



# Wayne High School

## 2017-2018 Student Agenda

**5400 Chambersburg Road  
Huber Heights, OH 45424  
Phone: (937) 233-6431  
Fax: (937) 237-6321**

**[www.huberheightscityschools.org](http://www.huberheightscityschools.org)**

Property of: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_

Phone # \_\_\_\_\_



**SIGN AND RETURN THIS FORM TO YOUR HOMEROOM  
TEACHER**

***HUBER HEIGHTS CITY SCHOOLS  
STUDENT CODE OF CONDUCT  
PARENT ACKNOWLEDGEMENT FORM***

Your child has been given a copy of the Student Code of Conduct in the Student Discipline Handbook along with the Student Agenda book and has been directed to bring it home to share with you.

Please complete this form and return it to your student's school as soon as possible. Should you have any questions regarding the Student Code of Conduct, the Student Discipline Handbook, or the Student Agenda book please feel free to call your student's unit principal.

I acknowledge that I have received a copy of the Student Code of Conduct. I agree to direct my child to follow this set of rules while on any school grounds or in any school vehicle; at any school function or event (home or away); or at any other times, on or off school property, when such student conduct is reasonably related to the health, safety, and welfare of students or such conduct would interrupt the educational process. I understand that violations of this Board policy will result in disciplinary action. This action may include, but is not limited to, loss of school privileges, detention, suspension, Friday/Saturday School, emergency removal from school, and/or expulsion from school.

Student's name (Printed) \_\_\_\_\_ Grade \_\_\_\_\_

Parent/guardian's name (printed): \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent/guardian's name (printed): \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent/guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(To be removed and placed in the student's discipline file)**



**SIGN AND RETURN THIS FORM TO YOUR HOMEROOM  
TEACHER**

***HUBER HEIGHTS CITY SCHOOLS  
STUDENT CODE OF CONDUCT AND STUDENT AGENDA BOOK  
ACKNOWLEDGEMENT FORM***

I acknowledge that I have received a copy of the Student Code of Conduct and the Student Agenda book. I agree to follow this set of rules while on any school grounds or in any school vehicle; at any school function or event (home or away); or at any other times, on or off school property, when such student conduct is reasonably related to the health, safety, and welfare of students or such conduct would interrupt the educational process. I understand that violations of this Board policy will result in disciplinary action. This action may include, but is not limited to, loss of school privileges, detention, suspension, Friday/Saturday School, emergency removal from school, and/or expulsion from school.

I will take my copy of the Student Code of Conduct, Student Agenda book, and Parent Acknowledgement Form home and share them with my parent(s) / guardian(s).

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**Name of Student** (Print on line above)

Grade: \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date: \_\_\_\_\_

I have received the following Items:

Code of Conduct: \_\_\_\_\_  
(Student initials)

Student Agenda Book: \_\_\_\_\_  
(Student initials)

**(To be removed and placed in the student's discipline file)**



**RETURN THIS FORM ONLY IF YOU WISH TO BE CONTACTED AT A TELEPHONE NUMBER OTHER THAN HOME OR IF WE ARE TO CONTACT ANOTHER INDIVIDUAL.**

***HUBER HEIGHTS CITY SCHOOLS  
NOTIFICATION OF STUDENT ABSENCE***

900.12

10-04

Dear Parent or Guardian:

When your child is going to be absent from school, it is your responsibility as parent or guardian to notify the principal's office and let us know about the absence at the beginning of the day. Parents may call or report absences via e-mail. If reported by e-mail, please include the student's first and last names, grade level, and reason for absence in the e-mail. E-mail the required information to [wayne.attendance@huberheightscityschools.org](mailto:wayne.attendance@huberheightscityschools.org). The E-mail should be sent no later than an hour after the start of the school day. Currently, if your child is absent and we do not receive a phone call or e-mail, the principal's office attempts to call you at your home telephone number. If you want to be contacted at a different telephone number or if you want another individual other than yourself contacted at his or her home or work number, please complete the form below.

---

Date: \_\_\_\_\_

When my child, \_\_\_\_\_, is absent from school, I understand that I am to call or e-mail the school and report my child's absence. If I have not called or e-mailed, the principal's office will attempt to make the following contact regarding the absence. Calls will be made in the order they appear below, and the school will attempt to reach someone. If the school is unable to make contact, an attendance card will be sent.

1. \_\_\_\_\_  
name                                      relationship                                      phone number
2. \_\_\_\_\_  
name                                      relationship                                      phone number
3. \_\_\_\_\_  
name                                      relationship                                      phone number

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Signature of Parent/Guardian

**(To be removed and placed in the student's discipline file)**





THIS FORM IS OPTIONAL

**HUBER HEIGHTS CITY SCHOOLS  
VIDEO/PICTURE DENIAL FORM**

900.72A

1-5-00

At various times throughout the school year, photographs, recordings, and videotapes of students in the Huber Heights City Schools may be taken by the school district or by organizations authorized by the school district for educational and promotional purposes. The release of photographs, recordings, or videotapes for commercial gain, however, will not be authorized by the Huber Heights City Schools.

If you do not consent to the presence of your child in photographs, recordings, and videotapes used by the Huber Heights City School District for educational and promotional purposes, please complete and return the Video/Picture Denial Form to your student's school. If you return the form, you are indicating that you do not want your child's picture to appear in school annuals or yearbooks, in group pictures of students receiving special awards or involved in safety patrol or student-of-the-month, etc., or for your child to appear in district publications including newsletters and on the website, school programs which may be photographed or videotaped for rebroadcast on the district's TV channel.

If you do not request and complete the Video/Picture Denial Form, you are releasing the district from any privacy, defamation, or other claims that may arise as a result of the exhibition, publication, or promotional efforts of the Huber Heights City Schools.

**Once again: If you return the form, you are indicating that you do not want your child's picture to appear in school annuals or yearbooks, in group pictures of students receiving special awards or involved in safety patrol or student-of-the-month, etc., or for your child to appear in district publications including newsletters and on the website, school programs which may be photographed or videotaped for rebroadcast on the district's TV channel.**

Child's Name \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_



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## *PHONE DIRECTORY WAYNE HIGH SCHOOL*

### **OFFICE STAFF**

#### ADMINISTRATORS

Mr. Jeff Berk, Principal	Dr. Tim Vaughn, Asst. Principal A-F Mr. T.D. Evans, Asst. Principal G-M Ms. Erica Ford, Asst. Principal N-Z Mr. Jay Minton, Athletic Director
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#### COUNSELORS

Ms. Brenda Abels, Students A-F Ms. Josalyn Coaston, Students G-M	Ms. Jennifer Davis, Students N-Z Ms. Toni Gore, off campus students
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#### SECRETARIES

Ms. Deborah Miller, Principal Ms. Chris McCullough, Bursar Ms. Tina Poppa, Attendance Ms. Debbie Bargo, A-F Office/Athletics	Ms. Pam Stringfield, G-Z Offices Ms. Lisa Parker, Registrar/Guidance Ms. Pam Byrd, Front Desk
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#### STUDENT SERVICES

Ms. Jennifer Taylor, School Psychologist  
Officer Elizabeth Hogue, School Resource Officer  
Ms. Robyn Carter, Clinic Aid  
Ms. Judy Long, Cafeteria Services

#### MAIN CONTACT INFORMATION

Address: 5400 Chambersburg Road Huber Heights, OH 45424  
Phone: (937) 233-6431      Fax: (937) 237-6321

#### WAYS TO STAY SOCIALLY CONNECTED

Wayne High School Website:	<a href="http://huberheightscityschools.org/1/home">huberheightscityschools.org/1/home</a>
WHS Guidance Website:	<a href="http://huberheightscityschools.org/1/Content/98">huberheightscityschools.org/1/Content/98</a>
WHS Guidance Facebook:	WayneHSCounselingDepartment
WHS Twitter:	@HHCSWayne

**HUBER HEIGHTS CITY SCHOOLS CALENDAR**

School Begins.....August 14  
 School Ends.....May 25

NINE WEEK CALENDAR	GRADES AVAILABLE (APPROX)
1 <sup>st</sup> Nine Weeks Ends October 12.....	October 19
2 <sup>nd</sup> Nine Weeks Ends December 20.....	January 12
3 <sup>rd</sup> Nine Weeks Ends March 8.....	March 15
4 <sup>th</sup> Nine Weeks Ends May 25.....	June 1

CONFERENCES	
Oct. 19, 3:00-8:45	Mar 22, 3:00-8:45

DAYS SCHOOL IS CLOSED	
September 4.....	Labor Day
September 22.....	Professional Development (PD) Day
October 13.....	Teacher Work/ PD Day
October 20.....	Conference Day (due to)
November 3.....	PD Day
November 22-24.....	Thanksgiving Recess
December 21 .....	Teacher Work Day
December 22-January 5.....	Winter Recess
January 15.....	Martin Luther King Day
February 19.....	Presidents Day
March 9.....	Teacher Work/ PD Day
March 23.....	Conference Day (due to)
March 26-30.....	Spring Recess
April 2.....	PD Day

EARLY DISMISSALS FOR GRADE REPORTS DISMISSAL TIME 12:50 PM				
September 15	November 10	February 9	April 20	May 25

EARLY DISMISSALS FOR TEACHER TRAINING- DISMISSAL TIME 12:50 PM			
August 25	September 1	January 12	May 4

Welcome to Wayne High School! As you start this school year, it should be with the anticipation of all the new experiences that will be yours. We are delighted to have you join us. This handbook has been prepared as a guide for you to become acquainted with the policies and procedures that will be followed this school year. Therefore, the information within this handbook is designed to assist you in making the most of your high school years.

As with any guide, it only serves as a framework by which you should plan your activities. It is not possible to cover every essential piece of information. In the absence of specific instructions, you should comply with the spirit of good citizenship, and when in doubt, ask questions of your teachers, counselor or principal.

You are the critical element of this outstanding school. Without you, the school would cease to exist. Be honest, carry your fair share of the load, and above all, apply yourself to the task at hand. It is our sincere hope that your high school years will be inspirational and meaningful. Our expectations will be high, but they will not be unreasonable or unfair. No matter how difficult you might find some of the challenges at WHS, the future holds even greater and more difficult challenges. Leaving WHS well prepared will make those future challenges that much easier to meet and overcome. It is our fervent hope that you will take advantage of the many opportunities Wayne High School will afford you. Our success as a school is measured by your success as a student. We look forward to working with you and extend our very best wishes to you for a rewarding school year.

Administration  
Wayne High School

### ***High School Vision Statement***

Our Students Today; World Leaders Tomorrow

### ***Mission Statement***

Empowering our students to be academically and socially prepared for their futures through the support of excellent teachers, and staff, families, and community partners.

***\*Rules and policies subject to change due to legislative actions.***

**STUDENT RESPONSIBILITY STATEMENT**

**As a Wayne Warrior, I will demonstrate my Warrior P.R.I.D.E.:**

**Problem Solver  
Respect All  
Illustrate Responsibility  
Display Self-Control  
Everyone Safe**

**Wayne High School Alma Mater**

Hail, Dear Wayne, Our Alma Mater  
Hail All hail to Thee!  
Praise her now, ye Sons and Daughters  
Banners high unfurl!  
Guidance, truth and friendship lasting,  
Within Thy Halls we've found  
Loyal then our hearts shall be:  
Hail, all praise to Thee.  
We will ever live to love her.  
Live to praise her name,  
Live to make our lives add luster  
To her glorious fame.

**Wayne Warrior Fight Song**

Oh, when the **WAYNE** High team all falls in line,  
We're going to win this game another time,  
And for the dear old school we love so well  
And for the big red team we'll yell and yell and yell.

And we will fight, fight, fight for every game,  
And set our standards high for dear old **WAYNE**,  
And we will roll those "rivals" on the side, on the side,  
Rah, Rah, Rah – Yeah **WAYNE!!**



**2017-18 BELL SCHEDULE**

<b>REGULAR BELL SCHEDULE</b>		
Breakfast		<b>7:20-7:45</b>
Warning Bell		<b>7:45</b>
Period	Start	End
<b>1</b>	7:50	8:45
<b>2</b>	8:50	9:40
<b>Intervention</b>	9:45	10:15
<b>3</b>	10:20	11:10
<b>4a</b>	11:15	11:45
<b>4b</b>	11:50	12:20
<b>4c</b>	12:25	12:55
<b>5</b>	1:00	1:50
<b>6</b>	1:55	2:50

<b>PEP ASSEMBLY SCHEDULE</b>		
Breakfast		<b>7:20-7:45</b>
Warning Bell		<b>7:45</b>
Period	Start	End
<b>1</b>	7:50	8:36
<b>2</b>	8:41	9:24
<b>3</b>	9:29	10:12
<b>5</b>	10:17	11:00
<b>4a</b>	11:05	11:35
<b>4b</b>	11:40	12:10
<b>4c</b>	12:15	12:45
<b>6</b>	12:50	1:35
<b>Intervention</b>	1:40	2:05
<b>Pep Assembly</b>	2:10	2:50

<b>EARLY RELEASE SCHEDULE</b>		
Breakfast		<b>7:20-7:45</b>
Warning Bell		<b>7:35</b>
Period	Start	End
<b>1</b>	7:50	8:27
<b>2</b>	8:32	9:09
<b>3</b>	9:14	9:51
<b>5</b>	9:56	10:33
<b>4a</b>	10:38	11:08
<b>4b</b>	11:08	11:38
<b>4c</b>	11:38	12:08
<b>6</b>	12:13	12:50

<b>TWO-HOUR DELAY SCHEDULE</b>		
<i>No breakfast served</i>		
Warning Bell		<b>9:45</b>
Period	Start	End
<b>1</b>	9:50	10:27
<b>2</b>	10:32	11:09
<b>4a</b>	11:14	11:44
<b>4b</b>	11:44	12:14
<b>4c</b>	12:14	12:44
<b>3</b>	12:49	1:26
<b>5</b>	1:31	2:08
<b>6</b>	2:13	2:50

### ***ABSENCE REPORTING PROCEDURE***

**Phone number (937) 233-6431**

**Fax line (937) 237-6321**

Parents are to e-mail ([wayne.attendance@huberheightscityschools.org](mailto:wayne.attendance@huberheightscityschools.org)) or call the school (233-6431) before 9:00 a.m. to report student absences to the appropriate unit office. If the school does not receive an e-mail or a call from an absent student's parent, an attempt will be made to contact the parent at home or work. A note is also required upon return; **give this note to the school's attendance secretary.**

### ***Board Policies***

The Board Policies for the Huber Heights City School District can be found in their entirety at [www.huberheightscityschools.org](http://www.huberheightscityschools.org).

### ***STUDENT ABSENCES AND EXCUSES***

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to twenty-four (24) school hours) or
8. as determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not,

be permitted to make up work. **Each case is considered on its merits by the principal and the respective teacher(s).** Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

### Loss of Driving Privileges

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more sixty (60) consecutive hours during a school month or a total of at least ninety (90) hours during a school year.

### ABSENCE CODES

CODE	EXPLANATION
E	Authorized absence; parent must provide documentation.
P	Authorized absence; parent must provide a note identifying the legitimate reason for the absence. After six (6) absences with P codes, per semester, additional documentation/verification/information may be required. These absences will be marked as unauthorized until documentation is provided and reviewed by an administrator.
U	Unauthorized absence; applies when a parent does not provide a note identifying the legitimate reason for an absence; applies once the student has reached six P Code absences in one semester and either additional documentation was not provided or the documentation was reviewed and determined to be illegitimate.

### PARTIAL DAY ABSENCES

Sign-In Times	Attendance Designation
Before 10:30	Tardy/Unexcused Tardy, non-absence
After 10:30	Authorized/Unauthorized Absence (Half-Day)
After 12:30	Authorized/Unauthorized Absence (Full-Day)

Sign-Out Times	Attendance Designation
Before 11:20	Authorized/Unauthorized Absence (Full-Day)
After 11:20	Authorized/Unauthorized Absence (Half-Day)
After 1:20	Early Dismissal, non-absence

**Truancy Policy:**

The designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual truant."

A "habitual truant" is any student who is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one month or 72 or more hours in a school year.

When absences surpass the threshold for a habitual truant, the student is assigned an intervention team. At the time of notice, the District may take any appropriate action as outlined in Board Policy JEDA as an intervention strategy. The plan includes, at minimum, a statement the District will file a complaint in juvenile court not later than sixty-one (61) days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress.

A parent is required to have the child attend school immediately after notification. The attendance officer provides notice to the parent of a student who is absent with or without excuse for thirty-eight (38) or more hours in one school month or sixty-five (65) or more hours in a school year.

***RETURN TO SCHOOL AFTER ABSENCE***

Students returning to school after an absence must submit notes to the attendance office. Notes must include full name, dates of absence, reason, a legible parent signature, and if possible, a contact phone number.

Verification for an absence must be submitted within two school days for the absence to be excused. Submit verification to the Attendance Office. Failure to provide documentation for an absence will result in the absence remaining a "U" code, and the absence may be considered truancy. If a student misses a semester exam, the student must have an E Code or a P Code to make up the exam. Students must bring this documentation to their administrator for review before they will be permitted to make up the exam.

***MAKE-UP WORK***

Students shall be allowed and are expected to complete make-up work for an authorized absence (E or P code). For each day absent, the student will receive one day to make up missing work. The student has the responsibility to request make-up work and to make any arrangements necessary for completion of the assigned work. It is not the teacher's responsibility to remind the student of missed work. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s).

***EARLY DISMISSAL (ANTICIPATED ABSENCE)***

Any student desiring to be excused early for an appropriate reason (doctor's appointment, etc.) should submit a parent's request to the Attendance office between 7:35 and 7:50 a.m. on the morning of the scheduled appointment. Students may not leave the building or grounds without permission from one of

the assistant principals, principal, or designee.

#### **STUDENT DISMISSAL PRECAUTIONS**

Permission for a student to leave school when school is in session requires approval by the principal or a person specifically designated by him/her to exercise that authority. In evaluating request for this permission, he/she gives primary consideration to the best interests of the student and/or public welfare. Requests are not approved without a parent's permission. When a request originates from a person other than the parent(s), the school official in authority contacts the parent(s) to obtain permission. An exception may be made in the case of the student who is 18 years of age or older, who make request on his/her own behalf.

#### **ANTICIPATED ABSENCE**

If a student wishes to be excused from school for a reason other than illness, he/she must bring a note from his/her parent/guardian prior to the day to be excused. This note, which should state the reason for the absence, will be considered by the assistant principal for his/her decision. If permission is granted, the student must obtain all assignments for the day(s) to be missed and have them completed upon returning to school; further, additional work assigned during an absence may be required

#### **VACATION ON SCHOOL TIME**

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent

#### **STUDENT DISCIPLINE**

Effective discipline, which requires respect for the rights of other, is necessary if all students are to attain a quality education. The board delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most Board believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events. Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal. A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being

disciplined. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

### ***STUDENT CONDUCT***

Students are expected to conduct themselves in a way that exhibits respect and consideration of the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events in subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event.

IF a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances. A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

### ***SCOPE OF JURISDICTION***

This Student Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, while on school buses or property under the control of school authorities, or while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this code of conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property, is reasonably related to health, safety, and welfare of students; or is such conduct that would unreasonably interrupt the education process; and
- 2). Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

The Miami Valley CTC is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary actions based upon the Student Code of Conduct of both Wayne High School and the

MVCTC. Consequently, conduct and/or involvement in any disciplinary action by one school may be grounds for similar discipline by the other school.

Violation of the Student Code of Conduct may result in a verbal or written warning or reprimand, referral to a guidance counselor, parental contact or conference, detention, in-school suspension, community service, emergency removal, referral to law enforcement agencies, out-of-school suspension, or expulsion.

### **Surveillance Equipment**

The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles.

Surveillance cameras may be used both inside and outside of buildings and on school vehicles to assist in the security of students, staff and property

### **INTERROGATIONS AND SEARCHES**

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property. Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believe necessary.

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under jurisdiction of the Board of Education if there is reasonable suspicion that the student is in violation of school rules. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to the search of such vehicle at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.

### **SCHOOL RESOURCE OFFICER (SRO)**

Huber Heights City Schools has entered into cooperative agreements with the Huber Heights Police Department to provide a School Resource Officer at Wayne High School. School and law enforcement officials have developed a beneficial, cooperative working relationship to enhance school safety. The SRO is in the school to assure the peaceful operation of school-related activities. The SRO is, first and foremost, a police officer and must fairly and consistently enforce laws of the city of Huber Heights and state of Ohio. The SRO works closely with the security department as well as the administration of the Huber Heights City Schools and Wayne High School. The net effect is a safer school environment for the students of Wayne High School.

### **STUDENT RESPONSIBILITIES**

The school rules, regulations, and procedures are designed to allow students to be educated in a safe and orderly environment. Students are expected to follow any staff member's directions and obey the school rules. The staff and faculty expect the students to arrive at school prepared to learn. It is each student's responsibility to arrive on time and to be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from his or her ~~unit~~ administrator.

### **ACCOMPLICE**

No student shall place him- or herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student in violating any school rule. The prohibition of this section includes, but is not limited to, serving as a "look out" for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who he or she knows has violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy) or any illegal prescription or counterfeit drug. In administering discipline under this Section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

### **STUDENT IDENTIFICATION CARDS**

Every student is required to be in possession of a Wayne High School Student ID Card while school is in session. IDs must be presented upon request. If a student loses his/her WHS I.D. tag, a new one will be made in the Athletic Office. New tags are \$5.00 for the first replacement, \$10.00 for the second, and \$15.00 for each additional tag-

### **CHANGING OF CLASSES**

Students have five minutes passing time to move from one class to another. Any student who is not in the classroom when the bell rings will be counted tardy. Please do not assume that ~~four~~ five minutes passing time is sufficient to visit lockers after each class or stop and chat with friends in the hall. It is each student's responsibility to arrive to class on time.

### **HALL PASSES**

To be in the hall, a student must be in possession of his or her own Student Agenda book. There may be no more than one (1) student per pass in the hall from any one teacher at any one time. A student is to be in possession of a signed pass any time he or she is in the hallway during school instructional time. Students are only to travel to the parts of the building to which they have permission to go. Students found in other parts of the building are considered to be loitering and may receive disciplinary consequences. Students are cautioned to use their hallway passes conservatively as the hallway passes in their agenda are limited.



### **HALLWAY BEHAVIOR**

Students must respect the rights of others during class-change times. Running, shouting, and/or public displays of affection are unacceptable behaviors and will be treated as such. Food and beverages may only be consumed during lunch in the cafeteria. Any food or drink items in the hallway or classrooms may be confiscated.

### **USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS**

Students may be allowed to possess cellular telephone and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are used in compliance with building regulations. The District assumes no liability if devices are broken, lost or stolen.

Electronic devices may only be used, during class change and/or while at lunch. Students need to be able to hear and respond to directives, therefore the wearing or use of earbuds/headphones/Bluetooth devices in/on the ears or around the neck (on the person at all) is prohibited.

While at certain times electronic devices are used in the classroom as educational tools to facilitate learning, such use is to be directed by the teacher only.

Students should not use electronic devices to take pictures, video tape activities, record any conversations, or in a manner to disrupt the educational environment. Students who use cell phones or other communication devices for inappropriate behavior may be subject to suspension and possible recommendation for expulsion. Students are expected to follow the District's Acceptable Use Policy. Cell phones or electronic devices may be confiscated, examined, and viewed during the course of an investigation. When necessary, legal authorities may be involved.

To contact a student during the school day, a parent/guardian should call the appropriate unit office. The office will forward a message or have the student return a phone call in case of emergency. Parents are requested NOT to call or text student cell phones during the school day.

### **CAFETERIA REGULATIONS**

1. Clear all items brought to the table. Each student is responsible to clear the table where he/she is eating, so someone else can use it immediately.
2. Each student is expected to behave appropriately in the school cafeteria and use good table manners. A normal tone of voice is expected.
3. Disruptive behavior of any type in the cafeteria will result in disciplinary action.
4. Students must remain in the cafeteria or courtyard during their assigned lunch period.

5. Do not carry food or drink outside the cafeteria.
6. No back packs, book bags, or large coats are allowed in the cafeteria line.

#### **DISPLAY OF AFFECTION**

Wayne High School students should use discretion at all times in order to promote a good personal and school image. Public displays of affection, such as kissing, embracing, and other physical contact of that nature, are considered in poor taste and do not have a place in school. Students involved in such behavior may be disciplined.

#### **DRESS CODE**

School dress should enhance a positive image of the students and the District and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming that attracts undue attention, prompting a disruption of the learning environment is unacceptable.

In recognition that Wayne High School is a place of work for staff and students, we are dedicated to creating a campus where teaching and learning will occur within a serious environment. In addition, we believe that proper attire fosters positive behavior and proper demeanor. Teachers and administrators will use discretion regarding dress code violations and take necessary corrective action. Dress code violations will result in necessary corrective actions. The following are the dress and grooming expectations for Wayne High School:

- Apparel will not display/reference illegal substances or expressions of obscenity or be disrespectful to racial or ethnic backgrounds.
- Clothing must completely cover the shoulders, underarms, midriffs, and undergarments at all times. (No tank tops or jerseys)
- Pajama/flannel pants are prohibited
- Skirts/dresses/shorts when resting at the student's waist, should measure below the student's outstretched arm to fingertip.
- Pants/shorts must be worn appropriately so that undergarments, including shorts worn under pants, do not show and so they do not restrict natural movement.
- Students may not wear or carry/display hats, head coverings, headgear, scarves, headbands, hoods, and/or bandanas (unless directed by a physician or for religious reasons) from 7:50am-2:50pm
- Studded collars/bracelets, sunglasses, and/or chains on clothing or wallets are prohibited.
- In accordance with state health standards, shoes must be worn at all times (No Slippers).

#### **STUDENT DISMISSAL**

Students must exit the building and leave school grounds by 3:00pm unless they are under the direct supervision of a teacher/coach/advisor.

### **NO TOBACCO USE ON DISTRICT PROPERTY**

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. The Board recognizes that staff and school visitors serve as role models to students and, therefore, has adopted a 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use. The District policy has defined "tobacco" to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

### **HAZING / BULLYING (HARRASSMENT, INTIMIDATION, DATING VIOLENCE)**

Bullying, harassment and intimidation is an intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

### **ZERO TOLERANCE**

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health safety of students with the District or adversely affects the education process.

### **DISCIPLINARY CONSEQUENCES**

#### **DETENTION**

Teachers may assign students detention for minor violation of their classroom rules. Students will receive 24 hour notice to allow parents to arrange for transportation. Students must bring work and be on time.

#### **ADMINISTRATIVE DETENTION**

Administrative detention is held from 3:00 to 3:45 on Tuesdays and Thursdays in a regularly assigned room. Students failing to report or follow the rules of

detention risk further disciplinary actions. Students must be on time and prepared to work

#### **THURSDAY SCHOOL**

Thursday School is intended to serve as an alternative for suspension from school for a disciplinary reason. Because the concept of Thursday School is meant to be punitive, the regulations governing its operations are very restrictive. A copy of the Thursday School Regulations” will be given to the students upon assignment, and a copy will be mailed to the parent(s) or guardians.

Staff members supervise the Thursday School. Each student will be required to bring materials to study. Tutorial assistance may be provided from the supervisor.

If a student is unable or forgets to serve his/her Thursday School he/she will receive only one reschedule per semester. If a student fails to attend his/her rescheduled Thursday School, he/she may receive 1-3 days of In School Suspension. Any student who disrupts the Thursday session in any way or refuses to follow the instructions of the staff -may receive a suspension.

#### **IN-SCHOOL SUSPENSION**

A student may receive an in-school suspension as a disciplinary consequence for behavior that violates the Student Code of Conduct. When an in-school suspension is issued, the student is removed from his or her normal classroom environment and assigned to the in-school intervention classroom. This classroom is supervised by a staff member or teacher. The length of the in-school suspension is based on the student's offense. Also, the student may be warned that future offenses could result in additional disciplinary consequences, including out-of-school suspension and possible recommendation for expulsion. When a student serves an in-school suspension, he or she is expected to complete homework assignments and work on projects without engaging socially with other students. Students will be given credit for work successfully completed in In-School Suspension.

#### **OUT-OF-SCHOOL SUSPENSION**

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year. The superintendent may require a student to perform community service or another alternative consequence for the number of hours remaining in the students' suspension.

*The guidelines listed below are followed for all out-of-school suspensions:*

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within 24 hours, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
  - a) Superintendent;
  - b) Treasurer and
  - c) Student's school record (not for inclusion in the permanent record)
6. Permanent Exclusion - If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

#### Appeal Procedure

Should a student or student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent.

#### Appeal to the Court

Under State law, appeal of the Board's or its designee's decision may be made to the court of Common Pleas.

### ***STUDENT EXPULSION***

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the Student Code of Conduct. A student cannot be expelled from school solely because of unexcused absences. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parents(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

#### Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

#### Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent of the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The student may be excluded from school during the appeal process.

#### Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior.

### ***EMERGENCY REMOVAL OF STUDENT***

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed or wither by reinstatement, suspension or expulsion.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

### ***DISCIPLINE OF STUDENTS WITH DISABILITIES***

Disciplinary action of students with disabilities proceeds in a manner that protects the welfare and order of the community as well as recognizes the special needs of the student.

The District will comply with all State and Federal laws and regulations governing the discipline of students with disabilities. All students, including those with disabilities, will be referred to law enforcement officials when required by law and may be referred to law enforcement officials when their conduct constitutes a crime.

Each case of unsatisfactory behavior by a student with a disability is handled individually in accordance with the student's behavior management plan and interventions articulated in the student's Individualized Education Program (IEP). A student's failure to comply with conduct requirements in student handbooks may result in the student being disciplined.

### ***STUDENT GRIEVANCE PROCEDURE***

Student complaints regarding other students or staff members are to be made in an ethical manner. The student shall first discuss the grievance informally with the person(s) concerned. Discussion may continue with an assistant principal. The person(s) named in the grievance may be included in this discussion. It is expected that most student grievances will be resolved directly with the person(s) involved. Students may choose to talk with a guidance counselor if the matter involves a personality conflict or interpersonal relationship problem rather than a grievance.

### ***DISCIPLINE CHART***

The following chart will be utilized to determine disciplinary actions for the violation of rules. However, administrators will have discretionary authority in determining final consequences. The consequences of misconduct, including consulting with the School Resource Officer (SRO), shall be specifically

determined by the proper school administrator after carefully weighing all the facts and circumstances pertinent to the incident. This document works in conjunction with the *Student Discipline and Information Handbook* each student receives. *Violations of the Student Code of Conduct not mentioned below will be treated on an individual basis. Disciplinary actions may range from a conference to expulsion from Huber Heights City Schools.*

**Disciplinary Actions Include:**

Denial of School Privileges, School Detentions, Conference/Warning, Probationary Status, Administrative Detention, Thursday School, Emergency Removal, In-School-Suspension, Out-of-School Suspension, Restitution, Community Service, Recommended Expulsion.

The consequences listed below will be applied at the discretion of the administrator.

**Tardy to Class per Semester**

1-5 Tardy      Teacher warning or detention  
6<sup>th</sup> Tardy      Thursday School  
7 or more      Thursday-In School Suspension (ISS) based on number and frequency

**Tardy to School per Semester**

5<sup>th</sup> Tardy      Thursday School  
6 or more      Thursday-In School Suspension (ISS) based on number and frequency

**Unauthorized Absence from School per Semester**

3<sup>rd</sup> U Code      Thursday School  
4 or more      Thursday-In School Suspension (ISS) – court referral based on number and frequency

**Class Cut**

1<sup>st</sup> offense      In School Suspension (ISS)  
2<sup>nd</sup> or more      ISS or Out of School Suspension (OSS) based on number and frequency

**Failure to serve Thursday School per semester**

1<sup>st</sup> offense      Reschedule Thursday School  
2<sup>nd</sup> or more      ISS or OSS based on number and frequency

**Failure to serve In School Suspension per semester**

*This includes arriving too late to school to serve a full day*

1<sup>st</sup> offense      Reschedule the day that was missed  
2<sup>nd</sup> or more      Additional ISS or OSS based on number and frequency

**Loitering**

1<sup>st</sup> offense      Thursday School



2<sup>nd</sup> or more Thursday School, ISS or OSS based on number and frequency

**Disruption of School**

Any Offense Thursday School, ISS or OSS based on severity, number or frequency

**Failure to Obey**

Any Offense Thursday School, ISS or OSS based on severity, number or frequency

**Electronic Device/Cell Phone Violation**

*Including sending/receiving messages/texts/calls, playing games, listening to music/videos, using/wearing earbuds/headphones, etc.*

1<sup>st</sup> offense Thursday School

2<sup>nd</sup> offense Thursday School, ISS or OSS based on severity, number or frequency

*\*Students can receive a referral for electronic communications with their parents. This includes communicating with their parents that they are not feeling well. Students must follow the clinic procedures when they are not feeling well.*

**Inappropriate Use of Electronic Device/Cell Phone**

*Acts that disrupt the educational process or create an unsafe environment including: taking photos of/recording a fight; taking photos of/recording a staff member; taking photos of/recording a student without his/her permission; messaging to arrange a fight; sharing inappropriate photos; bullying.*

Any Offense 1-10 days OSS based on severity, number or frequency.

**Falsifying Information to a School Authority**

*(including forging passes/notes, giving misleading information, etc.)*

Any Offense Thursday School, ISS or OSS based on severity, number or frequency

**Damage/Destruction/Theft of School or Personal Property**

Any Offense Thursday School, ISS or OSS based on severity, number or frequency; restitution

**Possession/Use of Tobacco Related Products**

*Including tobacco, lighters/matches, vapor cigarettes, nicotine etc.*

Any Offense Thursday School, ISS or OSS based on severity, number or frequency

**Fighting/Violence**

Any Offense 3-10 days OSS with recommendation for expulsion, based on severity, number or frequency; possible police involvement.

**Possession/Abuse of Controlled, Dangerous Substance**

*Including possession of/using/distributing to others as a narcotic, stimulant,*

*illegal or counterfeit drug or alcohol*

All Offenses 10 days OSS with recommendation for expulsion, based on severity, number or frequency; possible police involvement.

**Possession/Use of Weapons and Dangerous Instruments**

All Offenses 10 days OSS with recommendation for expulsion, based on severity, number or frequency; police involvement.

**Profanity Spoken by Students but Not Directed**

*Profanity is defined as language which would be perceived by a reasonable person as cursing, swearing, obscene, vulgar, abusive, disrespectful, and in general language considered to be in poor taste.*

1<sup>st</sup> offense: Thursday School  
2<sup>nd</sup> Offense: 1 day OSS  
3<sup>rd</sup> Offense: 3 days OSS  
4<sup>th</sup> Offense: 10 days OSS with a recommendation to expel

**Profanity Spoken by a Student Directed Toward Another Student**

1<sup>st</sup> Offense: 3 days OSS  
2<sup>nd</sup> Offense: 5 days OSS  
3<sup>rd</sup> Offense: 10 days OSS with a recommendation to expel

**Profanity Spoken in a Threatening Manner by a Student Directed to or about Any Staff Member**

All Offenses: 10 days OSS with a recommendation to expel

**Horseplay Stopped by a Teacher Before a Fight Begins**

*Horseplay is any physical contact or verbal statements by and/or between a student and any other student, employee, or other party which the student knows, or reasonably should know, may result in a fight or other physical altercation.*

1<sup>st</sup> Offense: Thursday School  
2<sup>nd</sup> Offense: 1 day OSS  
3<sup>rd</sup> Offense: 3 days OSS  
4<sup>th</sup> Offense: 10 days OSS with a recommendation to expel

**Horseplay That Escalates into a Fight**

1<sup>st</sup> Offense: 3 days OSS  
2<sup>nd</sup> Offense: 5 days OSS  
3<sup>rd</sup> Offense: 10 days OSS with a recommendation to expel

**An Assault or Unprovoked Attack**

All Offenses: 10 days OSS with a recommendation to expel

## ***GENERAL PROCEDURES AND RULES***

### **SEMESTER EXAM PROCEDURES**

#### **Exam Exemptions**

There may be times when students are eligible to exempt semester exams. In the event that a student exempts an exam, the two quarter grades will be averaged for the semester grade.

#### **Attendance for Semester Exams – Tardy to Exam**

Students must be in their testing rooms at the start of the exam period. If a student arrives after the exam has begun, he/she will need to take the exam during the make-up exam period- if he/she is eligible to make it up based on our make-up exam policy.

#### **Attendance for Semester Exams – Make Up Exam**

If a student misses a semester exam, he/she must have an E Code or a P Code to make up the exam. Students must bring this documentation to their administrator for review. The administrator will determine if the student is eligible to make up the exam. Students who fail to take an exam will receive a zero on the exam.

## ***STUDENT DRIVING REGULATIONS AND PARKING DECAL INFORMATION***

The parking lot at Wayne High School is provided as a convenience to those students who need to drive to school. Students who choose to drive to school assume all associated risks. The parking fee is \$20.00 per year, which helps defray the cost of maintaining the lot. While on school property, automobiles may be searched by school officials having reasonable cause for such a search. Parking decals are sold only at the high school. The following items must be presented at the time of purchase: completed and signed application/registration form, valid Ohio driver's license, current vehicle registration, proof of vehicle insurance policy, and a \$20.00 check payable to Huber Heights City Schools. Registration procedures and driving rules and regulations are explained in detail on the application/registration form. Drivers are responsible for following all regulations. Failure to comply will result in temporary or permanent loss of parking decal and/or other disciplinary action. Failure to park in an assigned parking space may result in your vehicle being towed at your expense.

### **REGISTRATION PROCEDURES**

1. All vehicles, including motorcycles, mopeds, and scooters, must be registered to park on the student lot.
2. A parking pass may be used for more than one vehicle, providing the vehicle is registered and is owned by the same family.
3. Seniors will be registered first, followed by juniors and sophomores.

4. A parent or guardian must sign the registration form, unless the student is a self-supporting eighteen year old with a verification statement on file.

### **TRAFFIC AND PARKING CONTROLS**

Although District grounds are public property, the Board has the responsibility for protecting District property and for assuring the safety of all persons on the grounds. Therefore, the Board directs the Superintendent/designee to set up controls related to driving and parking on District property, as well as the use of District grounds and facilities by the public. Parking is prohibited on school property without appropriate parking sticker for any purpose other than for attendance at school activities or for employees while performing their assigned duties. Parking space is limited; therefore, rules are promulgated to permit maximum utilization of space and safe traffic flow around buildings. "No overnight or Unauthorized Parking" signs will be placed at various building parking areas for security and safety reasons. Licensed vehicles with the exception of District and police vehicles may be operated only on areas designated for traffic and parking. A maximum speed of 5 miles per hour, unless posted otherwise, will be observed at all times.

1. School parking is a privilege, not a right! Students who refuse to cooperate with the rules and regulations will be denied this privilege.
2. Students will obey all parking lot supervisors and traffic control devices.
3. Any student who parks in the student parking lot must have a parking permit displayed on the rearview mirror. The permit number must be facing the windshield.
4. Park between the lines marked for parking and only in the designated slot. Do not occupy more than one spot. Angle parking is not allowed.
5. Students are responsible for the cleanliness of assigned parking slots.
6. Blocking or double parking is prohibited. If an assigned parking slot is occupied by an unauthorized vehicle, contact security, your principal, or parking lot supervisor.
7. Sharing, selling, trading, loaning or giving away your parking pass at any time is prohibited. Parking privileges for all parties involved will be revoked immediately and indefinitely.
8. Making turns from private driveways on Chambersburg Road for the sole purpose of changing directions is prohibited. This violation will result in pass suspension!!!
9. Students are to show good judgment when entering or leaving the parking lot.
  - a. No speeding or reckless driving will be tolerated. Five miles per hour (5 MPH) is the speed limit on school grounds.
  - b. All car traffic in the student lot will yield to all school buses. School buses always have the right of way.
  - c. Violators of any moving regulations such as speeding or reckless operation will forfeit their parking permit immediately and will be subject to disciplinary action.
10. Except where stipulated otherwise, first-time violators of any of the parking rules or regulations will be issued a warning. Second violations will result in a 3-day parking privilege suspension; third violations will result in a 5-day

parking suspension. Any student involved in four or more violations will lose their parking privilege for 30 school days.

#### **DISASTER DRILLS**

For student safety and in accordance with state law, fire and disaster drills will be held periodically during the school year. Instructions for clearing the buildings are posted in each room, and your teacher will go over these particulars with you. This may include lockdowns.

#### **EMERGENCY SITUATIONS**

In case of any type of emergency situation, such as a power outage, students are expected to follow all directions given by any staff member. In general, students should remain in the classroom during any emergency and wait for further directions.

#### **PUPIL INFORMATION/CHANGE OF ADDRESS**

If your last name, street address, or telephone number changes at any time during the school year, please notify the office immediately. This is very important in keeping our records up to date and for contacting a parent/guardian in the case of an emergency.

#### **VISITORS TO THE SCHOOLS**

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit.

#### **SCHOOL DELIVERIES**

In order to eliminate disruptions to the educational environment, deliveries for students will not be accepted in school offices or classrooms. Flowers, balloons, food etc., should be delivered to students' homes.

#### **SELLING ITEMS**

No student may sell items whose sales are not approved by the administration.

#### **USE OF OFFICE/CLASSROOM TELEPHONES**

Office and classroom telephones are to be used for school business and emergency calls only. Students are not permitted to leave class or study halls to make personal phone calls during the school day.

#### **BULLETIN BOARDS AND POSTERS**

Building bulletin boards are for notifying students and teachers of school-related events, activities, and class listings. To have an event or activity posted on the bulletin board, the student or group sponsoring the event should have the announcement or poster approved and initialed by the principal. Approved

posters for activities will be placed in display cases or on bulletin boards; no posters will be placed on walls.

#### **LOST AND FOUND**

The school cannot be responsible for lost items. Students are urged to use caution with personal items. Items found will be forwarded to lost and found.

Students should check this area, as well as the main office. On a regular basis as items will be donated to Goodwill.

#### **ACCIDENTS**

For your own safety, any accident in the school building, on school grounds, at practice sessions or at athletic events sponsored by the school must be reported immediately to the staff person in charge of the class or activity and the main office. An accident or injury report form should be completed for all occurrences.

#### **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 do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or other licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement s liable in civil

damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute “gross negligence or wanton or reckless misconduct.”

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student’s school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student’s physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Students are permitted to carry and use an epinephrine auto injector (epipen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epipen extends to any activity, event or program sponsored by the student’s school or activity, event or program in which the school participates. Student possession of an epipen is permitted only if the student has written approval from the prescriber of medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of medication from the parent or student.

### ***GRADUATION STANDARDS***

The Ohio Department of Education and Huber Heights Board of Education have established the minimum standards for high school graduation as a reflection of their interest in educating students for citizenship and assuring they have an opportunity for a quality education. The diploma certifies the graduate possesses the skills and knowledge essential for effective adult citizenship and college and career readiness. The administration and faculty of Wayne High School believe the graduate should be a person prepared to learn on his or her own, be competent in the basic skills at a level sufficient to learn 21<sup>st</sup> job Century skills or to pursue the requirements to enter post secondary education. Finally, the belief is held that the graduate should be sufficiently knowledgeable about democratic processes to be an informed voter capable of functioning in the local community.

### **GRADUATION REQUIREMENTS**

Graduation ceremonies are held in the fall and spring of each school year. All requirements, as established in Board Policy, must be completed by the conclusion of the appropriate grading period. All financial obligations must be met to receive a diploma.

Subject Area	Graduation Requirements Class 2018 & 2019	Graduation Requirements Class 2020 & Beyond
English Language Arts	4 units	4 units
Health	½ unit	½ unit
Mathematics	4 units <sup>1</sup>	4 units <sup>1</sup>
Physical Education	½ unit <sup>2</sup>	½ unit <sup>2</sup>
Science	3 units <sup>3</sup>	3 units <sup>3</sup>
Social Studies	3 units <sup>4</sup>	3 units <sup>4</sup>
Electives	5 units <sup>5</sup>	4 units <sup>5</sup>
		Financial Literacy <sup>6</sup> ½ unit
Other Requirements	Economics & Financial Literacy <sup>6</sup>	Fine Arts <sup>7</sup>
	Fine Arts <sup>7</sup>	
<b>Total Units</b>	<b>20 Units</b>	<b>20 Units</b>
<p><b>NOTE TO COLLEGE BOUND STUDENTS:</b> Most four year (4) colleges require the completion of two (2) credits of the same foreign language and one (1) credit of fine arts for admission, even for students who are following a career-technology path. It is suggested that college bound students consult each college they are considering for specific minimum requirements.</p>		

**1** Mathematics units must include one unit of algebra II or the equivalent of algebra II.

**Class of 2018 & Beyond:** Students on a Student Success Plan may be exempted from taking algebra II.

**2** Students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years are exempt from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.

**3** Science units must include one unit of physical sciences, one unit of life sciences and one unit advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science.



**Class of 2018 & Beyond:** Students on a Student Success Plan may be exempted from advanced study in science.

**4** Social studies units must include ½ unit of American history and ½ unit of American government.

**5** Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

**6** All students must receive instruction in economics and financial literacy during Grades 9-12. Financial Literacy will be a semester course and will be included in the five elective units of credit. Financial Literacy is a required course for 2020 and beyond.

**7** Students must complete at least two semesters of fine arts taken any time in Grades 7-12. Fine Arts taken in grades 7-8 do not count for high school credit, but do fulfill the requirements for graduation. Those working towards an honors diploma MUST obtain the fine arts requirement at the high school level. Students may take Music Appreciation in the 8th grade for High School credit (1/2 Credit will be awarded upon completion and students must qualify to take course). Students following a career-technical pathway are exempted from the fine arts requirement.

#### **CHEATING/ACADEMIC DISHONESTY**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered cheating. This includes, but is not limited to, copying other's assignments, quizzes, or test answers; plagiarism; or allowing others to copy writing or quiz or test answers. Students who violate this policy will receive zero credit for the assignment or work involved. Repeat offenses will result in further disciplinary actions.

#### **STUDENT FEES, FINES AND CHARGES**

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

Grades and credits are not made available to any student, graduate or to anyone requesting the same information on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips will not be permitted unless payment

has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

### ***EARLY GRADUATION***

The Board acknowledges that most students derive the maximum scholastic and social benefits from a four-year high school program. However, students who accelerate through the District's academic program and complete the requirements of the Ohio Department of Education are permitted to graduate early. Early graduation is available to high school students, provided they follow all of the requirements established for this purpose. Once approval for early graduation is established, the student becomes a member of the class in the school year in which his/her graduation requirements are completed. The diploma may be given at the completion of all requirements or at the next graduation ceremony.

### ***OHIO GRADUATION TEST Class of 2017***

Current law requires students who first enrolled in grade 9 before July 1, 2014, to take and pass the Ohio Graduation Tests for high school graduation. Please see your counselor if you have questions about the Ohio Graduation Test.

### ***GRADUATION ASSESSMENT REQUIREMENTS 2018-BEYOND***

#### **All students take end-of-course exams:**

- Algebra I and Geometry
- Physical Science (Ninth Grade on or after July 1, 2014 but prior to July 1, 2015) and Biology (Ninth grade on or after July 1, 2015)
- American History and American Government
- Freshman and Sophomore English

*The State Board of Education may decide to include an Algebra II end-of-course examination in place of the Algebra I end of course exam beginning for student entering ninth grade on or after July 1, 2016.*

Students studying Advanced Placement (AP), International Baccalaureate (IB) or taking college credit plus courses in physical science, American history or American government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.

**And meet one of the following three:**

1. Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.
2. Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th-grade students in the Class of 2018 and beyond to take the exam free of charge.
3. Earn a State Board of Education-approved, industry recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

***GRADUATION EXERCISES***

Any student having successfully completed all requirements for graduation is eligible to participate in the graduation exercises conducted by Wayne High School. Students participating in the ceremony must meet all graduation requirements.

1. Students must have successfully completed all requirements contained in the Ohio Revised Code and set by the Ohio Department of Education and the Huber Heights City School District Board of Education.
2. Students graduating early shall request participation in the graduation ceremony. Early graduates can only participate in the graduation exercises in the year of graduation.
3. All financial obligations to the District must be paid.
4. All disciplinary obligations must be satisfactorily completed.
5. Participation in graduation rehearsal is required for participation in the graduation ceremonies.
6. Students participating in the ceremony must wear the prescribed cap and gown.
7. Prior to graduation, misconduct that results in suspension or expulsion may result in denial of participation in graduation ceremonies.

Students whose decorum is disruptive or bring undue attention to themselves will not be awarded their diploma at the commencement exercises. They will be required to fulfill the disciplinary requirements given by the Superintendent/designee. Once the disciplinary requirements have been satisfied, the students shall receive their diplomas.

***HONORS DIPLOMA***

To be awarded a diploma with honors, the student shall meet the following criteria:

1. Successfully complete the requirements for graduation as established by the Huber Heights Board of Education.
2. Earn a cumulative passing score of 18 points using seven end-of-course state tests. Students must earn a minimum of four points in math, four points in English and six points across science and social studies.
3. Successfully meet at least eight of the nine following criteria:
  - a. Four units of English;
  - b. Four units of Mathematics including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four year sequence of courses that contain equivalent content;
  - c. Four units of Science including two units of advanced science. Advanced science refers to courses that are inquiry-based with laboratory experiences and align with the 11<sup>th</sup>/12<sup>th</sup> grade standards (or above) or with an AP sciences course, or with an entry-level college course;
  - d. Four units of Social Studies;
  - e. Either three units of one foreign language or two units each of two foreign languages;
  - f. One unit of fine arts;
  - g. Maintain an overall high school grade point average of at least 3.5 on a 4.0 point scale up to the last grading period of the senior year;
  - h. Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1280 on the Scholastic Aptitude Tests (SAT) with no regard for its new writing portion. (This maintains the two scores' comparability as qualifying criteria).

Criteria for the diploma with honors for vocational programs differ from those listed above. Please review the Program of Studies or check with your counselor for the criteria for students enrolled in a vocational program. For updated information on Honors Diploma, please see the Ohio Department of Education Website.

### ***GRADING POLICY***

Grades are computed on a percentage basis, ranging from 0-100%. Nine-week and semester exam grades will be shown on report cards as letter grades which reflect the following scale:

A+ = 98-100	B+ = 88-89	C+ = 78-79	D+ = 68-69
A = 93-97	B = 83-87	C = 73-77	D = 63-67
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62
F = 0-59			

No F+ or F- will be assigned.

The semester grade is calculated on the basis of each 9-week grade counting as 40%, with the semester exam counting as 20%.

## **VALEDICTORIAN AND SALUTATORIAN**

Selection of valedictorian and salutatorian will be based on cumulative Grade Point Average (G.P.A.) for seven semesters of high school work. Only eight-semester graduates will be considered for valedictorian and salutatorian of the class.

The Board authorizes a system of class ranking, by grade point average, for students in grade(s) 9-12.

The grades of students transferring to the high school from a public school will be recognized; however, such students shall have no established class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed four (4) semesters.

Students entering the high school from non-public or home-based schooling shall have no established grade point average (GPA) or class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed Four (4) semesters.

No student shall be eligible for graduation honors, such as Valedictorian, etc. unless they have been enrolled for three (3) consecutive semester(s) prior to the final semester utilized for purposes of determining such honors. Foreign exchange students are not eligible for valedictorian and salutatorian. The Board, in the interest of encouraging outstanding academic achievement, shall recognize a valedictorian and a salutatorian for each high school graduating class.

Students are ranked each semester based on the semester grades earned for all courses granted credit In grades 9 through 12. Final ranking, including determination of valedictorian and salutatorian, is based on eight (8) semesters.

The Valedictorian(s) is defined as the graduating senior with the highest cumulative grade point average (weighted) during high school. The Salutatorian is defined as the graduating senior who has received the 2nd highest cumulative grade point average (Weighted) during high school.

Students whose curriculum has been significantly modified are not eligible to receive Valedictorian or Salutatorian honors

## ***CREDIT FLEXIBILITY***

The Board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from “seat time” to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21<sup>st</sup> century skills.

In accordance with State law, the District must develop and implement a credit flexibility plan that enables students to earn high school credit by:

1. Completing course work;
2. Testing out or showing mastery of course content
3. Pursuing an educational option and/or an individually approved option and/or
4. Any combination of the above.

### ***GUIDANCE / COUNSELING DEPARTMENT***

Phone number: (937) 233-6431

Ms. Brenda Abels, Students A-F	Ext. 72112
Ms. Jennifer Davis, Students N-Z	Ext. 72110
Ms. Josalyn Coaston, Students G-M	Ext. 72114
Ms. Toni Gore, off campus students	Ext. 72113
Ms. Lisa Parker, Secretary	Ext. 72124

At Wayne High School, guidance counselors are available to assist students in many ways. Some of the reasons students may want to talk with their counselors are:

- a. career planning
- b. further education after high school
- c. education program planning
- d. personal problems
- e. ability and interest testing
- f. education and academic advising

### ***CLASS SCHEDULING***

The scheduling of classes for the following school year starts at the end of the first semester. Teacher advising days and course selection occur in February, and all students should have their course request forms completed at that time. The parent/guardian signs the form signifying agreement with the classes listed by the student on the course request form. Schedules are entered into the computer and refined throughout the summer. Students receive their schedules when school resumes in August.

### ***ADDING OR DROPPING CLASSES***

1. The student should obtain a “Schedule Change Request Form” from the guidance office. This form should be completed with all required statements and signatures and returned to the student’s counselor.
2. A student who is permitted to withdraw from a course no later than:
  - a. the tenth (10<sup>th</sup>) school day of a first semester of a yearlong course, or
  - b. the fifth (5<sup>th</sup>) school day of a second semester course; will receive a grade of “W” and no credit on the final grade card. Students who are permitted to withdraw from a course after the above stated deadlines will receive a final grade of “F”, and the grade will be used in the calculation of the cumulative grade point average. This course will be part of the permanent record and will be posted on all transcripts.
3. A student who wishes to add a class may be permitted by contacting their counselor. After the start of school, many classes may be full or conflict with other courses. The student may not add a class after:
  - a. the tenth (10<sup>th</sup>) school day of a first semester or yearlong course, or
  - b. the fifth (5<sup>th</sup>) school day of a second semester course
4. **Requests for teacher changes will not be considered.**

### ***COLLEGE CREDIT PLUS***

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7<sup>th</sup> through 12<sup>th</sup> grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part- time basis and complete nonsectarian, non-remedial courses for transcribed high school and/or college credit.

Beginning in the 2015-2016 school year, College Credit Plus will be Ohio’s dual enrollment program. College Credit Plus replaces the Post Secondary Education Option, also known as PSEO, and redefines “alternative dual enrollment” programs as advanced standing programs.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit written notice as early as February 15. Failure to inform the principal by the April 1 deadline of intent to participate shall result in the

student having to secure written permission from the principal in order to participate in the program.

The District holds an annual informational session between October 1 and February 15 that includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to the program requirements. Parents are encouraged to attend this informational session.

### **Courses with Sinclair Community College**

The partnership with Sinclair Community College and Wayne High School offers college-level courses at our high school as part of College Credit Plus. This program allows students to earn both high school and college credit concurrently. Students who opt to participate in this program are taught by a Wayne High School instructor and can receive both high school and college credit without leaving the high school campus.

- A WHS instructor has been approved by Sinclair to teach as a Sinclair Community College Instructor.
- Students must meet Sinclair's enrollment requirements in order to take the course for dual credit.
- Students will take courses with the possibility to earn both high school and college credit concurrently.

### ***GRADE APPEAL***

Students have 10 days from the distribution of the semester grades to appeal the semester grade as rendered by the teacher. Appeals must be initiated by the student. In cases where the teacher is not available, the student has the responsibility to bring it to the attention of the assistant principal in his/her unit office within the 10 - day period. Following the 10 - day appeal period, all grades will stand as recorded.

### ***CREDIT***

A student will receive credit, on a semester basis, for all work satisfactorily completed. The amount of credit which can be earned for each class is indicated in the Wayne High School Program of Studies.

### ***GRADE LEVEL ADVANCEMENT***

The minimum number of units of credit required to advance from one grade level/homeroom to the next is as follows:

Freshman	0 units of credit	Sophomore	5.0 units of credit
Junior	10.0 units of credit	Senior	15.0 units of credit



### ***COLLEGE PREPARATION***

Students planning to attend college should organize their four-year high school educational program and activities toward meeting the entrance requirements of the college of their choice. Students should read college catalogues and brochures; discuss college with teachers, counselors, and parents; and follow a course of study that will enable them to be admitted to college. Generally speaking, colleges require that high school graduates seeking admission to have earned 10-15 college preparatory credits in English, foreign language, mathematics, laboratory science, and social studies. To be sure of meeting the requirements of a particular college, a student should consult its catalogue and talk with a counselor.

### ***COLLEGE APPLICATIONS***

Acceptance for college admission is usually dependent upon four things:

- 1) high school record
- 2) high school recommendation
- 3) class rank, and
- 4) college entrance examination results.

The high school record includes the courses taken and the grades received.

Class rank is determined by accumulating a point average beginning with the first semester of the freshman year through the first semester of the senior year. The averages are ranked numerically, and this determines if a student is in the upper, middle, or lower third. Most students make college application after their junior year, and, in these cases, the six-semester point average is used to determine the rank.

The responsibility for obtaining college applications, filling them out completely, and submitting them to your counselor rests entirely with the student. A student who wishes to be considered for financial aid should also request a financial aid application. Among the forms sent to the student will be requests for recommendations and transcripts of the high school record. Although these may specify "give to the principal," they should be given to your counselor, who will process the forms and have transcripts made before turning them over to the principal.

Some colleges want to know what kind of school citizen the prospective college student has been. They ask faculty members, counselors, and/or principals to rate the student on personality factors and make other observations regarding the student. School attendance, effort, achievement, and activities all contribute toward the recommendation the high school gives.

### ***TESTING***

Most colleges require a test as one factor used for admission or placement purposes. The most common tests are the ACT (American College Test) and the SAT (Scholastic Aptitude Test). The ACT is accepted in almost every school in the State of Ohio, but if a student is going to a college outside Ohio, he or she should check with that college or contact the respective counselor concerning

which test is preferred by that college. Throughout the year, Wayne makes numerous tests available to different groups of students at different grade levels. The Preliminary Scholastic Aptitude Test (PSAT) is one of these tests. If you are interested in any more information, contact your counselor.

### **THE PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT)**

The PSAT is given at Wayne in the fall of the year. Sophomores and Juniors are encouraged to take this test as it gives a good sense of what the SAT and ACT are all about and allows students to compete through the National Merit Scholarship Program and the National Achievement Scholarship Program for Outstanding Negro Students.

### **HONORS PROGRAM**

The Advanced Placement (AP<sup>®</sup>) and honors courses offered by Wayne High School are provided for students who are academically motivated to increase the challenge of their studies.

Students who participate in AP<sup>®</sup> or honors course will discover they will have increased academic responsibilities, including activities such as independent study and research, accelerated learning, and supplementary reading and/or writing. Many students have successfully handled several honors courses in a single year while being involved in extracurricular activities as well. Such efforts, however, require dedication, additional time, and some sacrifice.

Wayne High School offers the following Honors and Advanced Placement (AP<sup>®</sup>) courses:

#### **English**

Honors Freshman English  
 Honors Sophomore English  
 Honors Junior English  
 CCP English 1101  
 CCP English 1201

#### **Science**

Honors Biology  
 Honors Physics  
 Honors Chemistry  
 AP<sup>®</sup> Chemistry  
 AP<sup>®</sup> Biology  
 AP<sup>®</sup> Physics

#### **World Languages**

Honors French III  
 French IV AP<sup>®</sup>  
 Spanish III Honors  
 Spanish IV AP<sup>®</sup>

#### **Mathematics**

Honors Geometry  
 Honors Algebra II  
 Honors Pre-Calculus  
 Honors Calculus  
 AP<sup>®</sup> Calculus  
 CCP Statistics

#### **Social Studies**

Honors Modern World History  
 AP<sup>®</sup> American History  
 AP<sup>®</sup> US and Comparative Government and Politics

#### **Project Lead The Way**

Hrs. Principles of Biomedical Science  
 Hrs. Human Body Systems  
 Hrs. Biomedical Innovation  
 Hrs. Medical Interventions  
 Hrs. Principles of Engineering  
 Hrs. Digital Electronics

#### **Fine Arts/Visual Arts**

AP<sup>®</sup> Studio Art 2D Design

Hrs. Aerospace  
Engineering  
Hrs. Engineer Design/  
Development

### **GRADING FOR HONORS COURSES**

Weighted grading for AP and honors courses is in effect. Weighted grading is a system of evaluating academic achievement on the basis of the difficulty level of the course taken.

### **GRADING SCALE**

#### ***HONORS***

A = 5 points  
B = 4 points  
C = 3 points  
D = 2 points

#### ***GENERAL/ACADEMIC***

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point

### **ACADEMIC AWARDS AND HONORS**

The following academic awards, honors, and corresponding criteria have been established to recognize students for extraordinary academic achievement:

#### **AWARDS/HONORS**

#### **REQUIRED GPA**

Honor Roll	3.25 (per nine-week grading period)
Academic Letters	3.50 (for each of the first 3 nine-week grading periods of each school year)
Honor Cords	3.50 (cumulative)
Honor Society	3.60 (cumulative)
Principal's List	4.00 (per nine-week grading period)
Renaissance	Please see Renaissance Section

### ***VOCATIONAL/TECHNICAL TRAINING AT MIAMI VALLEY CAREER TECHNOLOGY CENTER (MVCTC)***

During the sophomore year at Wayne High School, any student who wants to attend CTC must apply for admission to the program of his or her choice. School attendance in 9th and 10th grades is an extremely important factor in being accepted to CTC. The interest of a student and parents, as shown by attendance at the CTC Orientation meetings and the Open House, is also important.

In order to meet Wayne High School graduation requirements, students planning to attend MVCTC two-year programs should complete the following courses in 9th and 10th grades:

English .....	2 credits	Social Studies .....	2 credits
Math .....	2 credits	Health .....	1/2 credit
Science .....	2 credits	Physical Education .....	1/2 credit

Each student is encouraged to register for the number and type of subjects to give maximum preparation for graduation. Students should consult counselors, teachers, and parents regarding their program and subjects. Each program should be tailored for the goals, abilities, interests, and specific capabilities or limitations of each student.

*To graduate from Wayne High School, students who attend MVCTC programs must meet the following requirements:*

**1. 20 TOTAL CREDITS, TO INCLUDE THE FOLLOWING:**

English .....	4 credits	
Math .....	4 credits	
(Algebra II or the equivalent)		
Science .....	3 credits	
(1 physical and 1 biological science)		
Social Studies .....	3 credits	Health and PE..... 1 credit
Electives .....		5 Credits
Electives (note – ½ unit of Financial Literacy for 2020/21 classes) .....		5 Credits

2. Earn the state mandated minimum cumulative score or higher on the seven End of Course exams, or complete one of the alternative criteria as established by the state of Ohio.

NOTE FOR COLLEGE BOUND STUDENTS: Most four year (4) colleges require the completion of two (2) credits of foreign language and one (1) credit of fine arts for admission, even for students who are following a career-technology path. It is suggested that college bound students consult each college they are considering for specific minimum requirements.

***INFORMATION AND TECHNOLOGY CENTER***

The Wayne High School Information and Technology Center, formerly the media center or library, is a conduit to information for the students, staff, and community populations. The hours will be posted. It emphasizes both print and non-print resources for information. Our Info & Tech Center is an INFOHIO school, using the INFOHIO MultiLis software for automation. This means our automated catalog is networked and connects us to all the schools in the district, as well as the 410 schools across the state! INFOHIO is not just an automated catalog; it is a community of users that provides Internet access, electronic resources, media booking, and a union catalog. One of our goals is to produce independent researchers who can find, evaluate, and use both print and non-print resources effectively. We believe “Information is Power.” Check us out!

### **SECURITY SYSTEM**

1. Please be aware that the center has a 3M security system to protect all materials and to insure their availability for our patrons.
2. Infractions identified by the security system may result in an office referral to one's unit principal.

### **INFORMATION AND TECHNOLOGY CENTER INFORMATION**

#### **1. Attendance**

- a) Students must schedule to use the ITC during study hall or lunch. Scheduling starts at 7:30 a.m. and will end at 7:45 a.m. of the desired day. Students will receive at that time, from the media specialist, a pass allowing them to leave study hall and enter the ITC. Passes for the ITC will not be issued at any other time. Study hall teachers may not issue passes to the ITC.
- b) A student must have an I.D. card and agenda planner to enter the ITC from a class. Students coming from a class should limit class time in the ITC to 15-20 minutes. Students should not miss an entire academic class period working in the ITC.

#### **2. Fines**

- a. Students with outstanding fines from the previous year may be denied the privilege of checking out materials from the ITC.
- b. Overdue notices will be sent out on a weekly basis to a student's first-period teacher.
- c. Students are charged 5¢ each school day for overdue materials.
- d. If a student loses/damages ITC materials, he/she is responsible to pay for the material at full replacement cost.

### **INFORMATION AND TECHNOLOGY CENTER RULES**

In addition to the school rules, these rules are to be followed in the ITC.

1. No food, gum, candy are allowed.
2. Upon arrival, print name legibly on the clipboard.
3. No passes shall be issued to students to leave the ITC. Teachers may give a pass to their student(s) if they have brought a class to the ITC.
4. Students should be on task and maintain a quiet tone of voice.
5. Use equipment and resources properly.
6. Only two students from study halls are permitted per table.
7. Students will conduct themselves in a reasonable and polite manner.
8. Infractions may result in detention, removal from the ITC for varying periods of time, referrals, and/or discussion and plan for improved behavior with the information specialist.
9. All students must have the "Acceptable User Policy" form (AUP) signed by the student and parent/guardian before they will be

- permitted to access the Internet.
10. The Internet must be used for educational purposes only; the Internet cannot be used for personal e-mail, music/video, or games.

### **VIDEO/PICTURE INFORMATION**

At various times throughout the school year, photographs, recordings, and videotapes of students in the Huber Heights City Schools may be taken by the school district or by organizations authorized by the school district for educational and promotional purposes. The release of photographs, recordings, or videotapes for commercial gain, however, will not be authorized by the Huber Heights City Schools. If you do not consent to the presence of your child in photographs, recordings, and/or videotape used by the Huber Heights City School District for educational and promotional purposes, please fill out and return the Video/Picture Denial Form (see forms section of agenda planner). If you return the form, you are indicating that you do not want your child's picture to appear in school annuals or yearbooks, in group pictures of students receiving special awards, or for your child to appear in school programs which may be photographed or videotaped for your child to appear in district publications including newsletters and on the website, school programs which may be photographed or videotaped for rebroadcast on the district's TV channel. If you do not request and complete the Video/Picture Denial Form, you are releasing the district from any privacy, defamation, or other claims that may arise as a result of the exhibition, publication, or promotional efforts on the Huber Heights City Schools.

### **STUDENT CLUBS AND ACTIVITIES**

#### **STUDENT ACTIVITY FEES**

The cost to participate in co-curricular and extracurricular activities will be determined by Board of Education.

#### **CLASS OFFICE ELIGIBILITY REQUIREMENTS**

1. Students who wish to petition for class offices, as well as those nominated for election to an office in any school activity, must carry a grade point average of 2.8 as earned in the previous nine-week grading period.
2. Students elected to office must carry a 2.8 grade point average. If an officer falls below this stated GPA, he/she will relinquish the elected office.

#### **ACADEMIC STANDARDS FOR ACTIVITIES**

1. The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from

the immediately preceding grading period become effective. Exception: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

2. Eligibility standards for students in grades 7-12 who are participating in any athletic/interscholastic and/or extracurricular/co-curricular activities shall be set at a 2.0 grade point average
3. Any student with a grade point average less than 2.0 during the previous grading period will be ineligible to practice in athletic/interscholastic and/or extracurricular/co-curricular activities for the following grading period.
4. Any student receiving two or more failing grades or not passing at least five one-credit courses or the equivalent thereof in the previous grading period may not practice or participate in any athletic/interscholastic and/or extracurricular/co-curricular program. In both cases cited above, if a student is in grades 9 through 12, the courses passed must count toward graduation. **Please note. P.E does not count toward a student's eligibility.**
5. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
6. Students must pass five one-credit courses, starting with the 4th quarter of the previous school year.
7. **All students in extracurricular activities must meet the same eligibility standards that student athletes must meet. This includes members of the marching band and Warriorettes.**

Although Wayne plays GWOC members in the sponsored sports at least once a year, competition with schools outside the conference is included to complete the sports schedules. The GWOC and Wayne High School are committed to promoting the highest caliber of competition. To achieve this, each school assumes the responsibility for setting an example of true sportsmanship and cooperation in every area of competition.

### **INTERSCHOLASTIC ATHLETICS**

Baseball	Football
Basketball, Boys	Swimming, Boys
Basketball, Girls	Swimming, Girls
Bowling, Boys	Cross Country, Boys
Bowling, Girls	Cross Country, Girls
Soccer, Boys	Tennis, Boys
Soccer, Girls	Tennis, Girls
Golf, Boys	Track, Boys
Golf, Girls	Track, Girls
Track, Indoor, Boys	Softball, Girls
Track, Indoor, Girls	Volleyball, Girls
Wrestling	Cheerleading

### **CO-CURRICULAR/CLUBS**

Academic Challenge	Band (Marching)
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Chorus	Crime-watch (SRO Program)
Drama Club	French Club
Freshman Cabinet	Sophomore Cabinet
Junior Cabinet	Senior Cabinet
National Honor Society	Spanish Club
Science Club	Student Council
Drill Team (ROTC)	Warriorettes
Track Indoor, Boys	Track Indoor, Girls

The cost to participate in these activities will be determined by Board of Education.

**2017-2018  
RENAISSANCE PROGRAM**

Renaissance is a partnership between business and education, bringing ideas and people together to find ways for our students to experience the true joy of learning and achieving. Renaissance is about the two, business and education, becoming one for the country.

The spirit of excellence has touched our school in every area of endeavor. Our renewed commitment to excellence under the Renaissance Program has enabled us to recognize and reward hundreds of students for their outstanding accomplishments. It has brought the business community closer to our schools and created a mutually supportive relationship. Our Renaissance Program is the talk of the town, and a new pride at Wayne has developed. Renaissance Scholar posters are proudly displayed by our many business patrons. We are proud of the spirit of cooperation that has developed as a result of the Renaissance Program. Parents, business leaders, teachers, students and administrators have all caught the spirit and have made “Excellence in Every Endeavor” a reality.

The Mission of the Renaissance Educational Foundation is to help every school (K-12) in America promote and achieve academic excellence—in effect, to create a “renaissance” in education all across this country. Therefore, Wayne High School and Weisenborn Junior High School plan to recognize, reward, and motivate those students who excel in two specific areas of achievement: academics (GPA) and behavior.

Please note that no exceptions will be made for the following Renaissance Program requirements.

**QUARTERLY REQUIREMENTS  
FOR AWARD OF THE RENAISSANCE PRIVILEGE CARD**

Students can achieve significant individual privileges as a result of attaining specific levels of achievement in each of the two areas of emphasis. These privileges will be obtained by earning a gold, red, or white card.



**ACADEMICS AND BEHAVIOR: A QUICK GLANCE**

Card	Academics	Behavior
Gold	*GPA of 3.8 or higher	No Friday Schools or suspensions
Red	*GPA of 3.25 to 3.79	
White	**Improvement per quarter (raise 3 grades; maintain others)	
* Grade point averages are not rounded. For example, a 3.75 would not qualify for a 3.8 GPA. ** A student must apply through his or her counselor to receive the white card.		

*Technology Acceptable Use  
District Cloud Account Guidelines*

Contained in this section are the District Technology Acceptable Use Policy (AUP) and District Cloud Guidelines. Please read the following AUP and Guidelines carefully. If you have any questions, please contact your school Principal.

To grant permission for your student to have Internet access, Student Cloud access, or Technology/Data Network access, please visit the HHCS website at <http://www.huberheightscityschools.org/schools/wayne/> to download the AUP Agreement form if you have not received one. You may also obtain one from the Wayne High School Principal's Office.

Please fill it out, sign it and turn it in to your student's homeroom teacher. One AUP for each student must be submitted. Parent/Guardian must sign for students under 18 to grant permission. All students must sign the AUP Agreement form to indicate they have read the AUP and Guidelines.

**ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR  
HUBER HEIGHTS CITY SCHOOL DISTRICT'S TECHNOLOGY**

Technology can greatly enhance the instruction program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computer and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used responsible, efficient, ethical and legal manner. Failure to adhere to this policy and guidelines below will result in the

revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. Using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. Accessing personal social networking websites for non-educational purposes;
4. Reposting (forwarding) personal communication without the author's prior consent;
5. Copying commercial software and/or other material in violation of copyright law;
6. Using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. Accessing and/or viewing inappropriate material and
9. Downloading of freeware or shareware programs.

The superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instruction program.

Because access to online services provided connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor District can control the content of the information available on these systems. Some of the information available may be controversial and sometimes offensive. The Board does not condone the use of such materials.

Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgement of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District Property.

The following guidelines and procedures shall be complied with by staff, students or community member who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Not that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to authorities.
4. Use of computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.

9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal physical characteristics.
12. Copyrights material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.