



# Wayne High School

## 2020-2021 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).

\_\_\_\_\_  
**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.

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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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# ***DIRECTORY WAYNE HIGH SCHOOL***

## **OFFICE STAFF**

### *ADMINISTRATORS/DEAN OF STUDENTS*

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Ms. Wendy Bridges, Principal      Mr. Brent Carey, Asst. Principal A-F  
Mr. Patrick McKee, Asst. Principal G-M  
Ms. Erica Ford, Asst. Principal N-Z  
Mr. Nate Baker, Athletic Director  
Mr. Rosie Mukes, Dean of Students

### *COUNSELORS*

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

### *SECRETARIES*

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Ms. Deborah Miller, Principal	Ms. Pam Stringfield, G-Z Offices
Ms. Chris McCullough, Bursar	Ms. Debbie Bargo Registrar/Guidance
Ms. Sherri Simpson, Attendance	Ms. Pam Byrd, Front Desk
Ms. Rybitski, A-F Office	Ms. Rosemary Adkins, Athletics

### *STUDENT SERVICES*

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Mr. Eddie Sample, School Psychologist  
Off. Matthew Hoying, School Resource Officer  
Ms. Robyn Carter, Clinic Aid  
Ms. Kasey Wonderly,-Cafeteria Services

### *MAIN CONTACT INFORMATION*

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

### *WAYS TO STAY SOCIALLY CONNECTED*

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Wayne High School Website: [huberheightscityschools.org/1/home](http://huberheightscityschools.org/1/home)  
WHS Guidance Website: [huberheightscityschools.org/1/Content/98](http://huberheightscityschools.org/1/Content/98)  
WHS Guidance Facebook: [WayneHSCounselingDepartment](#)  
WHS Twitter: [@HHCSWayne](#)

**HUBER HEIGHTS CITY SCHOOLS CALENDAR**

School Begins.....August- 13  
 School Ends.....May 25

NINE WEEK CALENDAR	GRADES AVAILABLE (APPROX)
1 <sup>st</sup> Nine Weeks Ends October 8.....	October 30
2 <sup>nd</sup> Nine Weeks Ends December 17.....	January 8
3 <sup>rd</sup> Nine Weeks Ends March 11.....	March 19
4 <sup>th</sup> Nine Weeks Ends May 25.....	June 1

CONFERENCES	
Oct. 22, 3:00-8:45	Mar 18, 3:00-8:45

DAYS SCHOOL IS CLOSED	
September 7.....	Labor Day
September 16.....	Prof. Develop Day
October 9.....	Teacher Work/ PD Day
October 23.....	Conference Day (due to)
November 25-27.....	Thanksgiving Recess
December 18.....	Teacher Work Day
December 21-January 1.....	Winter Recess
January 18.....	Martin Luther King Day
February 3.....	PD Day
February 15.....	Presidents Day
March 12.....	Teacher Work Day
March 19.....	Conference Day (due to)
April 5-9.....	Spring Recess

EARLY DISMISSALS FOR GRADE REPORTS DISMISSAL TIME 12:50 PM					
September 18	November 13	February 5	April 23	May 25	

EARLY DISMISSALS FOR TEACHER TRAINING- DISMISSAL TIME 12:50 PM			
August 28	December 11	May 12	

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!!**



**2020-2021 BELL SCHEDULE**

<b>Regular Bell Schedule</b>			<b>2 hr Early Release Bell Schedule</b>	
7:20-7:45	Breakfast		7:20-7:45	Breakfast
7:45	Warning Bell		7:45	Warning Bell
7:50	Tardy Bell		7:50	Tardy Bell
7:50 – 8:45	1 <sup>st</sup> Period		7:50 – 8:27	1 <sup>st</sup> Period
8:50 – 9:20	RTI		8:32 – 9:09	2 <sup>nd</sup> Period
9:25 – 10:15	2 <sup>nd</sup> Period		9:14 – 9:51	3 <sup>rd</sup> Period
10:20 – 11:10	3 <sup>rd</sup> Period		9:56 – 10:33	5 <sup>th</sup> Period
11:15 – 12:55	4 <sup>th</sup> Period		10:38 – 12:08	4 <sup>th</sup> Period
	A Lunch 11:15 – 11:45			A Lunch 10:38 – 11:08
	B Lunch 11:50 – 12:20			B Lunch 11:08 – 11:38
	C Lunch 12:25 – 12:55			C Lunch 11:38 – 12:08
1:00 – 1:50	5 <sup>th</sup> Period		12:13 – 12:50	6 <sup>th</sup> Period
1:55 – 2:50	6 <sup>th</sup> Period			
<b>2 hr Delay Schedule</b>			<b>Pep Assembly Schedule</b>	
<i>no breakfast served</i>			7:20-7:45	Breakfast
9:45	Warning Bell		7:45	Warning Bell
9:50	Tardy Bell		7:50	Tardy Bell
9:50 – 10:27	1 <sup>st</sup> Period		7:50 – 8:36	1 <sup>st</sup> Period
10:32 – 11:09	2 <sup>nd</sup> Period		8:41 – 9:24	2 <sup>nd</sup> Period
11:14 – 12:44	4 <sup>th</sup> Period		9:29 – 10:12	3 <sup>rd</sup> Period
	A Lunch 11:14 – 11:44		10:17 – 11:00	5 <sup>th</sup> Period
	B Lunch 11:44 – 12:14		11:05 – 12:45	4 <sup>th</sup> Period
	C Lunch 12:14 – 12:44			A Lunch 11:05 – 11:35
12:49 – 1:26	3 <sup>rd</sup> Period			B Lunch 11:40 – 12:10
1:31 – 2:08	5 <sup>th</sup> Period			C Lunch 12:15 – 12:45
2:13 – 2:50	6 <sup>th</sup> Period		12:50 – 1:35	6 <sup>th</sup> Period
			1:40 – 2:05	RTI
			2:10 – 2:50	Pep Assembly

### ***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 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)

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.

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**

<b>CODE</b>	<b>EXPLANATION</b>
E	Excused absence up to 65 hours with a legitimate reason for absence. After a student reaches 65 total absence hours (combined excused/unexcused) additional documentation/verification/information may be required.
U	Unexcused absence; applies when a parent does not provide a note identifying the legitimate reason for an absence; applies once the student has reached a total of 65 absence hours and either additional documentation was not provided or the documentation was reviewed and determined to be illegitimate.

**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.

### **FOR STUDENTS WITH CHRONIC/ONGOING MEDICAL CONDITIONS**

There is a procedure for students who have a chronic/ongoing medical condition(s) that may result in missing school. Students can request a note from their physician excusing students' absences when the condition prevents them from attending. This physician's note must be submitted to the attendance office annually. Each time a student returns from an absence due to the medical condition, the parent/guardian must send in a note with the student stating that the student was absent due to the medical condition listed on the doctor's note on file (DNOF).

### ***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 (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 one of the assistant principals, principal, or designee.

### ***STUDENT SIGN OUT PROCEDURES***

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. Students must sign out and exit from the attendance office *any time* they leave the building during the school day.

Students are not permitted to leave the building for lunch. During state testing and semester and final exams, students must wait until the exam session is over before they are dismissed.

### **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

### **SENIOR OPTION**

#### **Guidelines**

1. Senior privileges will not be granted unless the proper form is signed by the parent and student (regardless of age) and is on file .
2. Students must take five for-credit courses each semester to qualify for Senior Option.
3. All fees and fines must be paid.
4. Seniors must sign out after 5<sup>th</sup> period; special permission is required from the principal for students to remain on campus after 5<sup>th</sup> period.
5. Students must attain senior status (15 credits) by the start of their senior year.
6. Students are not eligible if they have been suspended or have received 2 or more Thursday schools in the semester.
7. Excessive absences (36 hours) may result in loss of this privilege.
8. Students must have End of Course EOC requirements completed for graduation by the start of the school year.

#### **Checkout Procedures**

1. Seniors eligible for this privilege must request a Schedule Change form from their counselor who will begin the process. Once the student has been approved, he or she will be notified by their counselor.
2. Upon departure from 6<sup>th</sup> period, the student must sign out at the attendance office where attendance will be updated. Failure to do so will result in removal from the program.

#### **Reasons for Loss Privileges**

1. Suspensions or two Thursday Schools in a semester will result in loss of privileges for that semester.

2. Excessive absences (36 hours), exclusive of documented medical absences, death in the family, court appointment, or religious observance, will result in loss of privileges for the year.
3. Failing a class will result in loss of privilege for the remainder of the semester.
4. Failure to follow proper checkout procedure may result in loss of privileges for the remainder of the year.
5. Seniors who fail a class at the end of 3<sup>rd</sup> grading period will be removed from privileges. This is to prevent a possible loss of credits needed for graduation requirements.

#### **COLLEGE VISIT DAYS**

Seniors will receive a total of three (3) college visit days and juniors will receive a total of one (1) college visit day per year. Students must submit verification of their visit from the college/university upon their return to receive an excused absence.

#### **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 Trips-* In the event that students are “needed at home” for trips out of town, additional college visits, visiting with family, etc. they will be able to use their allotted excused absence hours (65). If the student does not have enough excused hours left to use for the event, then the days will be marked as unexcused.

#### **EMERGENCY/CALAMITY DAY PARENT NOTIFICATION**

In the event of an emergency or 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 telephonic and messaging notification system. .

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

The district will also post emergency/calamity day messages on the districts social media sites including the district’s website: [huberheightscityschools.org](http://huberheightscityschools.org)

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (Restraint and Seclusion)**

Positive Behavioral Interventions 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 support. The District encourages family involvement as an integral part of its PBIS system.

All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion.

The District's seclusion and restraint policies and procedures are posted on the District's website.

The Huber Heights City School District Board of Education and staff consider an environment conducive to learning to be a high priority. If staff and students do not feel comfortable and safe in our schools, then teaching and learning become secondary.

### ***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 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 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 administrators and their designee to search any locker and its contents as the administrator believe necessary.

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.

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 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 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.

Electronic Communication devices may not be used:

- In any way that violates or attempts to violate the Student Code of Conduct.
- To capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty.
- To receive test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty.

- 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.
- To access any internet source other than the internet gateway.

Students shall not:

- Bypass, or attempt to bypass, the network filters that are applied to the internet gateway connectivity.
- 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.
- 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.
- Share login information with anyone

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, do-rags/caps, hoods, and/or anything that covers their face ~~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 within ten (10) minutes after the completion of the school day and leave school grounds within twenty (20) minutes after the completion of the school day unless they are under 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***

***DENIAL OF SCHOOL PRIVILEGES***

Students may be denied school privileges by the principal or his/her designee. Such privileges may include, but are not limited to, the following: eating with friends in the cafeteria, movement in a classroom normally permitted students who exhibit good citizenship, moving freely in non-classroom areas of the school, attending school assemblies and co-curricular/extracurricular events, etc. Special educational events may also be denied.

### ***DETENTION***

Students may be kept either before or after school or during their lunch (where students will eat their lunch in detention), at the discretion of teachers and with approval of the principal, for classroom or school misconduct. Students shall be given one day advance notice by the detaining teacher and are responsible for informing their parents. Any parent/guardian/custodian who does not wish a student to be disciplined by school detention may choose a one-day suspension as an alternative. Students who ride the school bus to and from school are subject to the same detention guidelines as those students who walk or otherwise commute to school. It is the parent/guardian/custodian's responsibility to provide transportation for before-school or after-school detention. Students must bring work and be on time.

### ***PROBATIONARY STATUS***

Any student may be placed by the principal on probationary status through the end of a current marking period or semester for repeated misconduct. Such a student may be required to follow an individualized behavior plan or contract. The parent/guardian/custodian shall be notified in writing when a student is placed on probation, and they should be informed of the cause(s) and conditions of the probation.

### ***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 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 allotted time allowed will be graded on the same bases as other work.

The make-up assignments may not and need to 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 due process/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. 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 due process/guidelines listed below are followed for all student expulsions.*

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 on the next day 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, phone call home /detention  
6<sup>th</sup> Tardy Thursday School  
7 or more Thursday-In School Suspension (ISS) 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 per Semester**

*Including sending/receiving messages/texts/calls, playing games, listening to music/videos, using/wearing earbuds/headphones, Bluetooth devices/speakers,*

*etc.*

1-5 offense Teacher warning, phone call home /detention  
6<sup>th</sup> offense Thursday School  
7 or more Thursday-In School Suspension (ISS) based on number and 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

**Fighting/Violence**

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

**An Assault or Unprovoked Attack**

All Offenses: 10 days OSS with a recommendation to expel

**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

**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.

## ***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.

#### **EMERGENCY DRILLS**

For student safety and in accordance with state law, Rapid Dismissal (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.

#### **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.

#### **UNAUTHORIZED DOOR OPENING**

Students are not permitted to open an exterior door for visitors or current students. Students should report all attempts of unauthorized entry to an administrator. Students who violate this policy are subject to disciplinary action.

#### **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 is 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.

### **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.

### ***SCHOOL 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. Debbie Bargo, 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

For more information about curriculum and scheduling, see the Program of Studies.

### ***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.

#### **Denial of School Privileges**

Students who are considered 'habitually truant' will be served with a Denial of School Privileges. The Denial of School Privileges may apply to all activities, including school sponsored clubs and athletics. The duration of the Denial of School Privileges will be determined by the Attendance Intervention Team.

### **INTERSCHOLASTIC ATHLETICS**

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

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

Academic Challenge	Helping Others Before Ourselves
Bible Club	(HOBO)
Business Professionals of America	Interact
Cabinet- Fresh., Soph., Jr, Sr	Marching Band
Chorus	Muse Machine
Club 23	National Honor Society
Crime-watch (SRO Program)	Power of the Pen
Drama Club	Science Club
Drill Team (JROTC)	Spanish Club
Fellowship of Christian Athletes	Student Council
French Club	Track Indoor, Boys
Gay Straight Alliance	Track Indoor, Girls
Gymnastics	Volleyball, Boys
	Warriorettes

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

**2020-2021  
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 after the completion of each high school quarter. These privileges will be obtained by earning a gold or red-card.

**ACADEMICS AND BEHAVIOR: A QUICK GLANCE**

Card	Academics	Behavior
Gold	*GPA of 3.8 or higher	No Thursday Schools, suspensions, or denial of school privileges
Red	*GPA of 3.25 to 3.79	
* 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.		