

**Wyoming High School
Student and Parent Handbook
2021-2022**



Wyoming High School
106 Penderly Avenue
Wyoming, OH 45215
Main Office: 513-206-7050
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Principal: James Stallings
Assistant Principal: Martha Keen

Wyoming City Schools has a long history of commitment to the education and welfare of our children. We believe that an effective school acts in partnership with students, parents, and the community. Our role represents a shared trust; our job is to live up to this ideal by providing your child with a safe, supportive, and stimulating environment in which to learn and grow. We also believe that communication, involvement, and commitment are important keys making this happen. We hope this handbook is helpful in explaining school, procedures, and policies. We look forward to the privilege of working with you and your child.

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DISTRICT VISION

Wyoming City Schools will promote academic achievement, self-worth, mutual respect, and multi-faceted student development so that our students will be positive contributors to our society.

DISTRICT MISSION

We will foster 21st century habits and authentic, inquiry-based experiences which will lead to all students reaching their full potential, responsible citizenship, global competency, and life-long learning.

GENERAL SCHOOL INFORMATION

We welcome you to communicate with the office staff during school office hours, which are 7:15 A.M. until 3:15 P.M. during the school year.

In order for your child to effectively participate in school, they should know the typical schedule followed each school day:

REGULAR

Warning Bell	7:45	
Per. 1	7:50-8:40	
Per. 2	8:45-9:37	
Per. 3	9:42-10:32	
Per. 4	10:37-11:27	
Per. 5	11:27-12:58	
	11:27-12:03	LUNCH
	12:08-12:58	CLASS
	11:32-12:22	CLASS
	12:22-12:58	LUNCH
Per. 6	1:03-1:55	
Per. 7	2:00-2:50	

FLEX (Wed/Thurs)

Warning Bell	7:45	
Per.1	7:50-8:35	
Per. 2	8:40-9:25	
Per. 3	9:30-10:25	
FLEX	10:15-11:00	
Per. 4	11:05-11:50	
Per. 5	11:50-1:10	
	11:50-12:20	LUNCH
	12:25-1:10	CLASS
	11:55-12:40	CLASS
	12:40-1:10	LUNCH
Per. 6	1:15-2:00	
Per. 7	2:05-2:50	

Positive Behavior Support (PBIS) Matrix

Wyoming High School has an unwavering belief in the ability of every student to achieve success. By developing Positive Behavioral Interventions and Supports (PBIS), we have a range of systematic and individualized strategies for achieving positive social and learning outcomes in our school community.

WHS Matrix

	P reparation	R espect	I ntegrity	D iligence	E ngagement
Classroom	<ul style="list-style-type: none"> Bring pertinent materials Be timely with assignments Arrive on time Be ready to learn 	<ul style="list-style-type: none"> Use appropriate language Listen when others are speaking Appreciate others properly 	<ul style="list-style-type: none"> Do your own work Honor others' work/effort Take ownership 	<ul style="list-style-type: none"> Do your best Challenge yourself Encourage others 	<ul style="list-style-type: none"> Actively participate Remain on task and in the room Use technology appropriately Ask for help
Cafeteria	<ul style="list-style-type: none"> Arrive on time Remain in the appropriate space 	<ul style="list-style-type: none"> Use appropriate language Be patient and courteous Treat others with kindness 	<ul style="list-style-type: none"> Pay for food Consume your own food 	<ul style="list-style-type: none"> Clean up your space 	<ul style="list-style-type: none"> Be inclusive
Hallway	<ul style="list-style-type: none"> Have a pass during class time Store personal belongings in lockers (hats, backpacks) 	<ul style="list-style-type: none"> Use appropriate language Honor personal space and property 	<ul style="list-style-type: none"> Be courteous of hallway displays 	<ul style="list-style-type: none"> Go directly and promptly to intended destination 	<ul style="list-style-type: none"> Treat others with kindness Ask for help
Restroom	<ul style="list-style-type: none"> Use during class changes 	<ul style="list-style-type: none"> Use appropriate language Appreciate property 	<ul style="list-style-type: none"> Use for intended purposes Honor privacy of others 	<ul style="list-style-type: none"> Keep space clean Use proper hygiene 	<ul style="list-style-type: none"> Report any supply or mechanical needs
School Events	<ul style="list-style-type: none"> Arrive on time Bring required ticket/pass (if applicable) Dress appropriately 	<ul style="list-style-type: none"> Use appropriate language Be positive Exhibit "sportsmanship" 	<ul style="list-style-type: none"> Make good social choices before, during, and after events 	<ul style="list-style-type: none"> Hold each other accountable 	<ul style="list-style-type: none"> Attend events Participate

Student Dress Code

Students are expected to dress in a manner appropriate for school and conducive to a healthy, safe and orderly environment. Students have the right to dress in accordance with their gender identity within the parameters of the dress code. We understand that fashion is ever evolving and includes trends and fads that may not be captured here. Appropriate dress:

1. encourages students' safety, health and welfare;
2. reduces the possibility for disruption or interference with the educational process;
3. protects students from inflammatory situations such as clothing with offensive/obscene/vulgar words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial, or national groups; references to drugs, alcohol, weapons, violence, gangs; sexual references; and/or advertises any product or service not permitted to minors by law.

A determination will be made by an administrator whether a student's dress or garments meet the school's requirements. If a student arrives at school dressed inappropriately, we will partner with parents to arrange for suitable clothing. Continued instances of dressing inappropriately may result in discipline consequences.

Graduation Dress Code

In order to preserve the beauty and tradition of our Wyoming graduation ceremony, there are formal dress requirements for all graduates. Students have the right to dress in accordance with their gender identity within the parameters of the dress code. Please wear appropriate undergarments so clothing is not transparent.

For those wearing dresses:

- White full-length dress OR
- White pantsuit OR
- White jumpsuit

All of the above options must also fulfill these requirements:

- Be white
- Be no more than 2-3 inches above the ankle
- Have straps
- Be worn with white, dressy heels, sandals or flats

For those wearing tuxedos:

- White tuxedo jacket with black tuxedo pants and black dress shoes
- All students must wear the same style, shirt and black shoes (no flip-flops) received from the tuxedo company. Tuxedo arrangements must be made by each student through the school.

All Graduation Participants:

The following are distractions during the ceremony and students should refrain from wearing/having the following:

- Sunglasses
- Hats or visors
- Personal fans
- Regalia (sashes, cords etc.)
- Clogs, tennis shoes, or flip-flops

Student Searches

Our utmost priority is student wellbeing, meaning we must ensure that what is on school property is safe and appropriate for the environment.

School authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

Contents of personal communication devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

Random searches of lockers, vehicles, and personal belongings may include the assistance of dogs trained to detect the presence of drugs.

Student cars are subject to search and seizure at all times.

Field Trips

Field trips build on classroom instruction, enhance understanding of topics, build cultural awareness and tolerance, and expose students to worlds outside themselves. Curricular related field trips may be scheduled during the school year. When a field trip is planned, parents are informed about the nature and date of the field trip. For planning purposes and safety, permission slips must be signed and returned to school before

a student can participate in the activity. Fees for admission may be collected for certain field trips. Special arrangements may be made in hardship circumstances.

ANNUAL NOTICES

Blood Borne Pathogens

The Board of Education seeks to protect individuals within the building who may be exposed to blood-borne pathogens and other potentially-infectious materials in their performance of assigned duties. The Superintendent has implemented administrative guidelines which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally- mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on district property shall be limited to those necessary to support specific curriculum-related projects and activities, or those trained service animals that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), as required by federal and state law.

A Parent's Right to Know Professional Qualifications

As a parent of a student in Wyoming City Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has earned advanced degrees and, if so, the subject of those degrees.
- Whether any aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.
- For general information about your child's teacher, you may ask the school's principal, or you may talk to your child's teacher about his/her qualifications.

For detailed information, a formal request must be made in writing to the Wyoming City Schools Assistant Superintendent, 420 Springfield Pike, Wyoming, OH, 45215 or you may call (513) 206-7025.

Public Attendance and Accessibility

For facilities constructed or altered after June 3, 1977, the district will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the district is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This

includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. If you require accommodation, please contact the building principal a minimum of 48 hours in advance of the event.

Title IX Coordinator(s)

The following individual(s) serve as the District Title IX Coordinator(s) and are responsible for overseeing and coordinating the District's efforts to comply with Title IX and its implementing regulations:

Assistant Superintendent

Dr. Ashley Whitely

513.206.7025

whitelya@wyomingcityschools.org

420 Springfield Pike

Wyoming, OH 45215

Director of Pupil Services

Dr. Tracy Quattrone

513.206.7022

quattronet@wyomingcityschools.org

420 Springfield Pike

Wyoming, OH 45215

The Title IX Coordinator(s) reports directly to the Superintendent. Questions about Policy 2266 or its corresponding Administrative Guideline should be directed to the Title IX Coordinator(s).

ACADEMIC INFORMATION

Class Rank

Since we want students to focus on their personal best, class rank will be used for internal purposes only in determination of Valedictorian and Salutatorian. Valedictorian and Salutatorian GPAs will be truncated to the third decimal point, and no rounding will occur. The GPA for the Valedictorian and Salutatorian will be determined by the end of the year grades in all classes. To be considered for Valedictorian and Salutatorian, one must be a Wyoming student for their full junior and senior years.

Course Credit

We want students to understand how credits are earned in order to ensure they are on track for graduation. In order to be granted credit in a semester course, a student must earn a semester average of 50 percent or better AND pass the second quarter of the course or the final exam. In order to be granted credit in a year-long course, a student must earn a yearly average of 50 percent better, a second semester average of D- or better and pass the 4th quarter or the final exam. If a student withdraws at the semester from a year long course, he/she will not receive a .5 credit.

An Advanced Placement (AP) exam is the culminating event for an AP course; therefore, in order to receive credit in an AP course, a student must take the corresponding AP exam. If a student opts not to take the corresponding exam, he/she will not receive credit for the course and that course will not appear on the transcript.

Credit Flexibility

Through Ohio Senate Bill 311, the State Board of Education has adopted a plan--known as "Credit Flexibility"--that enables students to "earn units of high school credit based on demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction."

The Wyoming City School District has developed a credit flexibility plan that will enable students to earn high school credit by: a) completing coursework, b) testing out of or demonstrating mastery of course content, c) pursuing one or more educational options in accordance with the District's Credit Flexibility plan, or d) any combination of the above.

Eligibility:

1. Be enrolled as a full-time student at Wyoming High School.
2. Submit all required applications/paperwork.
3. Submit an Independent Study Credit Flex option or Mastery Assessment/Test Out Option for review by May 1 of any given year (Online learning applications may be submitted at any time.)
4. Receive approval to begin Independent Study or Mastery Assessment/Test Out Option by May 31 of any given year.
5. Retroactive credit will not be granted for courses or experiences taken prior to the submission of the application.

Please read the [Credit Flexibility Processes and Procedures](#) and information about [Mastery Assessment in regards to Credit Flex](#). Students choosing to take advantage of this opportunity must complete and submit the [Wyoming High School Credit Flexibility Application](#).

College Credit Plus

College Credit Plus (CCP) creates a pathway to potentially earn high school and college credit simultaneously by completing college courses. Students must be in grades 7-12 and considered college-ready by their desired universities' standards. Students are permitted to take up to 30 college credit hours per school year, but not more than 120 credits throughout their high school career. The 30 credit calculation also includes high school credits taken during the planned CCP school year. Any student admitted to a course by an institution of higher education will be required to perform at the same level as the institution's regular students. No special courses will be designed for high school or middle school students. Students can participate in CCP only if they have been accepted by a college or university in accordance with guidelines set up by the individual colleges and universities.

All Option B CCP courses will figure into the student's high school and college GPA. CCP courses will calculate into the high school GPA at the same rate as an AP course in the same subject area. However, colleges do not weight courses and a college transcript will not reflect any weight. In accordance with ORC, the district will cover the cost of tuition, books, and fees for Ohio public colleges and universities. The student is responsible for his/her own transportation to and from the institution. Should a student choose to attend a participating private college or university, the student's tuition rate will not exceed \$166.55/credit hour. Students/parents must submit a College Credit Plus letter of intent to the school by April 1st.

For more information on CCP at Wyoming visit [CCP at Wyoming](#).

Grade Levels

- In order for students to remain in their proper developmental sequence, the academic and elective courses are offered for specific grade levels. Except in unusual cases, students take only those courses designed for the grade level in which they are enrolled.

- In order to participate in the grade level events, students must have earned the minimum number of credits:

Grade 10	4 credits
Grade 11	10 credits
Grade 12	15 credits

This is of particular importance for grades 11 and 12 when there are specific grade level events, such as prom and the senior trip. A student who has not earned enough credits will not be able to participate in grade level activities.

- Students will be assigned to homerooms on the basis of grade level (e.g. grade 9, grade 10, etc.).
- To maintain senior privileges (e.g. late arrival, early dismissal, senior trip), a student must be enrolled and passing all senior courses. Habitual attendance or discipline situations can result in the loss of the privilege.
- To maintain Fire Cadet privileges, a student must be passing all core content courses. Additionally, he/she cannot be credit deficient, have excessive absences (unexcused or excused), or have discipline challenges.

Grading Scale

The purpose of the grading scale is to clearly, accurately, consistently, and fairly communicate learning progress and achievement to students and families. All subjects will use the following grading standards on progress reports:

93.00 - 100.00	A = 4.0	3.80 - 4.00
90.00 - 92.99	A- = 3.65	3.50 - 3.79
87.00 - 89.99	B+ = 3.35	3.20 - 3.49
83.00 - 86.99	B = 3.0	2.80 - 3.19
80.00 - 82.99	B- = 2.65	2.50 - 2.79
77.00 - 79.99	C+ = 2.35	2.20 - 2.49
73.00 - 76.99	C = 2.0	1.80 - 2.19
70.00 - 72.99	C- = 1.65	1.50 - 1.79
67.00 - 69.99	D+ = 1.35	1.20 - 1.49
63.00 - 66.99	D = 1.0	0.80 - 1.19
60.00 - 62.99	D- = 0.65	0.50 - 0.79
00.00 - 59.99	F = 0	0.00 - 0.49

The following code letters will also be used for the purpose of reporting pupil progress: P=Pass; F=Failure; WF=Withdrawal Failing; I=Incomplete.

A quarter should reflect the grade in its entirety; therefore, once a quarter has ended, no late work will be accepted. Whether or not a quarter grade is rounded is at the discretion of each teacher. Please see their policies stated in each of their syllabi and/or posted on Canvas.

Grade Point Average (GPA)

For current Wyoming High School students, courses completed through Wyoming High School (taught on campus by Wyoming High School instructors) and courses taken through the Flexible Credit program will be considered when determining the student's grade point average. New enrollees' records will be evaluated and included in grade point averages. At Wyoming High School, students who successfully complete

Honors and AP courses will receive additional “weight” to their GPA: honors courses will receive additional weight of .045 for each course and AP courses will receive additional weight of .045 for each semester long AP course and .09 for each year long AP course. GPA’s are calculated at the end of each semester.

Graduation Credit Requirements For Class of 2022

A minimum of 21 credits is required for graduation, 15 of which must be in academic units.

As a part of the credit requirement, a student must receive full credit for:

- 4 units of English
- 4 units of Mathematics - one unit must be Algebra II or an equivalent
- 3 units of Science (one being a physical science and one being a biological science)
- 4 units of Social Studies (World Studies I or Honors World Studies, American Government & Economic Liberty or Honors American Government & Economic Liberty, CP United States History or A.P. United States History, American Contemporary Politics and World Issues or AP U.S. Government & Politics *and* AP Comparative Government)
- 1/2 unit of Oral Communications
- 1/2 unit of Physical Education
- 1/2 unit of Health
- 4 ½ units of student electives
 - Elective units must include one or any combination of world language, fine arts, business, career-technical education, technology, or English language arts, mathematics, science or social studies courses not otherwise required.
 - For college admission purposes, it is strongly suggested that students complete two units of the same world language and a unit of fine arts and chemistry.
 - At least 2 semesters of fine arts courses (visual or performing) must be taken in grades 7-12.

All students must take the following state tests:

- Algebra I
- Geometry
- Biology
- American History
- American Government and Economic Liberty
- English I/ELA I
- English II/ELA II

And meet one of the following pathways:

1. Earn at least 18 points on seven end-of-course state tests. Students must earn 4 points in Math, 4 points in English and 6 points across Science and Social Studies.
2. Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn the required score on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.
3. Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.

OR meet one of the following pathways:

1. Demonstrate two career-focused activities: foundational and supporting
2. Enlist in the military
3. Complete college coursework

AND earn two of the following diploma seals, choosing those that line up with your goals and interests. At least one of the two must be Ohio-designed:

- OhioMeansJobs Readiness Seal (Ohio)
- Industry-Recognized Credential Seal (Ohio)
- College-Ready Seal (Ohio)

- Military Enlistment Seal (Ohio)
- Citizenship Seal (Ohio)
- Science Seal (Ohio)
- Honors Diploma Seal (Ohio)
- Seal of Biliteracy (Ohio)
- Technology Seal (Ohio)
- Community Service Seal (Local)
- Fine and Performing Arts Seal (Local)
- Student Engagement Seal (Local)

Graduation Credit Requirements For Classes Of 2023 and Beyond: [Long Term Requirements 2023 and Beyond](#)

A minimum of 21 credits is required for graduation, 15 of which must be in academic units. As a part of the credit requirement, a student must receive full credit for:

- 4 units of English
- 4 units of Mathematics - one unit must be Algebra II or an equivalent
- 3 units of Science (one being a physical science and one being a biological science)
- 4 units of Social Studies (World Studies I or Honors World Studies, American Government & Economic Liberty or Honors American Government & Economic Liberty, CP United States History or A.P. United States History, American Contemporary Politics and World Issues or AP U.S. Government & Politics *and* AP Comparative Government)
- 1/2 unit of Oral Communications
- 1/2 unit of Physical Education
- 1/2 unit of Health
- 4 ½ units of student electives
 - Elective units must include one or any combination of world language, fine arts, business, career-technical education, technology, or English language arts, mathematics, science or social studies courses not otherwise required.
 - For college admission purposes, it is strongly suggested that students complete two units of the same world language and a unit of fine arts and chemistry.
 - At least 2 semesters of fine arts courses (visual or performing) must be taken in grades 7-12.

All students must take, and earn a passing score, on the following state tests:

- Algebra I
- English II/ELA II

OR meet one of the following pathways:

1. Demonstrate two career-focused activities: foundational and supporting
2. Enlist in the military
3. Complete college coursework

AND earn two of the following diploma seals, choosing those that line up with your goals and interests. At least one of the two must be Ohio-designed:

- OhioMeansJobs Readiness Seal (Ohio)
- Industry-Recognized Credential Seal (Ohio)
- College-Ready Seal (Ohio)
- Military Enlistment Seal (Ohio)
- Citizenship Seal (Ohio)
- Science Seal (Ohio)
- Honors Diploma Seal (Ohio)
- Seal of Biliteracy (Ohio)

- Technology Seal (Ohio)
- Community Service Seal (Local)
- Fine and Performing Arts Seal (Local)
- Student Engagement Seal (Local)

Honors Diploma

High school students can gain state recognition for exceeding Ohio's graduation requirements through an Honors diploma: there are 5 options. Students must meet *all but one* of the Honors Diploma criteria, unless it is a minimum graduation requirement. Additionally, students must meet general graduation requirements to qualify for an Honors Diploma.

Honor Roll

There are two honor rolls generated each quarter. All grade levels (9-12) are eligible, as well as students enrolled in the Vocational School programs. All courses are included and no weighting of courses is involved. **High Honors:** All "A's" and **Honors:** G.P.A. 3.0 or higher (with no "D's" or "F's").

Policy for Schedule Changes

In order to allow time for proper planning, students and parents are asked to make course selections well in advance of the next school year. These choices are finalized on the basis of thorough student, teacher and parent consultation, examination of the Course Guide, and opportunities for student-counselor-parent conferences. The teacher, facility, and budget commitments are then made.

We welcome family-initiated conversations with the building team regarding a student's schedule. Please understand that schedule changes (start of year and semester change) are usually prompted by the following circumstances:

- An obvious schedule conflict or error, such as an omission of an optioned course.
- Inability of school to schedule one or more option courses necessitating alternate selection.
- Teacher/Counselor initiates recommendation for any schedule change (e.g. drop, add, or change of placement).

When creating schedules, we use the following parameters:

- Students may have one of the following per semester: study hall, aide, OR senior privilege. We limit it to one so students can be engaged in learning in the classroom as much as possible.
- Schedule changes will not be made to accommodate senior privileges.
- Students must be enrolled in 6 courses that provide credit each semester, unless there is a documented reason. This helps ensure that students are on track for graduation and athletic eligibility.
- Once enrolled, students remain in an Honors or Advanced Placement class (year-long and semester) through the end of the first semester.

Requirements to Participate in Commencement Ceremony

Commencement is the pinnacle event of thirteen years of education. In order to participate in the Commencement ceremony a senior must:

- Complete **all** academic requirements for graduation as previously stated in the Graduation Requirements section.
- Participate in graduation rehearsals scheduled by the building principal; rehearsals are

mandatory for participation in the actual ceremony so that students are aware of their role and events go as smoothly as possible.

- Adhere to the dress code for graduation.

Graduation requirements for students who attend Great Oaks are listed in the Course Guide. Great Oaks students must successfully complete their career block program in order to receive a diploma based upon the 21 credit requirements. Great Oaks students who fail to successfully complete their 5 career blocks are subject to the graduation requirements for students who remain on campus at Wyoming High School.

Summer School Credit/Online Credit

If a student fails a course during the school year, the course credit may be made up at an accredited summer school or online course, with the approval of the student's counselor or the high school principal. Both grades will remain on the transcript and both will be calculated into the cumulative GPA.

No grade replacement credit will be provided in summer school or otherwise. Original credit may be earned through credit flexibility. [See page 10 of the Course Guide for requirements.](#) Please note that although Honors or AP credit can be earned through credit flex, no additional weight will be calculated in the GPA. APEX credit will also not receive additional weight.

ATTENDANCE

School attendance is a major component of academic success, and we want every student to attend school regularly. In many cases, irregular attendance is the major reason for poor school work.

Absences from School

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with the State law, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The State law considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. (Any classroom assignment missed due to the absence shall be completed by the student.)
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Excessive Absences

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, the student is considered *excessively absent*. The attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered *habitually truant* if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

College visits may accumulate to three days per year during the junior and senior years and will count as excused. Those in excess of three days per year will be counted as unexcused.

Friday Studies that are not served due to an unexcused all day absence will be considered a "skipped" Friday Study.

Teachers are responsible for reporting attendance and tardiness to the front office, and attendance staff will maintain the database for attendance. Whenever possible, interventions for attendance are provided as a pattern of absences is developing. These may include referral to guidance counselors, attendance contracts, and/or a letter from the building administrator.

Because suspensions are considered non-absences, they should not count toward truancy triggers because suspensions represent a legitimate reason from the school to be in non-attendance.

During a period of unexcused absence, students are held accountable for all content so learning is not interrupted.

Advanced Placement (AP) Exam Attendance

Students are required to be in attendance when they are not involved in an AP exam. For example, if a student takes an exam in the morning, but not in the afternoon, he/she is expected to be in attendance in the afternoon so that learning can continue. Otherwise, this may be counted as an unexcused absence.

Attendance Procedures

A parent or guardian must contact the attendance line within 24 hours of the absence. The date(s) of the absence and the reason for the absence must be provided to the Attendance Office. If that 24 hour window is missed, then the absence, regardless of the reason, is considered unexcused. An absence outside the scope of the aforementioned reasons will be considered unexcused and will result in students not being able to make-up missed school work.

Students need to be free of vomiting, fever, and diarrhea for 24 hours before returning to school.

Entering/Leaving Building

Students needing to leave school for appointments during the school day are to bring a note to the Attendance Office at the beginning of the school day. Students will then be issued a release from class slip. If a student is habitually called out during the school day, an administrator may speak to the parent to gain insight about the situation.

Principals may release students before the end of a school day only upon presentation of a written, face-to-face, or phone call request from the child's parent or for emergency reasons. Students may be released only to a parent or to a properly-identified person authorized in writing by the parent to act on their behalf. A student may be released "on his/her own" only with verified parental permission. No students, regardless of their age, will be able to sign themselves out without permission from a parent or guardian. If an excuse for an absence is not presented within 24 hours, the absence will be marked unexcused.

Students are not to enter or leave the building during school hours without reporting to the Attendance Office. Failure to sign in or out of school will result in an unexcused absence. Discipline will be assigned for this violation. Phone calls or notes to excuse a student after the student has left the building will not be accepted. Fire Cadets also fall under the rule, so they should sign out of the building when reporting to a fire run. They should also sign in when they return.

Students with a study hall cannot be excused only for the reason of leaving early or arriving late. A study hall is a scheduled period and helps to support student engagement and work.

Students with professional appointments (ex. doctor, dentist, court) need to bring a note to the school after the appointment. If a student is going to arrive late to school or leave school early, a detailed description of the absences must be provided in writing (such as a doctor's note for a doctor's appointment), or in a phone call within 24 hours of the absence/dismissal. (This also applies to 18 year olds and older.) If an excuse for an absence is not presented within 24 hours, the absence will be marked unexcused.

Parent(s), guardian(s), or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers. If parents or guardians will be out of town, it is helpful for the school to be notified of the names and phone numbers of the adults responsible for the child.

College Visitation

College visits are important in helping students determine the best post-secondary placement for those pursuing this avenue. To support this process, seniors and juniors will be given up to three days each year to visit colleges. A College Visit Form, which provides for the name(s) of the college(s), the requested date(s) for the visit, and the parent/guardian signature, is available in the Counseling Office. This form is then given to a School Counselor or Administrator for approval. The form also explains the procedure for notifying teachers of the college visitation days. The completed form must be submitted to the Attendance Office two days prior to the scheduled college visit to be considered excused.

Contacting the School

Because it is important to receive notice from a parent/guardian when a student is absent, only a phone call or a written note from a legal guardian are appropriate forms of communication. Whenever a student is absent or tardy, parents need to be specific about the reason why so the school can accurately record the

type of absence (excused or unexcused). Simply saying “my child is going to be absent” or “my child has an appointment” does not provide enough information to accurately record the type of absence.

Closed Campus

For the safety of students, Wyoming High School is a closed campus. Students may not leave school, even with parent/guardian permission, to go home for lunch or to get lunch and bring it back into the building. Students involved in community resource programs, community volunteer programs, independent study programs, or special projects outside the school building may be permitted to leave campus during the school day to fulfill their commitments and research needs. With written parental permission, arrangements for these dismissals are made with the appropriate faculty member and the approval of the Assistant Principal or the Principal. All other students are to remain on campus for the entire school day. Students determined to be off school grounds during the school day without authorization could be subject to discipline.

Make-Up Work

For each day of a school-approved excused absence, a student is automatically granted one day for make-up work. For example, if a student misses two days, he/she will be given two days to complete make-up work without penalty. Work that was assigned prior to the absence is due on the day the student returns. Tests/Quizzes are to be taken when a student returns from an excused absence or when determined by the teacher. Make up privileges are extended to students who have a school-approved absence from school on the day of a test.

A student who cuts class to avoid the test is to be marked “0” on the test. This mark is then averaged with other marks for the appropriate grade period.

Make-up privileges will not be permitted for those students whose school absences are unexcused.

School Attendance for Extra Curricular Activities

A guiding principle in terms of absence from school is that “if a student is too ill to attend school, he/she is too ill to participate in extracurricular activities.” Furthermore, if a student serves an out-of-school suspension, he/she may not participate in any extracurricular activities that same day (such as sports, concerts, field trips, dances, etc.). However, they may participate on their first day following the conclusion of the out-of-school suspension.

In order to participate in an extracurricular activity on a school day, or the Friday preceding Saturday extra-curricular events, a student must be in attendance for at least 5 out of 7 bells. All other arrangements must be made at the discretion of the principal, athletic director, or activity sponsor.

Tardiness

Being on time matters, and we want students to take ownership of their time and understand the importance of punctuality. Students arriving tardy to school need a note or a phone call to the attendance line (513) 206-7062, within 24 hours of the tardy explaining the reason for the tardy. If a phone call or note is not received within 24 hours of the tardy, the tardy will be considered unexcused. A tardy outside the scope of the aforementioned reasons will be considered unexcused and will result in students not being able to make-up missed school work and disciplinary consequences.

Students arriving after 7:50 a.m. without an acceptable excuse can be subjected to discipline for a class cut. and can result in the following: a “0” being assigned for any classwork missed and 3 points for each class missed. Beginning with the fourth unexcused tardy to school, students will serve a Friday Study *each time they have an unexcused tardy*. The length of the FridayStudy will be determined by the number of tardies a student has accumulated, and with excessive tardies, the consequences may be increased past Friday Studies.

Seniors may lose their senior privileges for excessive tardiness. Students must go to their locker before they go to the attendance office in the morning.

Students arriving late to class without a pass will receive a discipline consequence.

Vacations

While students can miss school to take a vacation, these absences are considered unexcused, and in some cases where enough unexcused absences/hours are accumulated, can lead to the truancy process as dictated by Ohio law. Please refer to the Wyoming High School Truancy Process chart for more information. Whenever a proposed absence-for-vacation is requested, parents must notify the principal in writing. The purpose and length of the absence should be made clear. Those who would like to discuss a potential absence must request an appointment with the principal.

- Vacations are documented as unexcused absences; however, students may make-up their work. If the make-up work is not completed, this will be reflected in the students’ grades.
- Students will not be allowed to make up final exams, and will receive a zero for vacations taken during finals.
- Students will be expected to make up any major tests given during the absence on the first day back in school or at the teacher’s convenience.
- Major papers/projects due during the period of absence must be turned in prior to leaving.
- All missed assignments must be turned in on the first day back in school or at the teacher’s convenience.

Wyoming Attendance Support Process

The school values collaboration with parents regarding their children’s education, and attendance is a direct component of the student’s success. Therefore, we have a consistent process of support:

Number of Hours of Absences	School Action
19 or more unexcused/excused hours in a week	Absences will be considered unexcused after the third full-day absence in any given week without a valid note from a professional (i.e. physician) indicating the reason, duration, and rationale for the absence in accordance to our attendance list of legitimate absences as follows: A. personal illness (a written physician's statement verifying the illness may be required); B. illness in the family necessitating the presence of the child; C. quarantine of the home;

	<ul style="list-style-type: none"> D. death in the family; E. necessary work at home due to absence or incapacity of parent(s)/guardian(s); F. observation or celebration of a bona fide religious holiday; G. out-of-state travel (up to a maximum twenty-four (24) hours per school year) to participate in a District-approved enrichment or extracurricular activity; H. such good cause as may be acceptable to the Superintendent; I. medically necessary leave for a pregnant student; J. service as a precinct officer at a primary, special or general election in accordance with the program.
<p>With or without a legitimate excuse</p> <ul style="list-style-type: none"> ● 38 or more hours in a school month, or ● 65 or more hours in a school year 	<ul style="list-style-type: none"> ● Student is considered excessively absent ● Within 7 days of the triggering absence, the school's attendance officer must notify the parent in writing of the student's absences.
<p>Without a legitimate excuse</p> <ul style="list-style-type: none"> ● 30 or more consecutive hours, ● 42 or more hours in a school month, or ● 72 or more hours in a year 	<ul style="list-style-type: none"> ● Student is considered habitually truant ● Within 7 days of the triggering absence, the district will: Select an absence intervention team (AIT), and make at least 3 attempts at meaningful contact with a parent or guardian ● Within 10 days of the triggering absence: The student is assigned his/her AIT ● Within 14 days of the triggering absence: Absence Intervention Plan (AIP) must be developed (can include counseling and referrals to community social service agencies)
85 or more unexcused/excused hours	<ul style="list-style-type: none"> ● A valid note from a professional indicating the reason, duration, and rationale is required for every absence hereafter or it is considered unexcused.
Additional unexcused hours after attendance meeting and/or	At the discretion of administration, school privileges may be revoked (such as school dances, early release/late arrival, extracurricular activities, athletics –

breaking of attendance contract	spectator or participation) and/or a referral for supportive services.
Juvenile Court Filing	The school district can file a charge of habitual truancy: <ul style="list-style-type: none"> • On the 61st day (or one business day after a holiday or Court closure) after the AIP was implemented if the student did not make progress on the plan or the student continues to be absent • Prior to the 61st day after the implementation of the AIP if the student is absent 30 or more consecutive hours or 42 or more hours in a month while the plan is being implemented

*Monitoring of student absences will occur biweekly, and appropriate actions will be taken.

DISCIPLINE

Good conduct is based on respect and consideration for the rights of others. Students are expected to conduct themselves in such a way that the rights of others are not violated. A student who fails to comply with established school rules, or any reasonable request made by school personnel on school property and/or at school-related events, will be subject to approved student discipline regulations. WCS will not tolerate violent, disruptive or inappropriate behavior by its students, and such behavior is prohibited as set forth in the Student Code of Conduct.

Due Process Rights

Per WCS Board Policy 5611 it is recognized “that students have limited constitutional rights when it comes to their education,” therefore due process will be enforced during all disciplinary situations.

Disciplining Point System

Wyoming High School uses a point system as the basis for its disciplinary action. As educational professionals, every effort is made to consistently support and protect our students. However, there are occasions where the use of flexibility within this plan by the administrative staff will best serve the needs of the individual student and the student population in general.

Through the use of the point system, administrators, teachers, and school counselors will work together in an attempt to find causes of student misbehavior so that the students may benefit from the wide range of educational experiences and course offerings. The Wyoming High School staff is always available to provide professional guidance and offer understanding and assistance when necessary.

The Assistant Principal will have the responsibility of dealing directly with the discipline of student misconduct. Every attempt will be made to communicate to parents all necessary information concerning discipline or attendance problems. Parents and guardians should feel free to contact the Assistant Principal for assistance.

These discipline regulations apply to conduct: while school is in session; at school-sponsored activities on school premises; off school premises at any school-sponsored activity or event; in any vehicle, whose use is controlled, organized, or arranged by the school; or, at any time when the student is subject to the authority of the Board of Education or school personnel. School-sponsored activities or events include, but are not limited to, graduation ceremonies and graduation-related activities.

During the time of suspension (not to include in-school detention), expulsion, or removal, the parent, guardian, or custodian of the student (or the student if eighteen years of age or older) is responsible for the student. While suspended, expelled, permanently excluded, or removed from school, students are not permitted to attend curricular or extracurricular activities or to be on school premises for any reason unless a prior appointment has been made with school officials.

Points earned throughout the school year are cleared at the end of the year, with the exception of points earned for drug/alcohol and academic integrity violations.

How The Point System Works

A violation of school rules will result in the assignment of points. Based on the severity of the offense, final determination of a disciplinary consequence is at the discretion of the administration.

When a student reaches:

3 points – One hour Friday Study*

6 points – 2 hour Friday Study*

9, 12 points – Automatic three (3) hour Friday Study*

15, 18, 21 points– Option A – 1 day in-school detention

Option B – 2 three (3) hour Friday Study

Option C – 1 day out-of-school suspension

24 points – Option A – 3 day in-school detention

Option B – 3 day out-of-school suspension

35 points – Option A – 5 day in-school detention

Option B – 5 day out-of-school suspension

Option C – Combination of Option A and B may be offered if deemed appropriate

40 points – Student will be placed on Principal's Probation

45 points – Option A – 10 day out-of-school suspension

Option B – 10-day combination out-of-school suspension and in-school detention

60 points – Recommendation to the Superintendent to initiate expulsion proceedings

*Assigned Friday Study dates will not be rescheduled for extra-curricular activities or field trips.

Permanent Exclusion

When a student commits one of several serious crimes, which are specified by law, the superintendent may seek to have that student permanently excluded from school. The offenses for which permanent exclusion is authorized are as follows:

1. 60 pts. Conveying deadly weapons onto school property or to a school function.
2. 60 pts. Possessing deadly weapons on school property or at a school function.
3. 60 pts. Carrying a concealed weapon on school property or at a school function.
4. 60 pts. Trafficking in drugs on school property or at a school function.

5. 60 pts. Murder or aggravated murder on school property or at a school function.
6. 60 pts. Voluntary or involuntary manslaughter on school grounds or at a school function.
7. 60 pts. Assault or aggravated assault on school grounds or at a school function.
8. 60 pts. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee.
9. 60 pts. Complicity in any of the above offenses, regardless of location.

ALL LOCKERS IN THE SCHOOL BUILDINGS OF THIS SCHOOL DISTRICT ARE SCHOOL PROPERTY
AND ARE SUBJECT TO SEARCH AT ANY TIME.

Expulsion is a more serious consequence than suspension. Students cannot make-up work missed during the time of his/her expulsion.

Code of Regulations for Conduct of Pupils

This code of regulations is adopted by the Wyoming Board of Education pursuant to 3313.661, Ohio Revised Code.

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension or removal from curricular or extracurricular activities pursuant to Ohio Revised Code 3313.661 and Policy 5610 of the Wyoming Board of Education.

The types of conduct prohibited by this code of regulations are as follows:

- 1) **5-60 pts.** Damage or destruction of school or private property, on or off school property.
- 2) **60 pts.** Unauthorized bodily contact of a school employee on the school premises while in the custody or control of the school.
- 3) **60 pts.** Possession, use, sale or distribution of a firearm on school property, in a school zone, or in any other areas controlled by the school during school activities.
- 4) **60 pts.** Possession, use, sale, or distribution of a dangerous object (which may render physical harm to another improperly used) on school property, in a school zone, or in any other areas controlled by the school during school activities.
- 5) **15-60 pts.** Possession or use of a "look alike" counterfeit weapon or instrument on school property, in any other areas controlled by the school.
- 6) **0-45 pts.** Unauthorized bodily contact (Level I, II, III).
The act of physically touching, hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school-sponsored event.
- 7) **0-15 pts.** Level I - Pushing, shoving, in the grasp
- 8) **15-24 pts.** Level II - Students have physical altercation, but end altercation on their own.
- 9) **30-45 pts.** Level III – Physical altercation had to be ended by bystanders/school personnel or is an act of assault

Any unauthorized bodily contact may result in an automatic out of school suspension.

- 10) **3-24 pts.** Verbal, written, or electronic threatening or intimidation of students or other persons on school premises or in the course of a school-related activity.

- 11) **3-24 pts.** Bullying on school premises or in the course of a school-related activity.
- 12) **15-24 pts.** Verbal, written, or electronic threatening or intimidation of school employees.
- 13) **3-15 pts.** Chronic misbehavior which disrupts or interferes with any school activity.
- 14) **3-9 pts.** Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
- 15) **3 pts.** No backpacks, bags, or purses of any kind are allowed in classrooms or hallways during the school day. Students are required to store such items in their school lockers during the school day.
- 16) **3-15 pts.** Any disruption or interference with school activities (including promposals).
- 17) **3 pts.** Presence in areas during school hours where a student has no legitimate business without permission or supervision of school administrators or teachers.
- 18) **10 pts.** Presence in areas outside school hours where a student has no legitimate business without permission or supervision of school administrators or teachers after 3:05 p.m.
- 19) **3 pts.** The student, staff, and municipal parking lot is off-limits during the school day. Students may go out to their cars with permission from the administration.
- 20) **5 pts.** Leaving school during school hours without permission of the proper school authority/not signing in upon return to the school building.
- 21) **3 pts.** Distribution or placement of pamphlets, leaflets, buttons, signs, insignia, etc. on school property without the permission of the proper school authority.
- 22) **5-10 pts.** Demonstrations by individuals or groups causing disruption to the school program.
- 23) **3-24 pts.** Disrespect to a teacher or other school authority.
- 24) **3 pts.** Skipping detention.
- 25) **5-10 pts.** Refusing to take detention or other properly administered discipline.
- 26) **6-10 pts.** Falsifying information given to school authorities in the legitimate pursuit of their jobs.
- 27) **15-60 pts.** Possessing, distributing, transmitting, concealing, consuming, showing evidence of having consumed, using or offering for sale any illegal drugs, un-prescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the school or in school-controlled vehicles.
- 28) **15-60 pts.** Possessing, distributing, transmitting, concealing, consuming, appearing under the influence of, using or offering for sale any tobacco products (including smokeless tobacco), look-alike tobacco products, electronic cigarettes, including any paraphernalia, while on school grounds or facilities, at school-sponsored events, or in other situations under the authority of the school or in school-controlled vehicles.
- 29) **15-60 pts.** Possessing, distributing, transmitting, concealing, consuming, appearing under the influence of, using or offering for sale any alcoholic beverages including non-alcoholic beers and any paraphernalia, while on school grounds or facilities, at school-sponsored events, or in other situations under the authority of the school or in school-controlled vehicles.
- 30) **30-60 pts.** Sexual harassment.
 Sexual harassment has no place in the Wyoming City School District and will not be tolerated. Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; repeated sexual jokes, flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical

contact; sexually suggestive or obscene comments or gestures; or displays of sexually suggestive obscene objects or pictures. Whether any such act or comment may constitute sexual harassment-type conduct is often dependent on the individual recipient.

- 31) **35-40 pts** Turning in or threats of false fire, tornado, bomb, or disaster alarms.
- 32) **15-60 pts.** Extortion of a pupil or school personnel.
- 33) **15 pts.** Forgery of documents.
- 34) **3 pts.** Each class cut.
- 35) **3 pts.** Each tardy to school
- 36) **3 pts.** Each tardy to class.
- 37) **6-30** Cheating or plagiarizing. (See Code of Academic Integrity)
- 38) **15 pts.** Hazing.
- 39) **15 pts.** Gambling.
- 40) **3-9 pts.** Public display of affection.
- 41) **15-60 pts.** Engaging in sexual acts/sexual touching on school premises.
- 42) **15-60 pts.** Unwelcome sexual conduct.
- 43) **15-30 pts.** Publication of obscene, pornographic, or libelous material.
- 44) **6-15 pts.** Use of indecent or obscene language in oral or written form or gestures/cursing.
- 45) **15-30 pts.** Use of offensive language in a discriminatory manner. Federal law protects students from discrimination of race, color, national origin, sex, religion, familial status, and disability. It also protects students who do not conform to stereotypical notions of masculinity and femininity.
- 46) **15-30 pts.** Indecent exposure.
- 47) **15-60 pts.** Setting or attempting to start a fire, or using or possessing smoke bombs, fireworks, incendiaries, etc.
- 48) **15 pts.** Possession of a lighter.
- 49) **15-60 pts.** Theft and/or possession of stolen property.
- 50) **3-6 pts.** Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education.
- 51) **3-10 pts.** Disobedience of driving regulations while on school premises.
- 52) **3-15 pts.** Willfully aiding another person to violate school regulations.
- 53) **15-60 pts.** Compromising the school's safety.
- 54) **15-30 pts.** Defaming of others (staff or students).
- 55) **6-45 pts.** Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or in the control or custody of the school district regardless of whether on or off school premises, or at a school-related or extracurricular activity regardless of location.
- 56) **6-45 pts.** Any other activity by a pupil, which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity while in the control or custody of the school district regardless of whether on or off school premises, or at a school-related activity regardless of location.
- 57) **6-45 pts.** Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, Ohio Juvenile Code, and/or any municipal criminal or juvenile ordinance.
- 58) **5-60 pts.** Misuse of technology or turning on of personal communication devices during school hours when not permitted. The amount of points assigned will be determined by the type of device, the quantity of infractions, and the severity of the offense. For example, a

personal communication device used to record during standardized testing, or in a restroom, is a serious offense that carries severe consequences.

59) 3-24 pts. Aggression towards others.

60) 3-6 pts. Repeated violation of the Student Dress Code

Administrative Rules—Illegal Substances During The Curricular Program

In the event that a student is suspected of using drugs or alcohol, an administrator will be involved so that necessary steps can be taken to evaluate the condition and behavior of the student and to determine what follow-up action is appropriate. The evaluation of the student should involve observation of the student's general behavior with particular attention given to movement, speech, eyes, and significant odors. If, based upon the assessment, suspicion regarding the use and/or abuse of drugs or alcohol is confirmed, the administrator handling the case will initiate action as dictated by the Administrative Rules section of the Illegal Substances policy.

All rules and regulations also apply to the parking lot areas and automobiles. Testing positive for the use of intoxicants and/or failing to comply with all rules and regulations will result in removal from the event, suspension and/or expulsion from school, and/or legal action.

Possession Of Illegal Drugs-(Including Look-alike Drugs), Alcohol, Tobacco, or E-cigarettes

1st offense – 15 pts.

2nd offense – 24 pts.

Student possession of illegal drugs, alcohol, tobacco, or electronic cigarettes in any form, including any paraphernalia, while on school grounds constitute(s) a violation of the Code of Student Conduct. Any student determined to be in possession of such in the building or on school grounds (including the student parking lot) will be referred to the administration for discipline.

We do recognize that students may purchase cigarettes, tobacco products, or electronic cigarettes at age 18, but as a federal building such is not allowed on school grounds. This includes any look-alikes.

Use Of Illegal Drugs (Including Look-alike Drugs), Alcohol, Tobacco, or E-cigarettes

First Offense – 35 pts.

- a) Parent notified and student taken to a detox center hospital, or released to parent, if a student appears under the influence of a substance.
- b) Student suspended for five school days or longer. A professional evaluation of the student's chemical dependency is required prior to reinstatement along with a written statement from the assessor stating the date of assessment and recommendations.
- c) The student will be reinstated at a parent conference with a principal and I.A.T. member present. A behavior contract will be signed by a parent and student at the reinstatement conference. The contract will be based on the recommendations of the diagnosis and/or treatment center.
- d) Failure to follow these regulations will result in a request for expulsion from school.
- e) Police may be notified.

Second Offense - 45 pts.

- a) Parent notified and student taken to a detox center hospital, or released to parent, if a student appears under the influence of a substance.
- b) Student suspended for ten school days or longer.

- c) A professional evaluation of the student's chemical dependency is required prior to reinstatement along with a written statement from the assessor stating the date of assessment and recommendations.
- d) The student will be reinstated at a parent conference with a principal and I.A.T. member present. A behavior contract will be signed by parent and student at the reinstatement conference. The contract will be based on the recommendations of the diagnosis and/or treatment center.
- e) The police and the district superintendent will be notified.
- f) Failure to follow these regulations will result in a request for expulsion from school.

Third Offense – 60 pts.

- a) Parent notified and student taken to a detox center hospital, or released to parent, if a student appears under the influence of a substance.
- b) Student suspended and expulsion from school requested.
- c) Police notified.

Selling, Dealing, Or Giving Away Illegal Drugs (Including Look-alike Drugs), Alcohol, Tobacco, or E-cigarettes

First Offense – 45 pts.

- a) Parent notified.
- b) Student suspended for ten school days.
- c) A professional evaluation of a student's chemical dependency is required prior to reinstatement along with a written statement from the assessor stating the date of assessment and recommendations.
- d) The student will be reinstated at a parent conference with a principal and I.A.T. member present. A behavior contract will be signed by a parent and student at the reinstatement conference. The contract will be based on the recommendations of the diagnosis and/or treatment center.
- e) Police and district superintendent notified.
- f) Expulsion from school requested.

Second Offense – 60 pts.

- a) Parent notified.
- b) Student suspended.
- c) Police notified.
- d) Expulsion from school requested.

A student's disciplinary record in regards to the consequences for violations of drug, alcohol, tobacco, or e-cigarette use/possession/selling will be maintained continuously throughout his/her high school enrollment.

Code Of Academic Integrity

Through the years Wyoming High School has achieved a reputation for maintaining high standards of academic excellence. This reputation was gained through high levels of student performance and achievement. Although standards are set for groups of students, performance levels are attained by individuals.

Each student at Wyoming High School is responsible for his or her own academic achievement. Each student is expected to be honest and to avoid any violation of academic trust such as:

1. giving or receiving aid during an examination, test, quiz or similar type of evaluation.

2. using unauthorized learning aids, study materials, cheat sheets, etc., during a test. Proper test taking procedures dictate that students must put all study materials, learning aids, textbooks, etc., out of sight and reach prior to the beginning of testing. A violation of academic integrity may occur if any item such as those described above is found to be in close proximity to the student during testing, to the extent that the test proctor may be led to believe that cheating may have occurred.
3. obtaining, circulating or using an examination, test, quiz, answer key, etc., without permission.
4. plagiarizing or falsifying information; knowingly providing materials to aid in plagiarism.
5. submitting work prepared by another; copying work prepared by another.
6. defacing books or other instructional materials.
7. removing library and department resource materials without authorization.
8. any other action which would not be representative of a student's own academic effort.

Should violations of this Code of Academic Integrity occur, students may expect prompt disciplinary action. A student's status and reputation may be seriously damaged by violations of this nature.

Individual teacher expectations must be explained by the classroom teacher. Since study habits, "paper trail" requirements and procedures, documentation procedures, the kind of collaborative work, etc., may vary from teacher to teacher, these expectations need to be clearly delineated so that students are clear on the Code of Academic Integrity.

In cases involving writing, students are expected to document their work by maintaining a "paper trail" of their notes and rough drafts.

Students will be required to sign the Code of Academic Integrity acknowledging receipt and participation at the beginning of each school year.

Consequences For Academic Integrity Violations

Violation of the Code of Academic Integrity must be reported to the Assistant Principal who will record this information in the student's discipline record. The teacher is expected to notify the student's parents of the violation and academic consequences.

In cases where a suspected violation of the Code of Academic Integrity occurs, a consultation meeting with the faculty member and Assistant Principal will take place. Decisions regarding disciplinary measures will be made after meeting with the Assistant Principal, the teacher and the student.

When it has been judged that plagiarism has occurred, the offending student, in the case of a first offense, will be assigned the appropriate point consequences. A second offense of plagiarism may result in suspension from school. Students involved with plagiarism will also be expected to properly complete the plagiarized work. Failure to complete this work will result in course failure for the quarter. Even though the assigned work will be completed, the assignment grade will be a "zero." Repeated violations could result in lengthened periods of suspension.

Since academic integrity is viewed as an essential student quality, a student's discipline record (while held in confidence by the administration) will be considered when determining eligibility for special honors and recognition.

A student's disciplinary record in regards to the consequences for violations of the Code of Academic Integrity will be maintained continuously throughout his/her high school enrollment.

Harassment, Intimidation, Bullying, and Cyberbullying

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. The Board of Education 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 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.

Use of offensive language in a discriminatory manner is unacceptable. Federal law protects students from discrimination on the basis of race, color, national origin, sex, religion, familial status, and disability. It also protects students who do not conform to stereotypical notions of masculinity and femininity).

To access the entire Board of Education policy on *Bullying and Other Forms of Aggressive Behavior*, which includes electronic bullying, please see the district website under Policies (#1662, 3362, 4362, and 5517) or see the posting in district buildings.

The district Civil Rights/Compliance Officer is Dr. Ashley Whitely, Assistant Superintendent (513-206-7025). The Back-Up Officer is Dr. Tracy Quattrone, Director of Pupil Services (513-206-7022).

Hazing

The Wyoming School District believes that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, coach, or other 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.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Administrators, faculty members, and all other employees to the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to an administrator.

In-School Detentions/Out-Of-School Suspensions

Students who are receive an in-school detention (ISD) will be given full privilege on turning in work and taking quizzes and tests.

Students suspended from school for disciplinary reasons are entitled to make up any exam, test, quiz, homework assignments, etc. missed due to the suspension.

The following rules regarding a student under out of school suspension will apply:

- Students will be expected to make-up any major tests, quizzes, exams during the absence on the first day back in school or at the teacher's convenience.
- Major papers/projects due during the period of absence must be turned in the first day back in school.
- When given an out-of-school suspension, students must immediately leave school grounds once parents/guardians receive notification from administration. From this point on, students may not participate in any extracurricular activities (such as sports, concerts, field trips, dances, etc.) until the conclusion of the suspension, including the entire last day of the suspension. For example, if a suspension ends on a Monday, the student may not participate in any extracurricular activities until Tuesday.

Suspension of Bus Riding/Transportation Privileges

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

HEALTH INFORMATION

Administering Medicines To Students

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, parents may come to school to administer medications to their children. School personnel will be permitted to administer medications only when **NO OTHER ALTERNATIVE IS AVAILABLE**. In this circumstance, if a student is required by a physician's order to take medication during the school day, the procedures listed below will be followed:

1. School personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent or guardian could be interpreted as practicing medicine and is prohibited by law.
2. The principal or his appointed representative will supervise the storage and dispensing of the medications in the absence of the school nurse.
3. Medications should be brought to school by the parent or guardian and must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Written permission must be received from the parent or guardian of the student requesting that the

school district comply with the physician's order.

5. A completed Medication Request Form, which complies with existing law, must be received and retained.
6. Accurate records must be kept of all medications administered to students by school personnel.
7. The school nurse will be the consultant and will be contacted when there are any questions about the type of drug, its administration, or possible side effects. At no time will medication be administered or taken at school when there are unanswered questions.
8. New Medication Request Forms must be submitted for each new school year and for any change in medication ordered.
9. No employee who is authorized to administer a prescribed drug and who has a copy of the physician's statement will be liable in civil damages for administering or failing to administer the drug, unless he/she acted in a manner that would constitute gross negligence or wanton or reckless misconduct.
10. No employee will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board of Education shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious conviction, to administer the drug.
11. No student shall administer any medications to other students.

The intent of these procedures is to ensure that no medications will be taken at school without administrative approval. This includes prescription and non-prescription drugs. Medication orders can be faxed from your physician to the school nurse at 206-7132.

The role of the school will be one of cooperation with the parent and student. The school will dispense medication only if there is no other feasible way and all of the above guidelines have been followed.

Cafeteria

To maintain a safe and distraction-free environment for all students and staff, food delivery from outside vendors (Door Dash, Grub Hub, etc) is not allowed. Students may go outside in designated areas or to the gym during lunch provided there is supervision by lunch duty personnel. In order to maintain the cleanliness of areas, food and drink should be limited to the cafeteria and Pendery Lobby.

Food Allergies and Intolerances

We want to be diligent regarding food allergies; therefore, if your child has a food allergy, you are required to provide a physician's note to the school nurse/health specialist. An updated note is required with any change in allergy. Upon receipt of the physician's note, your child's meal account will be noted and food substitution can be offered. If you have any questions, please contact the school's nurse/health specialist for assistance.

Students are not permitted to have food in the classroom. Circumstances do allow for food in the classroom. The [Wyoming City Schools Guidelines for Food in the Classroom K-12](#) can be found on the district's website for additional information.

To discuss food allergies and intolerances, please contact the Nutrition Coordinator at 513-576-2294.

TECHNOLOGY

Wyoming City Schools believe access to technology can benefit students and enhance curriculum. Please discuss with your child the privilege of using technology and the responsibility that comes with using this standard of conduct online. Students are expected to maintain a high standard of conduct online.

WCS uses a filtering system to track and monitor all computer and Internet use on the WCS network. The system is designed to prevent access to educationally inappropriate sites while on WCS networks. It is important to understand that no district's filtering system is perfect. WCS does not filter when the device is not on a WCS network. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

Using WCS Technology at Home for Grades K - 12

Wyoming City Schools (WCS) provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. The [Wyoming City Schools Acceptable Use Policy](#) (AUP) agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices are defined by school administrators. Every student is expected to follow all of the rules and conditions listed in the AUP, as well as those given verbally by WCS teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times. Blatant abuse or misuse will be dealt with like any other violation of school rules and could result in discipline or revocation of network privileges.

Additionally, since the district provides each student with necessary academic technology, it is the responsibility of the student to care for this device. However, we do have procedures and protocols for when technology is lost, damaged, or stolen: [Wyoming City Schools Chromebook or Laptop Take Home Usage & Insurance Agreement](#).

Students are responsible for the safekeeping of their personal communication devices (cell phones, iPods, smart watches, video cameras, etc), and their accessories, that are brought to school.

Students may not use personal communication devices to knowingly/unknowingly violate the Code of Regulations for Conduct of Pupils in any way.

School Telephone Use

Outgoing telephone calls are restricted to emergency or necessary situations only. The school secretary will handle incoming phone messages for teachers and students.

VISITOR POLICY

The Board encourages parents and other citizens of the district to visit our schools. Arrangements for outside student class visitation must be made in advance with the building administration twenty-four hours in advance of the visit to assure that the instructional program will not be interrupted. The student will take a permission slip to all teachers for approval of the visitor to the classroom.

BUILDING SPECIFIC INFORMATION

WHS Athletic and Extra-Curricular Activities Interscholastic Eligibility Requirements

Per the Ohio High School Athletic Association requirements, in order for a student to be eligible for athletics, the student must have received passing grades in a minimum of five one credit courses, or the equivalent, in the immediately preceding grading period. There is no appeal for an athlete who does not meet this requirement each quarter.

Student-athletes must also have a weighted 1.6 Grade Point Average (GPA) for the preceding quarter. The students' GPA for athletic eligibility purposes will be calculated by dividing the total credits by grade values. In a pass/fail course, a passing grade (P) will be assigned a 1.0 value. If the student does not meet the GPA requirement, then he/she is ineligible. There is, however, an appeal procedure available for those students affected. Appeal procedure: After interim grades are submitted, the student may appeal the ineligible status

to the Athletic Director. He/she will review the student's performance and communicate with applicable teachers and/or counselors to see if needed improvements have been made. A ruling will be made on the student's eligibility and reported to the Principal, and the Principal's decision is final. The student may appeal only once per quarter, per year. If eligibility is reinstated, the student may begin participation immediately.

Code Of Conduct For Wyoming Athletic Department And Extra Curricular Activities

The following rules and regulations constitute violations of the Code of Conduct for student athletes of Wyoming City Schools. Whereas the circumstances surrounding suspected violations must be examined, the coach or advisor must use his/her judgment in determining discipline, which should be consistent with the team or organization's overall disciplinary code.

The Code of Conduct for Athletics and Extracurricular activities applies to students 24 hours a day, 7 days a week during his/her respective season. Curricular-related and extra-curricular activities and eligibility standards established for participation in these activities are available to students. Participation in these activities is a privilege and not a right, and a student may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 - Prohibition from Extra-Curricular Activities).

Specific Rules and Regulations

The types of conduct prohibited by this code of regulations are as follows:

1. Violation of any rules contained in the Code of Student Conduct approved by the Board of Education.
2. Failure to maintain training rules which prohibit the possession or use of tobacco (including smokeless tobacco), e-cigarettes, alcoholic beverages, or illegal drugs at any time during the athletic season. (See II and III below.)
3. Failure to maintain or return equipment and uniforms owned by the athletic department of the Wyoming City Schools.
4. Disrespect to officials or other school personnel before, during, or after an athletic contest/extracurricular activity.
5. Inappropriate use of social media.
6. Refusal to use transportation provided to and from athletic contests/extracurricular activities.
7. Failure to maintain the academic requirements established by the Wyoming City Schools and the Ohio High School Athletic Association.
8. Failure to attend required practices, meetings, activities, performances, or athletic contests at the specified time, or on a specific date.
9. Disregard of reasonable directions or commands by school authorities.
10. Conviction for violation of any state or community laws.
11. Failure to follow eligibility standards set forth by the Ohio High School Athletic Association.
12. A student who is disciplinarily removed from, who quits a sport or activity after the season has begun, or is determined to be academically ineligible, will forfeit the right to any awards connected with that program and is ineligible to participate in other sports, conditioning programs, or other extra-curricular activities until the end of that season unless approved by the Athletic Director.
13. Any activity and/or involvement with behavior that reflects negatively on Wyoming City Schools. In addition to these regulations, each coach or activity sponsor may have additional regulations, which will be explained and distributed to each participant.

Tobacco, Alcohol and Illegal Drugs

The Code of Regulations prohibits the possession, distribution, or use of tobacco products (including smokeless tobacco), e-cigarettes, alcoholic beverages, or illegal drugs, 24 hours a day, 7 days a week, from the date of the first official practice until the end of last contest of that particular season. Any violation of the Code of Regulations will result in the following specified consequences:

- A. First Violation with (Self-Referral) The self-referral option is only available to students and/or parents on the first infraction of the academic year. A self-referral must be made to the coach/sponsor and administration before the school officials have knowledge of a rules violation. Proof of attendance at the diagnostic assessment must be submitted to the administration prior to reinstatement to a team, club or school group. Additional consequences will be determined by the administration based on the particular circumstances of the situation. The minimum consequence will be the denial of participation of one game, practice, meeting or performance.
- B. First Violation (no Self-Referral) – The student must also complete a diagnostic assessment, which must be submitted to the administration prior to reinstatement to a team, club or group.

Additional consequences will be determined by the administration based on the particular circumstances of the situation. The minimum consequence would be the denial of participation of two games, practices, meetings or performances.

- C. Second Violation – The student must also complete a diagnostic assessment, which must be submitted to the administration prior to reinstatement to a team, club or group.

The student is removed from participation for the remainder of the season in which the infraction occurred.

- D. Subsequent Violations (3 or more) – The student will be denied the privilege of participating in athletics or extracurricular activities for the remainder of the school year.

The above violations of the tobacco, alcohol, and illegal drug policy start over at the start of each academic year.

Denial of Participation

When a student is suspected of having violated the Code of Conduct of the Wyoming Athletic and Extracurricular Department, a disciplinary hearing will be held with the Athletic Director or Principal.

At this time, the student will be informed of the specifics of the suspected violation(s) and will have the opportunity to present information on his/her own behalf. Due process rights will be afforded the student athlete or extracurricular activity participant.

1. Any pupil determined to have engaged in the types of conduct either specifically or generally like the kinds of conduct listed above will be subject to disciplinary action, which may include denial of participation or removal from the team/organization.
2. A denial of the privilege of participating in athletics or extracurricular activities is a total restriction of activity. Students, during the period of denial, will not be permitted to attend practice, use school transportation provided for the activity, sit on the team bench, or any other similar activity.

3. The denial of the privilege of participation extends through the evening hours of a school day. If a weekend separates school days of denial of the privilege of participation, the student MAY NOT PARTICIPATE during the weekend. If the denial of the privilege of participation extends through Friday, the student MAY PARTICIPATE beginning Saturday morning.
4. A student denied the privilege of participating in athletics or extracurricular activities during a period of tryout, or similar activity for an upcoming sport or organization, will, as a consequence of this policy, be denied the privilege of participating in the activity determined by the tryout, etc.

Rules for Dances

1. In order to attend a dance that falls on a school day, a student must be in attendance for at least 5 out of 7 bells.
2. Dances on a Saturday require 5 out of 7 bell attendance on the Friday immediately preceding the Saturday dance, unless the absence is excused (with the exception of ISD/OSS).
3. To ensure everyone’s safety, once students leave the dance, they will not re-enter the building.
4. Students will submit to drug/alcohol screening, including the use of a portable breathalyzer, upon the request of school authorities.
5. Students will comply with all school rules, regulations, and reasonable requests from school authorities.
6. The dance is open only to Wyoming High School students and one invited guest with approved guest form.
7. A photo I.D. is required of all guests.
8. Appropriate behavior is expected at all times.
9. Students are responsible for their own possessions (e.g. purses, cell phones, smart watches).

Signage and Posters

We want to uphold the overall aesthetic of our building and ensure we have high-quality signage and posters; therefore, all signage and posters have to be cleared by administration and have a specific date they will be removed. Additionally, in order to guarantee the lockers and their paint are not damaged, and to create a uniform look in the building, the outside of lockers cannot be personally decorated. Any décor (e.g. sports decals, theatre flyers, etc.) has to be approved by the administration.

Student Council Representatives:

2021-2022 STUDENT COUNCIL

Student Body President:	Emily Gelhausen
Vice President:	Michael Chen

Class of 2022

President:	Elaina Zory
Vice President:	Emmie Morehous
Representatives:	Gabe Litwin
	Nathaniel Miller
	Lucianna Nice
	Audrey Grimmatt
	Zach Goode

Lauren Turner

Class of 2023

President:

Kylene Chu

Vice President:

Chloe Knapp

Representatives:

Jack Cavanaugh

Nadine Munneke

Cullen Batsel

Van Carmichael

Zach Spera

Hollis Hays

Eli Hogenesch

Class of 2024

President:

Sarah Omidvar

Vice President:

Jillian Siler

Representatives:

Louis Jahnigan

Elena Synder

Abe Rempe

Madeline Dugan

Ava Phelps

Sophia Wilhelm

Class of 2025

President:

Anushka Jain

Vice President:

Tabitha Lind

Representatives:

Sarah Coughlin

Jordan Green

Lily Larson

Will Spera

Student Parking

Every available parking spot at Wyoming High School will be assigned to a staff member or student. Seniors are guaranteed a spot with the proper paperwork and paid fee. Junior spots are obtained through a lottery, the corresponding paperwork and paid fee. These assigned student and staff parking spots will only be guaranteed to students during the school-day hours. The only available remaining parking spots during the school day would be the Visitor Spots in the front of the building which will continue to only be open to visitors. Parking spots are determined in the spring of the previous school year. No spots will be distributed during the school year.

This means that students, all freshmen, sophomores and some juniors, will not have a spot in the school parking lot, but this does not mean they cannot drive to school. They can park on nearby side streets and walk to the building. Each day they need to give themselves the time to do so. Another option is to carpool with a student who has an assigned spot.

If a student who does not have an assigned spot parks in the school lot, or a student with a spot parks in the wrong spot, he/she will first receive a warning (discipline consultation) from the Assistant Principal and their car would have to be moved. If a second infraction occurs with the student, then their car (which would be in a spot for which they did not pay for the second time) will be towed, at the owner's expense. The towing company is Millennium Towing (513-769-6626). It costs \$90 for the tow and an additional \$12/day for impound.

Student cars are subject to search and seizure at all times. The District is not responsible for any damage or loss to the vehicles while parked on property owned or controlled by the District.

Symbolic Expression

Symbolic expression is defined herein as that type of expression which conveys the personal ideas, feelings, attitudes, and opinions of an individual in a manner more remote, but no less valid, than verbal expression itself. Under this definition, some element of subjectivity is attached to the concept of symbolic expression. If some form of symbolic expression is used, consideration must be given to the intention of the person who is expressing themselves in a symbolic manner.

1. Symbolic expression through buttons and badges:
 - a. Students have the right to wear any insignia so long as it does not cause disruption of the educational process.
 - b. The wearing of any insignia with obscene or libelous words, phrases, or pictures is not allowed.
 - c. Only flags or banners approved by the Board of Education, or its designated agents, may be flown from the flagpole or publicly displayed.
2. Symbolic expressions through physical gestures:
 - a. Gestures, which convey a connotation of obscene or highly disrespectful acts, or which infringe on the rights of others, are forbidden.
 - b. Politically oriented gestures are acceptable, unless such gestures are given to call or begin an overt and immediate disruption of the educational process.
 - c. A student has the right to refrain from saluting the flag, repeating the Pledge of Allegiance, singing The National Anthem, or standing during any of these activities. However, a student does not have the right to prevent others from participating in these activities.

Written Expression

The Horizon, *Round-Up*, and *Icarus* provide an authorized outlet under faculty supervision for students with an interest in creative writing, research, and publication.

Only school-approved literature may be distributed on school property.