, but they are intended to illustrate the types of offenses encompassed in the category.

Aggressive Behavior

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.

Anti-Harassment/Bullying

See [Board Policy 5517.07](#)

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:

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 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 assistant (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).

Assault and Fighting on School Property or at School Sponsored Events

See [Board Policy 5501](#)

- Physical threat or violence to persons including aggressive behavior (verbal or non-verbal), posturing, intimidating, striking, kicking, pushing or threatening with any weapon (including fists).
- Harassment – verbal and/or physical.

Burglary and Theft

See [Board Policy 5501](#)

1. Burglary – unauthorized entry to school premises and the removal of school or personal property.
2. Robbery – Theft of property by force or threat of force.
3. Larceny – theft of school property or personal property.
4. Extortion, Blackmail, or Coercion – obtaining money or property by violence or threat of violence or forcing another to do something against his/her will by force or threat of force.

Bus Misconduct

See [Board Policy 5601](#)

Student misbehavior on a bus presents a significant safety concern for both riders and the driver. Common misbehaviors include student harassment, loud or unnecessary distractions, seat hopping, tossing of objects and

generally distracting behavior that could pose a safety threat to those onboard. Bus misbehavior is turned over to building administrators to determine appropriate disciplinary consequences ranging from warnings to suspension of bus riding privileges for the remainder of the year.

Damage/Destruction of School Property

See [Board Policy 5513](#)

1. Mischievous Behavior – unintentional destruction of school or personal property resulting from mischievous behavior.
2. Vandalism – intentional destruction of school or personal property such as writing on buildings, walls, breaking windows, driving on lawns.

Disrespect/Disregard of Directions of School Personnel

See [Board Policy 5501](#)

1. Any verbal or written disrespect or obscene gestures.
2. Failure to obey lawful instructions of school district personnel.
3. Refusal to identify self upon request to proper school authorities on the school property or at school sponsored events.
4. Falsely identify yourself by using someone else's name for any reason.

Disruption of School

See [Board Policy 5501](#)

1. Arson – intentional setting of fire to school, or personal property, including property of the student on school premises.
2. False Fire Alarm – causing the evacuation of school by activating the fire alarm.
3. Interference with School Authorities – interfering with administrators, teachers or other school personnel by force of violence.
4. Intimidation of School Authorities – interference with administrators, teachers, or other school personnel by intimidation with threat of force or violence.
5. Unauthorized assemblies or student demonstrations.

Diversity

Washington Local Schools has a multicultural environment. The student body, faculty, and staff represent many different backgrounds in race, ethnic groups, and religion. All are welcome and bring a cultural-diversity to the school. It is expected that all will make positive contributions to the school community. Harassment based upon race, ethnic, religious or cultural background, sexual orientation or disability will not be tolerated and appropriate disciplinary steps will be taken through the implementation of the code of student conduct.

False Reporting

It is a violation for students to knowingly make false statements/reports or knowingly submit false information during investigations.

Narcotics, Alcohol and Other Dangerous Drugs

See [Board Policy 5530](#)

Possessing, use, or suspected use, transmitting, concealing, or showing evidence of consumption of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug-related paraphernalia is a violation of this Code of Conduct.

The following may result in disciplinary action up to and including a recommendation for expulsion.

1. Alcoholic Beverage – possession, use or suspected use, sale or being under the influence of alcohol on school property or at school sponsored events. Being under the influence is understood to include the prevalent odor of alcohol.

2. Narcotics, Illegal Drugs, Mind-Altering Substances and Other Dangerous Drugs – possession, sale, use or suspected use of the above, except when used as prescribed by a physician, on school property or at school sponsored events.
3. School authorities will confiscate drugs, alcohol, and drug paraphernalia.
4. Any unidentified item or substance found will be treated with the same severity as a drug-related offense.

Drug or alcohol advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events. Drug or alcohol promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Nicotine Products

See [Board Policy 5530](#)

Smoking, holding, selling, passing, chewing and/or possession of any tobacco product or alternative nicotine products, including e-cigarettes and vapes, on school property may result in disciplinary action.

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Public Disturbance

Students are expected to seek help when they observe unsafe behavior if it can be done in a safe manner. Students must not contribute to any unsafe situation in any manner that may increase the risk of harm to themselves or others. This includes but is not limited to becoming physically involved, photographing or recording the incident, and/or verbally encouraging the behavior to continue. Students must not cause, or contribute to, a public disturbance. A public disturbance is any act of violence by one or more persons assembled in a group of at least three people. This applies to a person who organizes or participates in a public disturbance. It can apply to anyone who urges or instigates others to disturb the public.

Student Hazing

See [Board Policy 5516](#)

Hazing activities of any type shall be prohibited at all times in school facilities, on school property, and at any school-sponsored events. No employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

1. Hazing is understood to mean any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
2. All employees or the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, it shall be reported immediately to the building principal/supervisor, who will then notify the Superintendent.
3. Employees and/or students who fail to abide by this policy may be liable for civil and criminal penalties in accordance with Ohio law.

Technology Misuse

See [Board Policy 5514](#)

Student access to and use of the Network (computers, District Intranet, electronic mail, electronic bulletin boards, and information sharing) and the Internet is a privilege intended for educational purposes. This access is intended to assist in collaboration and exchange of information, facilitate personal growth in the use of technology, and

enhance information-gathering and communication skills. The District has implemented technology protection measures which block/filter Internet access to inappropriate displays.

District protection/safety software and/or hardware will be utilized to:

- A. Monitor online student activity
- B. Restrict student access to material that is obscene, objectionable, inappropriate, or harmful to minors
- C. Prohibit unauthorized access (hacking) and other unlawful activities by students
- D. Prohibit disclosure of personal identification information of minors

Misuse by students shall include but not be limited to:

- A. Copyright infringement
- B. Deletion of computer files
- C. Disrupting Network operation through abuse of hard or software
- D. Improper or inappropriate use of computers including, but not limited to, accessing information unrelated to school purposes or activities.
- E. Intentionally seeking information on other users.
- F. Knowingly introducing computer viruses.
- G. Malicious use of Network or Internet through hate mail, harassment, profanity, or discriminatory remarks.
- H. Obtaining copies of or modifying files, data, or passwords of other users.
- I. Students misrepresenting themselves or other users on the Network or Internet.
- J. Unauthorized copying of any hard copy material or software
- K. Unauthorized entry into school computers, sites, or information databases.

Any misuse of the Network or the Internet will result in suspension of privileges and/or other disciplinary action including but not limited to detention, suspension, and expulsion.

Technology Violation

Please refer to the Electronic Devices & Technology section above.

Trespassing

Unauthorized entry of school property or refusal to leave when ordered. Safe school ordinance will be invoked by administration/designee and school resource officers.

Weapons and Dangerous Instruments

See [Board Policy 5772](#)

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the building principal. Failure to report such information may subject the student to disciplinary action.

Weapons include, but are not limited to the following:

1. Firearms – possession or use of firearms or other dangerous weapons or instruments on school property or at school sponsored events. This includes air and gas-powered guns (whether loaded or unloaded). Stun Guns (tasers): Possession or use of stun guns (tasers) on school property or at school sponsored events.
2. Explosives – possession or use on school property or at school sponsored events of explosive materials including firecrackers, caps, smoke bombs, stink bombs, or any form of firework.
3. Other weapons, including knives, razors, clubs, metallic knuckles, martial arts weapons, incendiary devices, and other objects defined as dangerous ordinances under State law.
4. Weapons also include look-alike weapons.
5. Items found in student's possession, either brought from home or taken from another classroom, that are displayed in a manner other than for educational purposes may be considered a dangerous instrument and

treated as a weapon.

- School authorities will confiscate all weapons and/or dangerous instruments.

STUDENT CODE OF CONDUCT VIOLATION

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to counselor or associate principal, parental contact or conference, detention, Tuesday School, in-school reassignment, community service, exclusion from extra-curricular activities, social probation, emergency removal, referral to law enforcement agencies, Saturday School, suspension or expulsion.

Disciplinary Actions

Student discipline follows a progressive policy. Consequences increase with each offense. More severe consequences may be issued depending upon the infraction. It is the intent of the progressive nature to allow for personal responsibility and self-correction by the student. The following may be assigned as a consequence when a student fails to comply with the behavioral expectations outlined in this student handbook.

Community Service

Community service may be an alternative consequence offered, as available, at the discretion of the principal or his/her designee. Community service is decided on individual circumstances based on the severity and/or repetition of the violation. If being used as an alternative to suspension, community service hours are not to exceed the equivalent number of hours equal to the remaining part of the period of the suspension.

After School Detention

After school detention is a requirement to spend additional time after school for a student violation of the conduct code. It is held Monday thru Thursday from 2:45 PM until 3:45 PM.

Tuesday School

Tuesday school is an extended detention held on Tuesdays from 2:45 PM to 5:00 PM.

Alternative Discipline Class (ADC)

ADC is an exclusion from regular class. Students will be assigned to an alternative program by the principal or his/her designee. Teachers will provide students with academic assignments to be completed for credit. Students who serve in ADC will not be allowed to participate or attend any after school activities including sports and clubs. Students serving in ADC will be required to turn their phones into the ADC teacher. Failure to comply with this request will result in the student receiving an out of school suspension. If not present on the assigned ADC day, the ADC will be served when the student returns to school.

Saturday School

Saturday School is a three hour detention at the designated time established by administration.

Out-of-School Suspension

Out-of-School Suspension is an exclusion from school or class assigned by the principal or his/her designee. Students will not be allowed to participate or attend any after school activities including sports and clubs for the duration of the suspension. Students are not to be on any Washington Local School grounds while under out-of-school suspension.

Expulsion

Expulsion is the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct. If at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident that

gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year. Only the superintendent may expel a student. A student is not to be on Washington Local School grounds or participate in school activities while under expulsion. No credit will be granted for work missed as a result of expulsion.

Due Process Rights

See [Board Policy 5611](#)

Due process for students includes the right to gather facts and information relevant to an investigation or disciplinary proceeding. This right ensures that students have a fair opportunity to defend themselves and present evidence that may support their case.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision but not from the premises.

No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

Procedural Rules/Regulations for Suspension and Expulsion

The constitutional rights of individuals assure the protections of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Washington Local School District.

1. The hallmark of the exercise of disciplinary authority shall be fairness.
2. Administrators and faculty members shall make every effort to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. The determination of whether to impose sanctions for any conduct prescribed by this policy and the severity of such sanctions may accord due regard to the circumstances in which the violation is committed, the severity of the violation, the repetitive nature of the violation and the likelihood of danger to persons or property resulting from the violation.

Procedures for Suspension

1. As soon as it is practical upon the referral of a student from class, or school-from class, or school-sponsored event, or for the commission of an offense while under the supervision of the school, for which the maximum recommendation is suspension, the principal, or his/her designee, shall hold a hearing with the student.
2. As part of the hearing, the student shall be issued a notice of intention to suspend listing the violation(s) of the conduct code with which he/she is charged. The principal, or his/her designee, shall advise the students of the evidence, which supports the charge(s).
3. The student shall have the right to present evidence at the hearing, which supports his/her position.
4. If, as a result of the hearing, the principal or his/her designee determines that the violation(s) warrants suspension, the parent, guardian, or custodian shall be notified. The suspension shall be imposed immediately if it were judged that the student's return to class would impose a danger to him/her and others, or would be disruptive to the educational process. In other cases, suspension shall be imposed the first school day following the hearing. In cases of 18-year-old students, the parent, guardian or custodian notification is not mandatory.
5. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct 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.

6. Within twenty-four hours following the hearing and notice of suspension, the principal shall notify the parent, guardian or custodian by ordinary U.S. mail and the Board Treasurer of the suspension. In cases where students are 18 years of age, notice shall be provided to the student. The notice shall include reason(s) for suspension, dates the suspension is in effect, the method of serving the suspension, and the right to appeal.
7. A request for any appeal must be submitted in writing within five days after the hearing or appeal. The appeal(s) will be scheduled as soon as practical.
8. At an appeal the student, parent, guardian, or custodian and representative, if any, may present written or oral statements, as they deem relevant to the fact of the offense, the surrounding circumstances, and the gravity of the sanction. They shall be permitted to review all written documents presented and to hear all verbal testimony given at an appeal, but shall have no formal right of cross-examination. A record of an appeal shall be kept by tape recording for notary's transcription at the discretion of the appeal officer.
9. If, as a result of appeal, the student is reinstated or the number of days is reduced, the student will return to school under the terms set forth by the appeal officer.

Procedures for Expulsion

1. A student, due to the severity of the violation of the conduct code and/or after repeated violation of the conduct code, may be suspended for a period of ten (10) days with a recommendation for expulsion.
2. The superintendent shall, as soon as is practical after the imposition of a suspension with recommendation for expulsion, provide written notice of the intended expulsion, and the reason(s), by ordinary U.S. mail. The notice shall inform the student, parent, guardian, or custodian, with or without a representative, of the right to appear before the superintendent or designee to challenge his action or to otherwise explain the student's action(s). A time and place at which the hearing shall be conducted shall be specified and shall be not less than three or more than five days after the date of the written notice. The superintendent may grant a request for an extension of time provided the hearing is conducted prior to the conclusion of the ten day suspension.
3. After the hearing the superintendent may expel the student not to exceed the lesser of eighty (80) days or the number of school days remaining in the school year.
4. Within twenty-four (24) hours of the notice to expel, the superintendent shall notify the parent, guardian, or custodian of the student and Board Treasurer of the intent to expel (in cases of students over the age of 18, notice shall be provided to the student). This notice shall be sent by ordinary U.S. mail and shall include reason(s) for the expulsion, a statement of the right of the student, his/her parent, guardian or custodian to appeal, the right to be represented at the appeal, and to request that the appeal be held in private. The Board of Education hereby designates the Assistant Superintendent to hear expulsion appeals.
5. A request for an appeal must be submitted in writing within five school days after the expulsion hearing.
6. At the appeal, the student, his/her parent, guardian, or custodian and their representative, if any, may present such written or oral statements as they deem relevant to the fact of the offense, the surrounding circumstances, and the gravity of the sanction and shall be permitted to review all written documents presented and to hear all verbal testimony, but shall have not formal right of cross examination. Tape recording or notary's transcription shall keep a record of the appeal at the discretion of the appeal officer.
7. If, as a result of the appeal, the student is reinstated or the number of days is reduced, the student will return to school under the terms set forth by the appeal office.
 - a. Home Instruction, etc.
 - b. Consult with the building psychologist and/or the Handicapped Child Management Coordinator
 - c. To develop an intervention plan designed to prevent a recurrence of the misconduct.

Permanent Exclusion

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Possible Reduction of Expulsion Period

The Superintendent may consider the following factors on a case-by-case basis when imposing a penalty of less than a one-year expulsion for violation of this policy:

1. Information contained in the student's permanent record file.
2. The student's prior disciplinary record, and any records of behavioral problems not contained in the disciplinary record.
3. The student's response to the imposition of prior discipline or sanctions
4. The seriousness of the offense and aggravating factors relating to the offense.
5. Mitigating circumstances surrounding the offense.
6. Probable danger posed to the health and safety of other students or employees by the student's continued presence in school.
7. Probable disruption of teaching by the student's continued presence in school. Students may be excluded from schools of this District under this policy while the Board of Education is considering whether to request permanent expulsion, or while a request for permanent expulsion is pending.

Admission of Student Expelled by Other Districts

See [Board Policy 5111](#)

STUDENT ACTIVITIES CODE OF CONDUCT

GRADES 7-12

See [Board Policy 5610.05](#), [2431](#)

Preamble

The Washington Local Schools' extracurricular programs provide student participants with the opportunity to grow mentally, morally, physically and emotionally. The Code of Conduct policy seeks to promote and enforce compliance with rules and regulations for participation.

Students and parents/guardians will be provided with an opportunity to sign a Student Commitment Form as a reinforcement of the importance of following the Extracurricular Code of Conduct. Students who participate in extracurricular activities are held to the Code of Conduct, regardless of whether a commitment form is signed by the student and parent/guardian.

Penalties imposed under this Code of Conduct are independent of, and in addition to, any academic suspension, expulsion, or other disciplinary penalty. The terms of this Code of Conduct apply to student conduct throughout the calendar year, regardless of whether school is in session or whether a violation occurs at school or a school-related event.

Violations of this Code of Conduct by a junior high student will not be counted toward cumulative violation when the student enters Whitmer High School.

For further information please visit the OHSAA website at: <http://www.ohsaa.org/eligibility/default.asp>

Academic/Extracurricular Activities Eligibility

Junior High: Academic Requirements will be defined in club or organization constitutions; enforcement is the responsibility of the club advisor.

High School: Academic requirements will be defined in club or organization constitutions; enforcement is the responsibility of the club advisor.

Prohibitions

Student/Athletes may not:

Tobacco

Possess, use, sell, or distribute tobacco products in any form including “smokeless,” e-cigarettes, vapes, or other substances.

Alcohol

Possess, use, sell or distribute alcoholic beverages. This prohibition is understood to include being observed drinking, admitting to drinking, having alcohol odor detectable on breath, or being in possession of alcohol.

Drug and Substance Abuse

Possess, dispense, sell, use, drugs or drug paraphernalia. This prohibition includes, but is not limited to, narcotics, inhalants, mind-altering substances, anabolic steroids, human growth hormones, and drug look-alike substances. This prohibition does not include use of medications as prescribed for the student by a physician. The prohibition does include dispensing and/or selling prescribed drugs to other students.

Attendance

No student-athlete shall attend any party or other social gathering where underage drinking and/or drug use occurs.

Cumulative Violations

After the first violation of any prohibition under this Code of Conduct, any additional violation will be dealt with as a next-level violation, regardless of whether the additional violations involve different prohibitions. For example, if a student has violated the ban on tobacco use, and subsequently violates that ban on the use of alcohol, the penalty imposed will be that prescribed for the second violation under the alcohol abuse provisions of this Code of Conduct.

Penalties for Violations

1. Parent/guardians and student participants will be notified in writing by the athletic director when violations are found to have occurred. Copies of notices will be kept on file with the athletic director.
2. A student participant who is penalized for a violation of this Code of Conduct shall not be permitted to participate in any extracurricular activity during the term of the penalty. This does not include practices.
3. When a student is denied participation for a number of school days under this Code of Conduct, the student will also be denied participation during any intervening weekends, holidays, or other days when school is not in session.
4. Denial of participation is for all activities if a student is involved in multiple activities simultaneously.

PENALTIES FOR TOBACCO, ALCOHOL, AND OTHER DRUG ABUSE

First Violation

Students will be denied participation for the remainder of the school year in which the violation occurred. If the student found in violation agrees to have a substance abuse assessment approved by the school administration and demonstrates he/she is following program assessment and treatment recommendations, the period of time the student is denied participation may be reduced by the high school administration.

- A. Regardless of participation in a substance abuse assessment or rehabilitation program, the student will be denied participation for 20% of the season's contests which are calculated based on the total number of regular season contests, not including scrimmages or post-season contests. The student will then lose that amount of contests based on the consequences for violating policy. Participation will be withheld starting with the next scheduled regular season or postseason contest after the violation is verified. The athlete will continue to practice but will not be allowed in uniform for contests during his/her suspension. The percentage of this suspension not served during the season of the violation will be carried over to the next season of participation and served at the beginning of the season's sport. No day will count as more than one contest.
- B. A student denied 20% of participation may still actively try out for a team or event and practice. The penalty will be enforced when the athletic contest, performance, or competition begins for the next season or event.

Second Violation

Students will be denied participation in extracurricular activities for fifty percent (50%) of the regular competition season which is calculated based on the total number of regular season contests, not including scrimmages or post-season contests. The student will then lose that amount of contests based on the consequences for violating policy. Participation will be withheld starting with the next scheduled regular season or postseason contest after the violation is verified. The athlete will continue to practice but will not be allowed in uniform for contests during his/her suspension. The percentage of this suspension not served during the season of the violation will be carried over to the next season of participation and served at the beginning of the season's sport. No day will count as more than one contest.

Third Violation

A junior high student will be denied participation in all extracurricular programs for the remainder of his/her junior high career. A high school student will be denied participation in all extracurricular programs for the remainder of his/her high school career.

Self-referral

If a student seeks assistance for dealing with an ongoing substance abuse problem by self-referral to a coach, advisor, counselor, and/or school administrator, and the student agrees to participate in a substance abuse assessment and rehabilitation program approved by the school administration and agrees to follow assessment/treatment recommendations, there shall be NO DENIAL of participation from extracurricular activities, unless a subsequent violation occurs. Refusal or failure to follow assessment/treatment recommendations will result in the application of the first-violation procedures.

The self-referral provision will not apply if a violation has already occurred and is then discovered as the result of investigation (active and/or ongoing) by school officials. For example, a student cannot use the self-referral provision if an investigation has been initiated for a suspected violation. Self-referral will not apply as a means of avoiding a code violation.

Drug Testing Policy

Whitmer High School will be following the district's Board of Education Policy. The student and his/her parent/guardian are responsible for any expense incurred in connection with the student's participation in any substance abuse assessment, rehabilitation or treatment program.

General Misconduct

Coaches or advisors may suspend a student from an individual activity for behavior not conducive to good morale. Violations of particular rules such as breaking curfew, being late for meetings, practices or contests, general disrespect towards coaches or advisors, players, other students, fans, unsportsmanlike conduct, or any other behavior detrimental to the players, students or team will also be handled by the coach or advisor.

Repeat violations may result in further suspensions or denial of participation from the activity. The appropriate advisor may direct any hearing and make any determination regarding a participation penalty, unless otherwise directed by the Athletic Director. Such determinations may be appealed pursuant to the due process sections of this code.

Criminal Law Violations

Coaches or advisors will, upon consultation with the principal and athletic director, take disciplinary action in all cases of criminal law violations not previously addressed under this Code of Conduct. The disciplinary options available to coaches and advisors for students in grades 9 - 12 range from oral reprimand to a maximum penalty of denial of participation in extracurricular activities for the remainder of the student's career in this school district, as appropriate to the severity of the violation

Disciplinary Procedure

1. Coaches, advisors, and the respective Hearing Council will consider the recommendation from court officials in handling civil or criminal law violations. The Hearing Council may also recommend penalties up to and including permanent denial of participation.
2. The Associate Principal/Athletic Director or designee will investigate the alleged violation by contacting the student, the student's parent/guardian, and any other individuals deemed necessary. The Associate Principal/Athletic Director or designee will establish the appropriate penalty as soon as reasonably possible.
3. The Associate Principal/Athletic Director shall notify the student and the student's parent/guardian(s) of alleged violation of this code. (Prohibitions)
4. The student and parent/guardian will be notified in writing by the associate principal/athletic director when a violation is found to have occurred.
5. The decision may be appealed by submitting a written request to the respective principal and should state the exact reason the decision is being appealed within five (5) days of the date of determination of the code (SEE APPEAL PROCESS).
6. The appeal will be heard by the building Hearing Council which will issue its findings to the principal. The principal will notify the student and parent/guardian of the Council's decision.

Appeal Process/Due Process

1. The principal will establish a date for the Appeal Hearing
2. The appeal will be heard by the building principal in which all findings completed by the athletic director will be reported to the principal.

Statement of Compliance with Federal Laws

The Washington Local School District complies with federal laws which prohibit discrimination in programs and activities receiving federal assistance.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.

The following grievance procedure is being established to specifically deal with complaints of discrimination from

federal grant recipients or beneficiaries in the Washington Local School system arising from Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of handicap; and Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex. The Board of Education shall designate a person to coordinate compliance with federal laws.

Step 1: Any student who wishes to grieve any act that is prohibited under the regulations of Title VI, Section 504, or Title IX may, within ten (10) calendar days of the alleged violation or knowledge thereof, file with the building principal a written grievance on the form provided by the superintendent's office, with a copy forwarded to the compliance coordinator of Washington Local Schools.

Step 2: The building principal will render a decision on the grievance and communicate in writing to the grievant and the compliance coordinator within ten (10) calendar days after receipt of the written grievance.

Step 3: In the event the grievance has not been satisfactorily resolved at the second step, the grievant may, within ten (10) calendar days of the principal's written decision, file a written appeal to the compliance coordinator.

Step 4: The compliance coordinator will meet with the grievant within ten (10) calendar days of receipt of the written appeal and render a decision within ten calendar days of said meeting.

Step 5: In the event the grievance has not been satisfactorily resolved at the fourth step, the grievant may, within ten (10) calendar days of the compliance coordinator's written decision, file a written appeal to the superintendent who functions as the final mediator at the local level.

Step 6: In the event the grievance has not been satisfactorily resolved at the fifth step, the grievant may appeal to the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114-1816.

The Age Discrimination Act of 1975 prohibits discrimination on the basis of age.

The Washington Local School District also complies with the Family Education Rights and Privacy Act of 1974 which grants to parents/guardians the rights to examine their children's official school records.

Inquiries regarding unlawful discrimination may be directed to Director/Human Resources, Washington Local Schools, 3505 West Lincolnshire Boulevard, Toledo, Ohio 43606, or by calling 473-8225.

Notice To Students--Provisions Guaranteed by 504 Regulations:

- No one may be excluded from any course, or courses of study, on account of handicap.
- Classes will be rescheduled for students with mobility impairments if the classrooms are inaccessible.
- Course requirements may be modified in certain instances to ensure full participation by handicapped classrooms. Alternate methods of testing and evaluation are available in all courses offered by the schools for students with requirements for such methods. The schools make auxiliary aides available for students with impaired sensory, manual, or speaking skills. Certain school rules and regulations may be waived if they limit the participation of handicapped students.

Career & Technology Center

There is an application process to all Career & Technology programs at Whitmer High School. Before applying, students should consult with their parent(s)/guardian(s), school counselor, and program instructor. Students should reflect on their attendance record, progress toward graduation, and career path options before making the commitment to a two-year program.

National Technical Honor Society (Criteria)

1. Currently enrolled in a Whitmer Career Tech Program
2. Have an accumulative GPA of 3.390
3. 10 service hours are required, as well as attend the WHS Yardfest and Whitmer High School and Career Technology Center Preview Night
4. Students must exhibit a positive image for career and technical education and promote critical workplace values including skill development, honesty, responsibility, service, citizenship, and leadership
5. Students will also work on a service project partnering with the National Honor Society

Career Passport

The Career Passport is a portfolio presented to senior students who have met the established criteria for graduation. The career tech student portfolio is based on assessments of the individual's occupational skills and achievements, acquired in their career technical training. The Career Passport that the student receives upon graduating is the beginning of the documentation process for significant career achievements. The passport is designed for the student to keep up-to-date records, including a resume of their professional growth, throughout their career. Professional growth records will include future work experiences, educational activities, and other career achievements.

Career Technical Student Organization

Intra-curricular component of career-technical programs, with activities designed to support instructional objectives and attainment of academic and technical competencies, while helping students develop citizenship, interpersonal and leadership skills. All career tech program students are required to belong to a career-tech student organization.

College Credit

All Whitmer CTC programs are College Tech Prep, which means the courses have a postsecondary focus to include a seamless curriculum, which makes it easier to enroll at a college or university. Students in a career-tech program have the opportunity to further their education, which could be college, adult workforce education, or apprenticeships. For more information about earning college credit for career tech programs, please review the College Credit Plus section.

Career Technical Education Lab Fees

Lab fees for a career-tech program may be charged; students are not exempt due to free or reduced lunch. These fees pay for tools, equipment, uniforms and materials that are necessary for workforce-readiness training and materials that may be retained, by the students, after course completion. Examples of items purchased with lab fees may include: workbooks, uniforms, tools, supplies, and items used for certification examinations.

Senior Capstone Projects

Seniors, nearing the completion of 12 years of education, have taken a variety of courses, and developed a variety of skills. This is an opportunity to combine the knowledge and skills they have learned in their career tech program and to display them. The senior project provides an opportunity for students to choose an area of interest, perform in-depth research, and demonstrate problem-solving, decision-making, and independent learning skills.

Counseling Center

Academic Ethics

Students at Whitmer High School are expected to pursue their academic goals with honesty and integrity. Plagiarism, cheating, and other unethical academic practices will not be tolerated. Students who participate in unethical academic practices are subject to disciplinary and/or academic consequences.

Academic Letter

Students who achieve a 3.5 accumulated grade point average (GPA) after five semesters, or seven semesters, qualify for an academic letter.

Awards and Scholarships

Each year Whitmer High School will facilitate the awarding of scholarships to students who demonstrate academic ability, service to the school, good citizenship traits and financial need. A committee of faculty and administration review the applications, and award the scholarships to deserving students.

Students are encouraged to review the scholarship information on the Counseling Center website and listen for public announcements for specific information about each scholarship. These announcements usually begin in late January, early February. The recipients are announced at the Senior Assembly. Seniors must fill out the scholarship form/survey in April to verify scholarships received for recognition during Senior Assembly and graduation.

Awards Selection Process

Departmental awards selection criteria will be developed through the department presenting the award and will be made available upon request. Approved awards granted through outside sources will follow the selection criteria established by the award-granting agency.

Class Rank

A numerical rank assigned to students according to their cumulative grade point average (GPA). Academic and elective subjects are used in computing class rank. The GPA is recorded at the end of each semester and is determined by the number of credits and the grade received in each course.

College Credit Plus (CCP)

See Board Policy 2271

The College Credit Plus program in Ohio is designed to allow students (grades 7-12) the opportunity to earn college and high school credit concurrently. CCP's goal is to provide additional opportunities for high school students to experience course work at the college or university level.

The parent/guardian and student must receive counseling/attend a meeting/watch video which explains the program and sign a letter of intent to participate in the CCP program by April 1st of each year. Students and their families are required to apply to the university. Once accepted, the student will complete the steps to register for classes. Transportation to the college or university is not provided by Washington Local Schools.

Students participating in the College Credit Plus program (CCP) will be eligible to receive secondary credit for completing any of these programs. To be eligible, students must be in seventh, eighth, ninth, tenth, eleventh, or twelfth grade and achieve "remediation free" status on an assessment or meet alternative criteria under the law in order to be admitted to a college or university.

If a student participating in CCP A) fails to maintain a grade point average of 2.0 or higher in the college courses taken through CCP, or B) withdraws from, or receives no credit for two (2) or more courses in the same term, the student will be considered an "underperforming student." If a student maintains underperforming student status for two (2) consecutive terms of enrollment, the student will be deemed "ineligible."

Immediately after determining a student has obtained underperforming student status, the student will be placed on probation with the CCP program. The underperforming student, his/her parents/guardians, and the college(s) will be notified. The underperforming student and his/her parents/guardians shall also be notified of the following requirements for continued participation in CCP while on probation:

- A. The student shall only enroll in one college course during any term.

B. The student shall refrain from enrolling in a college course in the same subject as a college course in which the student earned a grade of “D” or “F” or for which the student received no credit.

C. If the student had registered for more than one college course for the next term prior to being placed on probation, the student shall request each college in which s/he is enrolled to dis-enroll the student from those courses that conflict with the terms of his/her probationary status.

- If a student elects to remain enrolled in one course for the next term, s/he shall inform the college of the course in which the student would like to remain enrolled.
- If the student fails to dis-enroll from any courses that conflict with his/her probationary status, the student and his/her parents/guardians will be notified that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her parents/guardians shall also be advised that the student shall be deemed an ineligible student and dismissed from the program for the next term in accordance with the dismissal procedures set forth below.

D. If a student takes a course after being placed on probation and such course raises the student’s cumulative grade point average to 2.0 or higher in the college courses taken through the CCP, the student shall be removed from probation. The student may participate in CCP without restrictions unless s/he is declared to be an underperforming student again.

E. If a student takes a course after being placed on probation and such course does not raise the student’s cumulative grade point average to 2.0 or higher in the college courses taken through CCP, the student shall be dismissed from the program in accordance with the dismissal procedures set forth below.

Dismissal

If a student is deemed ineligible to participate in CCP, s/he will be dismissed from the program, the ineligible student, his/her parents/guardians, and each college will be notified. The ineligible student and his/her parents/guardians shall also be notified that the student shall not take any college courses through the program following his/her dismissal.

If the student had registered for more than one college course for the next term prior to being dismissed from the Program, the student shall request to be removed from the program.

If the student fails to dis-enroll following his/her dismissal from the Program, the student and his/her parents/guardians will be notified that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her parents/guardians shall also be advised of the student’s dismissal from the Program for an additional term.

Reinstatement

Following one (1) term of dismissal, a student may submit a request to the Superintendent to be reinstated to the CCP. Summer shall only be counted as a term if the student is enrolled in one or more high school courses during the summer. Upon receipt of the reinstatement request, the student’s full high school and college academic record will be reviewed to determine whether the student has achieved academic progress and whether s/he will be reinstated on probation or without restriction.

Reinstatement on Probation: In order to be reinstated to CCP on probation, the student must meet the following academic progress criteria:

- A. Limited to one (1) CCCP course if their cumulative GPA is below 3.0.
- B. Passing performances in all classes.

Reinstatement without Restriction: In order to be reinstated without any restrictions, the student must meet the following academic progress criteria:

- A. Passing performances in all classes.
- B. In good standing for all graduation requirements including end of course exam points and grade level credits.
- C. Cumulative GPA is 3.0 or higher in all classes.

If the student fails to demonstrate academic progress as defined above, the dismissal may extend/continue for an additional term(s). During the dismissal period, the student shall remain ineligible to participate in CCP until academic progress is achieved.

Appeals

Any student who is dismissed from CCP or prohibited from taking a course in which the student earned a grade of "D" or "F" or for which the student received no credit, may appeal the decision. The appeal must be filed within five (5) business days after the student is notified of the dismissal or prohibition against taking a course.

When reviewing a student's appeal, the Superintendent shall consider any extenuating circumstances separate from the student's academic performance that may have affected or otherwise impacted the student's status in CCP. After considering such information, the Superintendent may:

- A. allow the student to participate in the Program without restrictions;
- B. allow the student to take a course in which the student earned a grade of "D" or "F" or for which the student received no credit;
- C. allow the student to participate in the Program on probation; or
- D. maintain the student's dismissal from the Program.

The Superintendent shall issue a decision on the student's appeal within ten (10) business days after the date the appeal is filed. The Superintendent's decision shall be final, and s/he shall immediately provide notification of the decision to each of the colleges or university in which the student is enrolled.

- A. If the Superintendent decides to continue the student's dismissal from CCP, and the student is enrolled in a college or university, the college/university shall permit the student to withdraw from all courses in which the student is enrolled without penalty. The Board shall not be required to pay for such courses.
- B. If the Superintendent fails to issue a timely decision after the date the appeal is made, and the student is enrolled in a college or university, the college/university shall permit the student to withdraw from all courses in which the student is enrolled without penalty. If the decision is issued after the college or university's no-fault withdrawal date, the Board shall be required to pay for such courses.

College/Post-Secondary Visits

Students are allowed four Post-Secondary (College, University, Trade School, Apprentice Program) visits throughout their Junior and Senior year. Students must fill out and submit a college/post-secondary form prior to their visit. These forms are available in the Counseling Center. Upon return, written documentation from the college/university/workplace/visit will be required for the absence to be excused and the student to make-up work.

Counseling Services

Students are encouraged to set up appointments to see their counselors. Parents/guardians are welcome to call during school hours for an appointment with their son or daughter's counselor. Below is a sampling of how counselors can help:

1. Coping with the demands of high school
2. Opportunities for involvement in school and community life
3. Course selection and scheduling

4. Self-Advocacy
5. Management of personal concerns and relationships with others
6. Management of situations which affect school performance
7. Interpretation of standardized test scores
8. Refer to appropriate community resources (i.e., family and/or individual counseling, medical needs).
9. Career assessment and opportunities
10. Completion of applications to colleges and technical schools

Credit Recovery

Whitmer High School will offer fall and/or spring sessions of credit recovery using a computer-based online learning program. This program is offered at an additional cost. Registration forms are available through the student's school counselor.

Diplomas

Upon meeting both credit and testing requirements identified by the state of Ohio, students will be awarded a diploma:

Regular Diploma

For students who complete the required curriculum of Whitmer High School and have met the state of Ohio testing requirements.

Diploma with Honors -

High school students can gain state recognition for exceeding Ohio's graduation requirements through an Academic Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students.

Students must meet all but one of the following criteria. Each of these criteria go beyond the standard requirements for a diploma for the classes of 2023 and beyond. Students must meet general graduation requirements and complete the requirements outlined below to qualify for honors diplomas. Students may replace one requirement of either 4, 5 or 6 with a "Student Strength Demonstration."

ACADEMIC HONORS DIPLOMA

Requirements	State Minimum
1 Math	Fourth math must be > Algebra 2
2 Science	One additional unit Advanced Science
3 Social Studies	One additional unit Social Studies
4 World Languages	Three sequential units of one world language, or no less than 2 sequential units of two world languages studied
5 GPA	3.5 on a 4.0 scale
6 ACT/SAT	ACT: Score of 27 or higher, SAT: Score of 1280 or higher
7 Seal Requirement	Earn two additional diploma seals, not including Honors Diploma Seal
8 Experiential Learning	Field Experience & Portfolio, OhioMeansJobs Readiness Seal*, or Work-Based Learning

Career-Technology Diploma with Honors -

Students must meet all but one of the following criteria. Each of these criteria go beyond the standard requirements for a diploma for the classes of 2023 and beyond. Students must meet general graduation requirements and complete the requirements outlined below to qualify for honors diplomas. Students may

replace one requirement of either 4, 5 or 6 with a “Student Strength Demonstration.”

CAREER TECH HONORS DIPLOMA

Requirements	State Minimum
1 Math	Fourth math must be > Algebra 2
2 Career-Tech Coursework	Four units of Career-Tech Courses
3 Career-Tech Proficiency	Earned a cumulative score of proficient or higher on the technical assessments aligned to their program
4 World Languages	Two units of one world language
5 GPA	3.5 on a 4.0 scale
6 ACT/SAT/Workkeys	ACT: Score of 27 or higher, SAT: Score of 1280 or higher Workkeys: Earn a score of six or higher on all three sections of the WorkKeys assessment.
7 Industry-Recognized Seal or Technology Seal	Meet requirements to earn the Industry Recognized Credential Seal or Technology Seal
8 Experiential Learning	Field Experience & Portfolio, OhioMeansJobs Readiness Seal, or Work-Based Learning

Early Graduation

Seniors may graduate in January and Juniors, who complete graduation requirements after the Junior year, may apply to graduate early. A parent/guardian must petition for early graduation by completing the required forms. The application must be completed by December 1st, of the graduating school year. If the application is approved, the principal or designee will notify the counselor, and the student’s name will be placed on the Early Graduation List. The student will then be eligible to participate in the commencement ceremonies at the end of the school year pending all graduation requirements are met.

Extra Help

Whitmer High School offers services to assist students who are struggling to meet credit requirements or one of the graduation pathways.

Panther + Tutoring – After school Tuesday through Thursday from 2:35 p.m. until 3:35 p.m. Teachers provide tutoring to students in any needed subject.

Advisory Time – Students have additional time throughout the week to focus on student-based skills and to receive academic support.

Grade Level/ Class Placement

Students will be placed in the appropriate grade level/graduating class and will advance one grade level for each year of attendance as follows:

Years of Attendance

Class Placement

Year One
Year Two
Year Three
Year Four or More

Freshman
Sophomore
Junior
Senior

Graduation

Every senior must have successfully completed all required credits, and met the academic requirements of Whitmer High School and the State of Ohio, and passed State Assessment Tests in order to graduate. Parents/guardians and students are encouraged to maintain an ongoing dialogue with their counselor to ensure preparation for graduation.

Participation in Commencement Exercises - Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. Participation in any senior prank is prohibited. For the purpose of this policy, prank will be defined as anything that is illegal, destructive, involves trespassing, causes a disruption of education, or has the intent to create harm or chaos. A student will be excluded from the graduation ceremony and will not be permitted to work for the school district for 5 years if found to have been involved in any senior prank vandalism activity.

Students who do not attend Senior Breakfast practice and the Senior Assembly may not be allowed to participate in commencement. Appropriate dress is expected for commencement. Graduation caps must remain free from decoration of any type. The ladies are encouraged to wear dress clothing and appropriate shoes. Gentlemen are asked to wear a shirt, tie, dark slacks, socks and shoes. Jeans, shorts and flip flops will not be permitted.

Graduation is a significant achievement for every senior and should be approached accordingly. It is important to follow directions, ask questions and assist in making the commencement ceremony a dignified occasion for everyone. Failure to comply with the aforementioned items may forfeit a student's privilege to participate in commencement, but the student will still be able to receive his/her diploma. The diploma can be picked up in the Principal's Office the Monday after the graduation ceremony as long as all fees have been satisfied.

Graduation Requirements Board Policy 5460

It shall be the policy of the Washington Local Board of Education to acknowledge each student's successful completion of the instructional program of the district, as well as personal proficiency, by awarding a diploma.

Each student must earn 21 credits, demonstrate competency, and earn 2 Graduation Seals.

Total credits to Graduate - 21

English	4 units
Financial Literacy	½ unit
Health	½ unit
Mathematics	4 units
Physical Education	½ unit
Science	3 units
Social Studies	3 units
Electives	5.5 units

Which must include instruction in 2 semesters of Fine Arts anytime during grades 7-12 Fine Arts encompass artistic works in the areas of visual arts or music. Students enrolled into Career Technology Programs are exempt from the fine arts requirement.

Demonstrate Competency

Students must also meet one of the following four criteria:

1. Earn a competency score of at least 684 on Algebra and ELA II.
2. Demonstrate Two Career Focused Activities
3. Enlist in the Military
4. Complete College Coursework

Graduation Seals

Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions - one that ensures you are ready for your next steps and excited about the future. A link to the most up to date graduation information can be found below.

Graduation Requirements - [CLICK HERE](#)

Any pre-approved education options (summer school or online courses) needed to meet graduation requirements must be completed, and on file in the high school Counseling Center, by the designated deadlines.

Students are recognized using the Latin Honors system in place of Valedictorian and Salutatorian. Determination for graduation honors will be based on a student's cumulative grade point average at the end of the 8th semester of high school.

The Board will award diplomas to students who properly complete the goals and objectives specified in their Individualized Education Programs (IEP) including either the exemption from, or the requirement to complete, the state graduation tests.

A diploma with Honors shall be awarded to students who meet the State Board of Education's established requirements.

**All fees and charges must be paid by May 15, 2026 in order to receive your diploma at the graduation ceremony. Graduating Seniors that pay the fees and charges after this date, can pick up their diploma in the Whitmer office on the Tuesday after graduation.

Honors Recognition

Beginning with the graduating class of 2020, students will be recognized using the Latin Honors in place of Valedictorian and Salutatorian. Determination for graduation honors will be based on a student's cumulative grade point average at the end of the 8th semester of high school. Students achieving Summa Cum Laude honors wishing to deliver a speech during the graduation ceremony will be permitted to complete the application process. Graduates will be recognized in the following categories: Summa Cum Laude, Magna Cum Laude, and Cum Laude. Students will be identified in the graduation program and will be awarded honors to wear during the senior assembly and at graduation. The categories for distinction under the "Cum Laude Honors" graduation recognition are as follow:

- **Summa Cum Laude** - meaning "with the highest praise" is the highest recognition awarded at graduation. To graduate summa cum laude, a student must achieve a 4.0 or higher grade point average on a weighted 4.0 scale.
- **Magna Cum Laude** - meaning "with great praise" is the second highest recognition awarded at graduation. To qualify for magna cum laude, a student must achieve a 3.750 - 3.9999 grade point average on a weighted 4.0 scale.
- **Cum Laude** - meaning "with praise" is the third recognition awarded at graduation. To qualify for cum laude, a student must achieve a 3.500 - 3.749 grade point average on a weighted 4.0 scale.

Whitmer Virtual School (WLS Online Learning Option)

The WVS is an online learning option. If a student is interested in this learning option, she/he should make an appointment with his/her school counselor. See additional details below.

Online Learning/Educational Options

See [Board Policy 2370](#)

The Board of Education recognizes the need to provide alternative means by which students achieve the educational goals of the District. Therefore, the Board supports educational programs that serve students in ways adapted to differing abilities and needs. Educational options are experiences or activities where students can earn credit, which may supplement or replace the regular school curriculum. In providing such experiences, educational standards and integrity of credits earned must be maintained.

Notice to Students - Provisions Guaranteed by 504 Regulations

No one may be excluded from any course, or courses of study, on account of a disability. Classes will be rescheduled for students with mobility impairments if they are scheduled for inaccessible classrooms. Course requirements may be modified in certain instances to ensure full participation by students with disabilities. Alternate methods of testing and evaluation are available in all courses offered by the schools for students with requirements for such methods. The schools make auxiliary aides available for students with impaired sensory, manual, or speaking skills. Certain school rules and regulations may be waived if they limit the participation of students with disabilities.

President's Award for Educational Excellence

Recognizes students with a GPA of 3.5 or above, and scoring a 27 or above in Math and a 26 or above in Reading on the ACT. Check with your counselor for any changes in criteria.

Schedule Changes

It is important that families give serious attention to the selection of courses for the next year. Schedule changes after the selections are submitted are difficult, and at times, impossible. If a schedule change is desired and a student has parent/ guardian approval, request and appointment with the counselor prior to the end of the previous school year. Students may not request specific teachers. Schedules will not be changed after June 1st for the following year.

School Records

Student Cumulative Record Files (CRF) are maintained in the Counseling Center. With advanced notice, students who are 18 years old and/or parents/guardians may review the CRF.

Student Schedules

Academic scheduling occurs in February, March and April for the upcoming school year. Parents/guardians are asked to have input regarding their student's academic selections. All scheduling is completed with standards set forth by the State of Ohio Department of Education and the Washington Local School Board.

Students with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one (1) or more major life activities;
- B. has a record of such an impairment; or

C. is regarded as having such an impairment.

The District has specific responsibilities under these two (2) laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation. Additionally, in accordance with State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the “least restrictive environment.”

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Student Services at 419-473-8233 to inquire about evaluation procedures, programs, and services.

The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

Summer School

Whitmer High School will offer a computer-based online learning program for students to earn credit over the summer months. This program is designed to allow students to recover credit from failed courses. A complete course listing will be available in the late spring. Priority is given to Whitmer students for summer enrollment in physical education, but students from surrounding districts may also attend. Summer credits earned any place other than Whitmer must be pre-approved. Registration forms can be accessed on our Panther HUB and in the Counseling Center.

Transcripts

Transcripts of grades include: semester grades, grade point average, and test scores. Transcripts for current students will be processed by the counseling center staff. All transcripts for alumni are processed through Parchment. The link to Parchment can be found on both the WLS and Whitmer High School home pages. Official transcripts are sent directly to employers or schools, as requested. Please allow 3-5 business days for the transcript request to be completed. At age 18, the student or graduate is the only one who may authorize the release of the transcript.