



Weisenborn Junior High School

2020-2021 Student Agenda

**6061 Old Troy Pike
Huber Heights, OH 45424
Phone: (937) 237-6350
Fax: (937) 237-7491
Twitter: @wjhwpride**

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 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).

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 wjh.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

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, district publications, including newsletters and websites, 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 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 sign and return this form, you are indicating that you do not want your child's picture to appear in school annuals or yearbooks, district publications, including newsletters and websites, 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 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
WEISENBORN JUNIOR HIGH SCHOOL

Main Lines

Phone (937) 237-6350

Fax (937) 237-7491

Main Office

<i>Junior High School Principal</i>	
Ms. Yvonne Edwards	60102
<i>Principal's Secretary</i>	
Ms. Karen Davis	60100
<i>Asst. Principal</i>	
Mr. Justin McCollum	60103
<i>Asst. Principal's Secretary</i>	
Mrs. Christine Garland	60101
<i>Dean of Students</i>	
Ms. Jeri Dokes	

Guidance Department

<i>Guidance Counselor, A-K</i>	
Ms. Amy Van Dyke	60108
<i>Guidance Counselor, L-Z</i>	
Ms. Tammy Helton	60106
<i>Registrar/Guidance Secretary</i>	
Mrs. Lynn Stringfield	60107

Student Services

<i>School Psychologist</i>	
Mr. Curt Hefner	60109
<i>School Resource Officer</i>	
Off. Tammy Shoemaker	60104
<i>Clinic</i>	
Mrs. Laurie Combs	60118
<i>Cafeteria</i>	
Mrs. Nancy Templeton	64111
<i>Technology</i>	
Mrs. Kris Yearsley	62202

Welcome to Weisenborn Junior 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 junior 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 junior 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 WJHS, the future holds even greater and more difficult challenges. Leaving WJHS 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 Weisenborn Junior 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.

~~Mr. Brent Carey~~ *Ms. Yvonne Edwards* and Mr. Justin McCollum

Junior High School Vision Statement

Learning today, prepared for tomorrow-Warrior Pride

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:

- Have a high regard for others and myself as unique and valuable individuals.
- Exhibit pride in myself through my speech, dress, and behavior and be willing to treat every other person and their property with respect.
- Make an honest effort to do my best in my schoolwork and activities in order to know the satisfaction of achievement and success.
- Believe that a significant part of my school experience includes services to others.
- Accept the benefits and responsibilities that are mine as a citizen of my school, my community and my country.

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!!**

2020-2021
Bell Schedule

Regular Bell		
Breakfast 7:20-7:35		
Student Entry	Warning	
7:30	7:35	
Period	Start	End
1	7:40	8:37
2	8:40	9:35
3	9:38	10:33
4	10:36	11:00
4A	11:00	11:27
4B	11:30	11:57
5A	12:00	12:27
5B	12:30	12:57
5	12:57	1:21
6	1:24	2:20

2 hour Early Release		
Breakfast 7:20-7:35		
Student Entry	Warning Bell	
7:30	7:35	
Period	Start	End
1	7:40	8:13
2	8:16	8:50
3	8:53	9:27
4a	9:30	10:00
4b	10:04	10:34
4c	10:38	11:08
5	11:11	11:44
6	11:47	12:20

Two-Hour Delay		
No breakfast delay days		
Student Entry	Warning Bell	
9:30	9:35	
Period	Start	End
1	9:40	10:13
2	10:16	10:50
3	10:53	11:27
4a	11:30	12:00
4b	12:04	12:34
4c	12:38	1:08
5	1:11	1:44
6	1:47	2:20

ABSENCE REPORTING PROCEDURE

Phone number(937) 237-6350 Fax line (937) 237-7491

Parents are to e-mail wjh.attendance@huberheightscityschools.org or call the school 237-6350 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 **within 120 minutes of the start of the school day through our automated telephone call.** A **note is also required upon return**; give this note to the first period teacher for filing by 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.

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 necessitating the presence of the child;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
4. death in the family (applies to absences of up to 18 school hours unless reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease;
6. observance of religious holidays consistent with a student's truly held religious belief;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours) or
8. college visitation;
9. absences due to a students' placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
10. absences due to a student being homeless or
11. 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 (unexcused absence): The work will be assessed and credit will be given at a 20% deduction. In other words, the highest grade students can receive is an 80%. Students have the same number of days to make up the work as they were absent.

Students with unexcused absences are not permitted to attend after-school/extra-curricular activities on the day of their absence unless permission is obtained by a school administrator.

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.

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 than 60 consecutive hours during a school month or a total of 90 hours during a school year

ABSENCE CODES

CODE	EXPLANATION
E	Authorized absence as defined on page 17 - parent must provide documentation
P	Authorized absence as defined on page 17 - parent must provide a note identifying the legitimate reason for the absence. The first 36 hours of absences with P codes, per semester, additional documentation/verification may be required (E codes excluded). Absences after 36 hours of missed time will be marked as unauthorized until documentation is provided and reviewed by an administrator.
U	Unauthorized absence;-absent without legitimate excuse-

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 child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year. Habitually truant students will be assigned an intervention team.

The attendance officer provides notice to the parent or legal guardian of a student who is absent with or without excuse for 38 or more hours in one school month or 65 or more hours in a school year. At the time of the 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 that the District will file a complaint in Juvenile court no later than 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.

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. If a student arrives after first period, the student should report to the Attendance Office which is located at the Student Entrance.

Verification for an absence must be submitted within two school days for the absence to be excused. Submit verification to the first period teacher. Failure to provide documentation for an absence will result in the absence remaining a "U" code, and the absence may be considered truancy. A medical/legal excuse must be provided to excuse an absence during semester exams and mandated state testing.

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 (unexcused absence): **The work will be assessed and credit will be given at a 20% deduction. In other words, the highest grade students can receive is an 80%. Students have the same number of days to make up the work as they were absent.**

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 the principal, assistant 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.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

The District implements PBIS on a system wide basis **for the purpose of improving academic and social outcomes and increasing learning for all students.** The Board directs the Superintendent/designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. The District encourages family involvement as an integral part of its PBIS system.

PBIS is a general education initiative, supporting all children and youth. The Office of Special Education Programs (OSEP) Center on Positive Behavioral Interventions & Supports defines PBIS as: *a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.*

In general, PBIS emphasizes four integrated elements: data for decision making, measurable outcomes supported and evaluated by data, practices with evidence that these outcomes are achievable, and systems that efficiently and effectively support implementation of these practices. The goal of PBIS at Weisenborn Junior High School is creating a supportive environment for all students behaviorally and academically through the use of data, teacher input, and family input to put all students on the path to success.

Below you will find our building wide expectations for a variety of environments within our school. These expectations are the same for every student and are framed around our three "foundations": Be Safe, Be Respectful, and Be Responsible. Students are taught these expectations from the moment they enter our halls and we reinforce the expectations throughout the year with "booster" activities. We recognize students for upholding our expectations throughout the year with Principal's Awards, Student of the Month/Pizza with the Principals, Warrior Pride Tickets, Positive Referrals, and teacher created rewards throughout the year. If you would like more information on PBIS at Weisenborn, please visit our website, follow us on Facebook *and other social media.*



*WEISENBORN JUNIOR HIGH SCHOOL
"WARRIOR PRIDE"*



Electronics	Warrior Period	Study Hall
<u>BE SAFE</u>	<u>BE SAFE</u>	<u>BE SAFE</u>
Use appropriate sites	Please remain at your seat until the bell rings.	Enter and exit through the appropriate doors
Be aware of posting personal information.	Keep hands, feet, and all objects to yourself at all times.	Keep hands, feet, and objects to yourself at all times
Report electronic misuse to an adult.	Report any unsafe behavior to an adult.	Remain in assigned seat until dismissed
<u>BE RESPECTFUL</u>	<u>BE RESPECTFUL</u>	<u>BE RESPECTFUL</u>
Personal devices are to be inactive during school hours.	Be respectful of everyone's right to learn.	Respect the rights and property of others
Only use the device that belongs to you.	Be respectful of everyone's right to learn.	Respond respectfully when spoken to by adults or students
Be respectful of others online.	Respond respectfully to adults and other students.	Use school appropriate language
<u>BE RESPONSIBLE</u>	<u>BE RESPONSIBLE</u>	<u>BE RESPONSIBLE</u>
Treat school devices appropriately.	Arrive to class on time or with a signed pass.	Clean up after yourself!
Put devices away in proper places	Arrive to class with the appropriate learning materials.	Bring only learning materials or silent reading materials to class
Pictures and videos are to be taken only with specific permission from teachers.	Be mindful of each teacher's classroom expectations.	Report issues to an adult on duty



WEISENBORN JUNIOR HIGH SCHOOL
"WARRIOR PRIDE"



ELA/HALLWAY	CAFETERIA	RESTROOM
BE SAFE	BE SAFE	BE SAFE
Walk on the right side of the hallway and stairwell.	Enter and exit through the appropriate doors.	Use the assigned restroom for your area.
Report unsafe situations or behavior to an adult.	Keep hands, feet, and objects to yourself at all times.(All horseplay)	Keep hands, feet, and objects to yourself at all times.
Keep hands, feet, and objects to yourself at all times.(All Horseplay)	Remain seat until dismissed.	Report any issues to an adult.
BE RESPECTFUL	BE RESPECTFUL	BE RESPECTFUL
Use school appropriate inside voice and language.	Wait patiently in line against the wall.	Keep restroom areas clean.
Respond respectfully to adults and other students.	Respond respectfully when spoken to by adults or students.	Respect the rights and privacy
Be courteous and mindful of others during locker visits.	Use school appropriate inside voice and language.	Use school appropriate inside voice and language.
BE RESPONSIBLE	BE RESPONSIBLE	BE RESPONSIBLE
Arrive to class on time or with a pass.	Clean up after yourself!	Wash hands with soap before returning to class.
Cell Phones/hats , hoods and earbuds need to be OFF during school hours.	Keep food & drink in the Cafeteria.	Use transition time for restroom breaks.
Keep all food, drink and snack out of area. Put trash in appropriate container.	Report mess to an adult on duty.	Return to class immediately.

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.

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.

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.

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.

DISCIPLINARY CONSEQUENCES

DETENTION

Teachers and Administrators may assign students detention for minor violations of their classroom and/or building rules. Students will receive 24 hour notice to allow parents to arrange for transportation. Students must bring work and be on time. Detentions may also be assigned during a student's lunch period and do not require 24 hour notice.

FRIDAY SCHOOL

Friday School is intended to serve as an alternative for suspension from school for a disciplinary reason. Because the concept of Friday School is meant to be punitive, the regulations governing its operations are very restrictive. A copy of the Friday 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 Friday School. Each student will be required to bring materials to study. Tutorial assistance may be provided from the supervisor.

Any student who disrupts the Friday session in any way or refuses to follow the instructions of the staff will be suspended from school. Any student who fails to attend Friday school risks being suspended (between 3 and 10 days) with a possible recommendation for expulsion. Any student who fails to attend or is removed from the last Friday School session of the school year may be suspended at the start of the next school year.

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.

STUDENT 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. No period of suspension is for more than 10 school days. A student cannot be suspended from school solely because of unexcused absences. If at the time of the suspension is imposed, fewer than 10 days remain in the school year, the superintendent may require the student perform community service or another alternative consequence for the number of hours remaining in the student's suspension.

The District permits students to complete any classroom assignments missed due to suspensions. Students will receive at least partial credit upon completion of any assignment missed due to suspension. Students will not receive a failing grade

on completed assignments solely due to the student's suspension.

Students who are required to serve a suspension of five or less days will have the same number of days to complete make-up work following the return to school. Make-up work not completed during the allotted time will be recorded as a zero.

Suspensions beyond five days will require the student to make arrangements with the teacher(s) for making up work missed within one week (5 school days) after returning to school.

Failure to complete make-up work within the allotted time will result in a failing grade for those assignments, tests, or other work. Work submitted within the time allowed will be graded on the same basis as other work.

The make-up assignments may not and need not be exactly what the student missed (this is at the discretion of the teacher). The make-up assignment will be similar to assignments assigned during the 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) 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. 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. A student cannot be expelled from school solely because of unexcused absences. 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 of 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.

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. If the infraction is of a more serious nature, consequences listed for the 2nd/3rd offense may be applied for the first offense. Not all violations of the Student Code of Conduct are listed on this page. This document works in conjunction with the *Student Discipline 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.

The consequences are noted by the following abbreviations shown in the following table:

Code	Meaning	Code	Meaning
-D	Detention	OSS	Out-of-School Suspension
C	Conference	R	Restitution
FS	Friday School	RE	Recommend Expulsion
ISS	In-School Suspension		

Again, the consequences listed will be applied at the discretion of the administrator.

Code Descriptor	1st Violation	2nd Violation	3rd Violation
Disruption of School (Dependent upon severity)	C,D, FS, ISS, OSS 1-3 days	C, ,D, FS, ISS, OSS 3-5 days	C, ,D, FS, ISS, OSS 6-10 days, RE
Damage, Destruction, or Theft of School Property (Dependent upon severity)	R, C, D, FS, ISS, OSS 1-3 days, RE, Notify Police	R, C, D, FS, ISS, OSS 3-5 days, RE Notify Police	R, C, D, FS, ISS, OSS 6-10 days, RE Notify Police
Damage, Destruction, or Theft of Private Property (Dependent upon severity)	R, C, D, FS, ISS, OSS 1-3 days, RE, Notify Police	R, C,D, FS, ISS, OSS 3-5 days, RE Notify Police	R, C, D, FS, ISS, OSS 6-10 days, RE Notify Police
Aggression Upon Another	OSS 3-10 days RE	OSS 5-10 days RE Notify SRO/Police	OSS 10 Days RE Notify SRO/Police
Weapons, and Dangerous Instruments (Consequences dependent upon circumstances)	OSS 1-10 days, RE, Notify Police		
Failure to Obey (Dependent upon severity)	FS ISS OSS 1-3 days	FS ISS OSS 3-5 days	FS ISS OSS 6-10 days
Removing or Altering Student Records	D, ISS 1-3 days OSS 1-3 days	FS ISS 3-5 days OSS 3-5 days	FS ISS 6-10 days OSS 6-10 days RE
Leaving School Premises/ Class Cutting	D, FS ISS 1-3 days	FS, OSS 1-3 days	FS OSS 3-5 days
Dress and Grooming**	C, D, Change of clothes	C, FS Change of clothes	C, ISS 1-3 days OSS 1-3 days

Profanity Spoken not directed	FS	1 day OSS	3 days OSS
Profanity directed to another student	ISS,OSS 1-3 days	ISS,OSS 3-6 days	ISS,OSS 6-10 days
Profanity directed to or about staff	ISS/OSS 1-3 days	ISS/OSS 4-6 days	OSS 10 days RE
Failure to Serve Friday School	reschedule (once per semester)	ISS 1-3 days OSS 1-3 days	ISS 3-6 days OSS 3-6 days
Electronic Device	Offense #1-3: Classroom Consequence with phone call home from teacher. Offense #4: Office Referral (Friday School) Offense #5: 2 Friday Schools Offense #6+: In-School Suspension* *Offenses could result in OSS/Expulsion depending on situation		
Possession/use of Tobacco Products and/or Related Items	1-3 days	3-6 days OSS	6-10 days OSS
Horseplay stopped by a teacher before a fight begins	FS	1 day OSS	3 days OSS
Horseplay that escalates into a fight	ISS,OSS 1-3 days	ISS,OSS 3-6 days	ISS,OSS 6-10 days
An assault or unprovoked attack	10 days OSS RE Notify Police		

*

Suspensions- students returning from suspension are responsible to requesting missed assignments.

** If a change of clothes is not available-student will be removed from his/her classes and placed in an alternative learning setting such as ISS.

General Procedures and Rules

RAPID DISMISSAL DRILLS

For student safety and in accordance with state law, fire, tornado, and school safety 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 will include lockdowns and other emergent situations.

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.

EMERGENCY/CALAMITY DAY PARENTAL NOTIFICATION

In the event of an emergency of calamity day, parents/guardians will be notified by using the district's telephonic and messaging notification system. The most recent parent/guardian contact information on file with the building/district will be entered into the telephonic and messaging notification system.

Parents/guardians are responsible for providing changes and updates in contacts and/or telephone numbers to their child's building secretary. Parent/guardians may sign-up to receive text, email or telephone notifications through the telephonic and messaging notification system.

The district will also post emergency/calamity day messages on the district's social media sites including the district's website: www.huberheightscityschools.org

LUNCH REGULATIONS

1. Food and drink are not permitted outside the cafeteria.
2. Students must remain in the cafeteria or courtyard during their assigned lunch period.
3. Students may receive a gym pass to play basketball in the gymnasium when they have finished their lunch and cleaned their area. Gym passes are a privilege and students must follow expectations for behavior set forth by the monitors.

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

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 Weisenborn Junior 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 Weisenborn Junior 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 must be at least fingertip length *from the natural waist line*
- Garments must meet when standing (Sagging pants)
- Students may not **wear or carry/display** hats, head coverings, headgear, scarves, hoods, and/or bandanas (unless directed by a physician or for religious reasons) from 7:40 am-2:25 pm.
- 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).

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.

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.

Students are expected to refrain from the use of their cellular telephone during the school day unless directed by an adult otherwise. To contact a student during the school day, a parent/guardian should call the main 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.

Student cell phones or other electronic communication devices will not be visible, turned on, or operational during regular school hours unless approved by the teacher and/or administrator.

Electronic communication devices may not be used:

1. In any way that violates or attempts to violate the Student Code of Conduct.
2. To capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonestly.
3. To receive test information or any other information in a manner constituting fraud, theft, cheating or academic dishonestly.
4. To capture, record or transmit the words and/or images of any staff member or student for non-academic purposes without prior notice and expressed consent to do so.
5. To access any internet source other than those directed by school staff.

Students shall not:

1. Bypass, or attempt to bypass, the network filters that are applied to the internet gateway connectivity.
2. Bring on school grounds, viruses or program designed to damage, alter, destroy, or provide access to unauthorized data or information or engage in any other activity to infect, or attempting to infect, the District's network.
3. Process or access information on school grounds related to hacking, altering, or bypassing network security policies. School representatives may collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
4. Share login information with anyone.

Student violations of this policy will include the following:

The discipline/consequences may include the following based on the severity of the violation and/or the number of reoccurrences:

Classroom consequence

Lunch detention
Thursday/Friday School
In School Suspension
Out of School Suspension
Recommendation for Expulsion

Cell phones or electronic devices may be confiscated, examined, and viewed during the course of an investigation. When necessary, legal authorities may be involved.

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.

DISPLAY OF AFFECTION

Weisenborn Junior 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.

CHANGING OF CLASSES

Students have three (3) 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 as tardy. Please do not assume that four 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 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.

LEAVING SCHOOL PROPERTY

No student may leave the building during the school day without checking out at his/her unit office. Permission from a parent/guardian will be required. This includes leaving school grounds before the start of school. Phone calls to contact parents must be made from the unit office and not from any other phone.

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.

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

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 their unit offices, on a regular basis as items will be periodically donated to Goodwill.

**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.

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.

Building administrators/designees are permitted to search any unattended bag found on district property for safety and identification purposes. Once the administrator/designee has determined the identity of the owner and that no safety or security issue exists, any subsequent searches of the item are based upon reasonable suspicion.

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 Weisenborn Junior 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 Weisenborn Junior High School. The net effect is a safer school environment for the students of Weisenborn Junior High School.

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.

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 I 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.

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.

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.

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.

ACADEMIC COUNSELING INFORMATION

With the availability of College Credit Plus and High School credit courses at Weisenborn Junior High School, it is essential for students and families to begin planning their academic career in seventh and eighth grade. The information contained below will assist families in planning course schedules and evaluating the best options for their students. Please refer to the 7-12 Course of Studies located on the Huber Heights City Schools website for more information.

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%.

GUIDANCE / COUNSELING DEPARTMENT

Phone number: (937) 237-6350

Ms. Amy VanDyke, Guidance counselor Ext. 60108

Ms. Tammy Helton, Guidance counselor Ext. 60106

At Weisenborn Junior 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.

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 7th through 12th 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.

Students and/or parents are required to submit written notice of intent to participate to the principal by April 1st of the year that the student wishes to enroll and may submit written notice as early as February 15th. Failure to inform the principal by the April 1st deadline shall result in the student needing to secure written permission from the principal in order to participate in the program.

The District holds an annual informational session between October 1st and February 15th to which the partnering institutions are invited to participate.

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 the 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 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

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)
Principal’s List	4.00 (per nine-week grading period)
Renaissance	Please see Renaissance Section

INFORMATION AND TECHNOLOGY CENTER

The Weisenborn Junior 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 issue passes to the ITC.
- b) A student must have an 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, district publications including newsletters and website, in group pictures of students receiving special awards, or for your child to appear in 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 extra-curricular activities will be determined by Board of Education.

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.
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 Weisenborn 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 Weisenborn Junior 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	Basketball, Girls
Cross Country, Boys	Cross Country, Girls
Track, Boys	Track, Girls
Softball, Girls	Volleyball, Girls
Wrestling	Cheerleading

CO-CURRICULAR/CLUBS

Chorus	Crime-watch (SRO Program)
Student Council	Yearbook
Chess Club	Muse Machine
National Junior Honor Society	Band

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

2019-2020

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 Weisenborn 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/Denial of Privileges/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.		