



WHITEHALL CITY SCHOOLS

Parent/Student

Handbook for Grades KG-1

2023-2024 School Year



Kae Avenue Elementary





KAE AVENUE ELEMENTARY SCHOOL

4750 Kae Avenue
Whitehall, OH 43213

Phone: 614-417-5600 **Fax:** 614-417-5307

Principal: 614-417-5601 **Secretary:** 614-417-5600

Intervention Coordinators: 614-417-5614
614-417-5618

MISSION STATEMENT

To create success through personalized learning for
every student, every day.

VISION STATEMENT

"Innovation at Whitehall City Schools is the catalyst
to success and student achievement."



Dear Parents/Guardians and Students, welcome to the 2023 - 2024 School Year!

The Whitehall City School District is proud of its fine elementary education program. Each of our elementary schools provides a well-rounded curriculum which includes a quality academic program, the fine arts, physical development and social skills.

Our staff is committed to meeting the individual needs of students and we look forward to working as a partner with you. We encourage you to take the time to read through this handbook to familiarize yourself with school processes and procedures. We would also encourage you to discuss the handbook with your child.

It is our goal for your student to have a successful school year. By working together, we can achieve this goal. Please do not hesitate to let us know how we may be of additional assistance.

Sincerely,

Sharee Wells

Sharee Wells

Superintendent

WHITEHALL CITY SCHOOLS ELEMENTARY PARENT/STUDENT HANDBOOK

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DIRECTORY INFORMATION

The Whitehall City School District designates the following items as directory information: student name, address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, and achievement awards and honors. The district is also required by law to provide student names, address and phone numbers to military recruiters when requested.

The district will disclose any of these items without prior consent, unless notified in writing to the contrary by September 16, 2023. Written notification for non-disclosure must be submitted each new school year. Send written request to:

Office of the Superintendent
Whitehall City Schools
625 South Yearling Road
Whitehall OH 43213

LANGUAGE ASSISTANCE

Attention parents and guardians: Whitehall City Schools provides free language interpreting and translation services for those who need assistance. This free service is available for any parent or guardian whose skills are limited in any of the following areas: speaking, comprehending, reading, and writing. If you require language assistance for a school program or activity, **for Spanish, please contact Nicolas Rosales at (614) 417-5018 or rosalesn@wcsrams.org**, for all other languages please contact JoAnna Heck at (614) 417-5013 or heckj@wcsrams.org.

BREAKFAST, ARRIVAL & DISMISSAL TIMES

	Breakfast	Start Time	Dismissal
Kae	8:40 a.m.	9:05 a.m.	3:35 pm

ABSENCE

Prolonged Illness

- It is the parent's responsibility to contact the school for daily assignments.
- Parents must give teachers a 24-hour notice to prepare homework assignments for ill children.
- Teachers will select assignments that should be made up and how much review and remedial work will be required.
- Parents are encouraged to help with directions and give examples, but all work must be done independently.

Absence Due to Vacation

Family vacations during the school year are not encouraged. However, understanding there may be times when vacations can't be scheduled during the summer break, the following considerations will be made:

- It is the parent's responsibility to contact the school for daily assignments prior to the trip.
- Teachers will decide which work will be completed during the trip and which work may be completed upon return. This work may include current assignments, alternative assignments, review and remedial work.
- Make-up assignments given after the absence will be due no later than the number of school days missed.
- Parents are encouraged to help with directions and give examples, but all work must be done independently.

Excused Absences

The only reasons for which absences will be considered excused include:

- Personal illness of the student
- Illness in the student's family
- Death in the family
- Quarantine for contagious disease
- Religious reasons
- As determined by the superintendent

Excessive absences will require a doctor's admit slip for verification and documentation. Excessive absences are defined as 10 or more days absent (excused or unexcused).

House Bill 410

Passed by the Ohio General Assembly in December 2016 House Bill 410 encourages and supports a preventative approach to excessive absences and truancy. Missing too much school has long-term, negative effects on students including lower achievement and graduation rates. Beginning in the 2017-18 school year several changes took effect:

Regular attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school and prepare for higher education and the workforce. The district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will use a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absences to the parent and guardian
- Development and implementation of an absence intervention plan, which may include supportive services for students and families
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities and,
- Referrals for truancy, if applicable

Definition of Truancy and Excessive Absences

1. "Chronic Truant" is removed from the law
2. Definition of "habitual truant" changed from days to hours:
3. Excessive Absence: absent 38 or more hours in one school month (with or without a legitimate excuse) absent 65 or more hours in one school year with or without a legitimate excuse

District Responsibilities

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence
2. The student will follow the district's plan for absence intervention The student and family may be referred to community resources

If you have questions or concerns about your student's attendance, please reach out to the school office.

ATTENDANCE

Regular attendance is a most important factor in the establishment of a good scholastic record. To obtain perfect attendance, a student must be at school every day with no tardies or early dismissals. Work missed through absences is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and work. Excessive absences are a contributing factor when considering the retention of a child.

If a child is absent, parents are required to call the school before 9:05 a.m. to inform us of the child's absence. School telephone numbers are listed after the cover page. A message can be left on voicemail, as it is checked regularly. Parents shall also send a note explaining the absence to the child's teacher when the child returns to school. In that note, parents should state if the child is contagious or needs special attention. Notes will also provide attendance documentation for the building staff.

If a child arrives after the start of school, he/she must report to the office before going to the classroom. If it is necessary for a child to leave school before dismissal time, a note is required and an adult must sign the student out through the office. **No students will be released from 3:00-3:35 pm.** The office is closed at that time.

It is important for our students to follow the routine upon dismissal. Please ensure that your child is picked up at the appropriate dismissal time.

- Be sure to communicate all routine dismissal information to your child's teacher in writing.
- If your child is to be dismissed differently for the day, please send written communication of the change to your child's teacher and call into the front office.
- If there is an emergency change to your child's dismissal and you are unable to send written documentation, please call the office as soon as possible **and no later than one hour prior to school dismissal.** We may not be able to change dismissal for students with less than one hour's notice.

Students should not arrive at school before the start of breakfast. Teachers and staff are not on duty and there will be no adult supervision. Children are expected to leave the building and school grounds immediately upon dismissal.

Board Policy: JED

BANNED ITEMS

For the safety of our students and staff, the following items are not to be brought to school. Please keep in mind that this list is not all-inclusive.

- Toys
- Chewing gum
- Skateboards/Scooters/In-Line Skates/Heelies
- Trading Cards
- Laser Pointers
- Radios, CD Players, MP3 Players and I-Pods
- Guns and knives or anything that could be used as a weapon (including toys)
- All electronic games
- Drugs, alcohol, tobacco or related paraphernalia

Board Policy: KGC

BICYCLES

Bicycle riders are required to abide by the laws as those governing cars and other vehicles. All bicycles must be walked on school property and parked and locked in the racks provided.

BUSES

(See Student Code of Conduct)

CAFETERIA

The Whitehall City Schools are committed to providing nutritious meals daily. All cafeteria meals must meet USDA nutritional standards. Therefore, students are not permitted to bring non-nutritious foods such as sodas.

Students with dietary restrictions must provide medical authorization for nutritional modifications.

We urge all students to use the cafeteria as it is intended. Students are expected to use good table manners and positive behavior at all times. Disruptions and behavior that are not within school behavioral guidelines will not be tolerated.

Students are expected to clear the table where they have eaten and exit the cafeteria in an orderly fashion. Food and drinks are not permitted outside the cafeteria at any time.

The school has a closed campus for lunch. Children will not be sent home for lunch. If you want your child to come home for lunch, you must come to the office and sign your child out. This is for your child's safety.

Breakfast and lunches are free for all students. Breakfast is served in the cafeteria 25 minutes prior to the opening of school.

Adult lunches are \$4.00. Extra milk is .50 cents. Menus are posted in each classroom and are published.

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs or food allergies, to the school. Substitutions for medical reasons to regular school meals can be made for students when that need is certified, in writing, by the student's physician.

Parents who wish to eat lunch with their child at school may be asked to eat with their child in an alternate location. Parents are discouraged from bringing in purchased fast food for their children. If parents choose to do so, they may only bring in food for their own children.

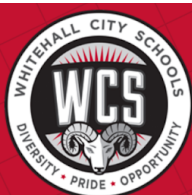
Board Policy EF, EFB

CELEBRATIONS

Please refrain from sending food, balloons, gifts, or cards to your child at school. They are disruptions to the educational process. You may donate a book to your child's classroom to be read to celebrate their birthday.

CHANGES IN INFORMATION

If you experience changes throughout the year in telephone numbers, address, place of employment, or emergency notification, you must contact the school office immediately. It is imperative that your child's is up-to-date. Updated information is especially important in case of illness or injury.



Student Code of Conduct

Whitehall City School District (WCS) celebrates and rewards respectful, accountable, motivated and safe behavior within its schools. We believe that when students are aware of what is expected of them, the great majority of our students will make wise choices. Per the Ohio Department of Education, WCS has established a PBIS Plan (Positive Behavior Interventions and Support). However, when a student fails to meet expected standards of behavior, the student will be held accountable for their behavior. The Whitehall City Schools Student Code of Conduct enables students, families, and staff to learn District expectations. The examples of offenses listed in the WCS Code of Conduct are not intended to provide a complete list of offenses that may result in disciplinary action. Any act that disrupts learning and threatens the order, the safety of students, and/or the school environment will be considered for disciplinary action.

Student Rules of Conduct First Warning

Your acknowledgment of these rules constitutes a first warning. You will be given no further warnings. It is your responsibility to familiarize yourself with these rules and the consequences of violating them. The rules herein apply to all students when on all school premises, at all school-sponsored activities, and when aboard a school bus or other Board-owned vehicle. The application of policies in this handbook applies to all Whitehall City Schools activities.

Availability of Board of Education Policies

The Board of Education has established policies and procedures that pertain to students, staff, and school operations. These policies and procedures can be found via links on the District website.

Notice of Language Assistance

Whitehall City Schools will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in all services, activities, and programs available throughout the district. It is the policy of WCS to ensure meaningful communication with LEP students and families and to communicate information related to the education of all students. All services needed to comply with this policy will be provided for students and their families in need of such assistance free of charge. For assistance, please call 614-417-5000.

Rights of Students and Parents/Guardians

In public schools, parents/guardians and students have certain rights given by federal and state laws and Board of Education policies. Nevertheless, the individual rights of students will be weighed against the safety and welfare of the majority of students in the schools.

Whitehall City Schools believes that:

- Students have the right to learn.
- Students have the right to feel safe.
- Students have the right to be treated fairly.
- Students have the right to respectfully express their thoughts, feelings, and opinions.
- Students have the right to feel valued & affirmed.
- Students have the right to learn and grow from their mistakes.
- Students have the right to be engaged & involved in their own learning.

Due Process of Law

As a WCS student and parent/guardian, you have the right to due process of the law. Before a student is suspended, the student has the right to receive written notice of the reason for the intended suspension and has an opportunity for an informal hearing. Before a student is expelled, the student and the parent/guardian, have the right to receive written notice of the reason for the proposed expulsion and have an opportunity for an informal hearing before the Superintendent or Designee.

School's Right to Search

Lockers are assigned to students for their personal belongings, but are considered school property. Sharing of lockers is prohibited. The locker and its contents maybe searched at the Administrator's discretion. All lockers must be locked.

Lockers, desks, and any storage place provided for student use is, and remains at all times, property of the Whitehall City School Board of Education. These areas and the contents therein are subject to search at any time, pursuant to board policy. Students' vehicles at school or at a school function may also be searched pursuant to board policy. The regulation also applies to the use of any school district equipment including furniture, computers, and related accessories. The Board also authorizes the use of devices and canines trained in detecting the presence of drugs when the Administration has reasonable suspicion that illegal drugs or devices may be present in a school.

There are certain circumstances in which school officials may be authorized to conduct a search of a student or a student's personal property based on individualized reasonable suspicion. School officials may conduct a search of a student's person or property if they have reasonable suspicion that the search will turn up evidence that the student has violated or is violating the law or school rules and regulations.

Rights and Responsibilities of Students

As a WCS Student, you have the responsibility:

- To know and follow the rules and regulations of Whitehall City Schools;
- To do your part to create a positive environment at your school by working toward academic excellence, striving for perfect attendance, and participating in school activities;
- To respect the dignity and worth of yourself, your fellow students, your teachers, and the school staff;
- To respect the authority of teachers, school administrators, and other authorized personnel in maintaining discipline;
- To behave in a way that does not disrupt the educational process or lead to physical or emotional harm;
- To learn problem-solving skills to effectively handle conflict situations in an effort to avoid disrespectful and harmful behaviors.

STUDENTS ARE PERSONALLY AND SOLELY RESPONSIBLE FOR THE CARE AND SECURITY OF THEIR PERSONAL BELONGINGS AND THE SCHOOL ITEMS ISSUED TO THEM. THE WHITEHALL CITY SCHOOL DISTRICT AND BOARD OF EDUCATION ASSUME NO RESPONSIBILITY FOR THE LOSS, THEFT, DAMAGE, OR VANDALISM OF A STUDENT'S PERSONAL OR SCHOOL-ISSUED PROPERTY.

Consequences and Strategies to Correct Behavior

All students have the right to learn. No student has the right to disrupt the learning activities of others. The safety and security of your child is our highest priority. We are committed to providing a safe learning environment. The WCS staff is responsible for providing corrective instruction to students who fail to meet the behavioral expectations. Multiple options for correcting student behavior may be selected depending on an individual student's needs.

Considerations for action include: the age and grade level of the student, disabilities, student's history of misbehavior, specific offense, and its seriousness in nature.

Each building establishes its own school-wide PBIS Plan that includes activities for teaching and encouraging expected behaviors. The school principal and staff communicate the school-wide PBIS Plan to parents/guardians and students on an annual basis, as well as to new student enrollees.

Extra-Curricular Code of Conduct

The most important goal of the WCS District extra-curricular program is to provide every participant the opportunity to grow mentally, morally, physically, and emotionally, and to further provide for the safety, health, and welfare of the participant. It must be remembered that participation in extra-curricular activities is not a right but a privilege that may be regulated. Therefore, all students who participate in interscholastic athletics or other extra-curricular activities at any time must meet the WCS Code of Conduct and the conditions that apply which are outlined in this manual.

Behavioral Intervention Strategies in our District

An intervention strategy is an action designed to help a student overcome academic and/or behavioral barriers to learning. School personnel will use intervention strategies to help prevent or reduce negative behaviors. This list is not inclusive of all interventions that a team or administrator may decide to provide for a student.

1. Parent/Guardian Contact/Conference

Notification and a conference with the parent(s)/guardian(s) should take place regarding the student's behavior for disciplinary actions.

2. School-Based Behavioral Interventions

Examples of interventions include strategies such as the creation of a behavioral contract with the student, participation in anger management training, loss of privilege, office time-out, loss of recess, re-teaching the behavioral expectation, referral to a school counselor, referral to the school's health lab, other support services, and development of a community service plan or a behavior improvement program/plan.

3. Detention

A student may be required to stay after school or be assigned to lunch detention as a consequence of their behavior. The detention may include lessons in behavior management created to help a student learn problem-solving skills that will lead them to make positive choices.

4. Emergency Removal

Exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process provided by the District. The emergency removal may be for part of a day and does not count toward suspension days.

5. In-School Suspension

Reassignment of the student from the classroom to an alternative setting will take place. Students assigned to in-school suspension will be excluded from extracurricular activities until the next school day following the completion of their suspension.

6. Out-of-School Suspension

Removal of a student from school for a period of one to ten days will be decided based upon the level of offense. While students are suspended from school, they may have the opportunity to work on class assignments. During the suspension, students are not permitted to participate in extracurricular activities, be on any school property, or ride in any school bus/vehicle. Appeal procedures are available at any school building upon request and are included in the notice of suspension. Classwork

will be provided when the outcome decided upon is an out-of-school suspension. Students in kindergarten through third grade will receive out-of-school discipline aligned with the current laws of the State of Ohio.

7. Expulsion

Removal of a student from school for a period of eleven school days to one calendar year will occur based upon the severity of the offense. Students expelled from the district are not permitted to participate in extracurricular activities, be on any school property, or ride in any school bus/vehicle. Expulsion may result in the loss of credit for courses being taken at school, at the Eastland-Fairfield Career & Technical Schools, or at any college or university, whether under an Education Option, CCP, or at the student's own expense. Expulsion may extend into the following school year. Additionally, any student expelled will not have access to the School of Choice, Community Choice, or Open Enrollment Lottery Process for transfer between schools upon their return the following school year, and are not permitted to be on other school campuses that serve as an extension to our program (college campus, career centers, etc.).

8. Individualized Plan

Grades and related academic credit(s) are awarded to students upon successful completion of their assignment.

9. Use of Outside Agencies

School buildings may also utilize outside agencies to provide services and positive behavior interventions.

10. CORPORAL PUNISHMENT WILL NOT BE PERMITTED

Student Bus Conduct

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or conduct occurring on the bus/vehicle in violation of the Student Code of Conduct. Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated personnel.

Surveillance Equipment

The WCS District is dedicated to a safe and secure school system. For student safety and welfare, video surveillance equipment and other devices are placed throughout the buildings and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

School Resource Officers

The School Resource Officer program is a cooperative agreement between the Whitehall City School District and the City of Whitehall. This program assigns Police Officers to support the Whitehall City School District. In addition to their law enforcement duties, the School Resource Officers provide mentoring to students, interact with faculty, and participate in the classroom as guest speakers. The addition of the School Resource Officers has not only provided a safe school environment but also enhances a positive relationship between students and the police.

Anonymous Safety Reporting

Please report all safety issues to the office. Students who feel uncomfortable reporting this information to the office may see an administrator, teacher, or counselor. Additionally, concerns can be reported to the Safer Ohio School Tipline by calling 844-723-3764. Calls to the Safer Ohio School Tipline can be made anonymously.

Student Infractions

The goal of all discipline is to correct and modify behavior to ensure as safe and positive learning environment. The district will utilize both supportive and corrective measures to address student misbehaviors. Multiple options for correcting student behavior may be selected depending on individual student needs including the age and grade level of the student, history of misbehavior, and seriousness of any specific offense.

Infractions are generally classified into three categories:

Level I: Minor Offenses

- Violations that have the potential to negatively impact the safe learning environment.

Level II: Moderate Misconduct or Repeated Level I Offenses

- Violations that may cause harm or potential harm to person or property.

Level III: Serious Misconduct or Repeated Level I or Level II Offenses

- Violations of serious misconduct, illegal offenses, health-threatening offenses that may cause harm or potential harm to a person or property

The level of infractions and potential school and district responses are outlined in the WCS Infraction Matrix section below. The matrix is followed by a description of each infraction. Both the matrix and descriptions serve as a general guide. Infraction classifications and disciplinary consequences may vary as determined by the school or district administrator.

WCS Infraction Matrix

Level I: Minor Offenses

- Violations that have the potential to negatively impact the safe learning environment.

Level II: Moderate Misconduct or Repeated Level I Offenses

- Violations that may cause harm or potential harm to person or property.

Level III: Serious Misconduct or Repeated Level I or Level II Offenses

- Violations of serious misconduct, illegal offenses, health-threatening offenses that may cause harm or potential harm to a person or property

Corrective Measures: Multiple options for correcting student behavior may be selected depending on individual student needs including the age and grade level of the student, history of misbehavior, and seriousness of any specific offense.

SUMMARY OF STRATEGIES & CONSEQUENCES												
Student Code of Conduct Infractions	Code of Conduct Infraction Number	Infraction Level			Support Initiatives			Corrective Measures				
		Level 1: Minor Infraction	Level 2: Moderate Infraction	Level 3: Serious Infraction	Parent & Student Conference	School Based Intervention	Referral to Student Support Programs	Detention	Community Service	In School Suspension	Out of School Suspension or PALS	Referral for Expulsion
Alcohol and Drugs	1			X	X	X	X			X	X	X
Counterfeit Substances	2		X		X	X	X			X	X	X
Smoking or Use of Tobacco	3				X	X	X			X	X	
Committing a Felonious Act or Other Violation of Law	4			X	X	X	X				X	X
Possession or Use of Weapons or Dangerous Instruments	5			X	X	X	X				X	X
Inducing Panic	6		X	X	X	X	X			X	X	X
False Alarms and Reports	7		X	X	X	X	X			X	X	X
Inappropriate Behavior - Disturbance/Horseplay/Loitering	8	X	X		X	X	X	X	X	X	X	X
Unauthorized Touching or Hitting or Throwing	9	X	X	X	X	X	X	X	X	X	X	X
Disruptive Behavior	10	X	X	X	X	X	X	X	X	X	X	X
Bullying and Hazing (Harassment and Intimidation)	11			X	X	X	X				X	X
Disrespect	12	X	X		X	X	X	X	X	X	X	
Insubordination	13	X	X		X	X	X	X	X	X	X	
Damage to School Property/Vandalism	14		X	X	X	X	X		X	X	X	X
Extortion	15		X	X	X	X	X			X	X	X
Fires	16		X	X	X	X	X			X	X	X
Theft or Possessing Stolen Property	17	X	X	X	X	X	X	X	X	X	X	X
Public Display of Affection (P.D.A.)	18	X			X	X	X	X	X	X		
Sexual Misconduct	19		X	X	X	X	X			X	X	X
Pornography & Sexting	20			X	X	X	X				X	X
Presence in an Unauthorized Area or Trespassing	21	X	X	X	X	X	X	X	X	X	X	X
Truancy/Missing from Class	22	X	X	X	X	X	X	X	X	X	X	X
Tardiness	23	X			X	X	X	X	X	X		
Driving Regulations/Use of Auto/Illegal Parking	24	X	X		X	X	X	X	X	X	X	
Gambling	25	X	X		X	X	X	X	X	X	X	
Use of Property	26	X	X		X	X	X	X	X	X	X	
Bus Behavior	27	X	X		X	X	X	X	X	X	X	
Academic Dishonesty	28	X	X	X	X	X	X	X	X	X	X	X
Creating a Safety Hazard	29	X	X	X	X	X	X	X	X	X	X	X
Dress Code Violation	30	X			X	X	X	X	X	X		
Improper Possession and/or Use of Electronic Equipment/Devices	31	X	X	X	X	X	X	X	X	X	X	X
Inappropriate Material	32				X	X	X	X	X	X	X	X
Inappropriate Use of Social Media	33	X	X	X	X	X	X	X	X	X	X	X

Substance Use Matrix

This matrix serves as an additional guide for substance use infractions. Early intervention and drug screening are embedded to best support and educate students. Interventions and consequences to substance use infractions may include mandatory individual and/or family-based education, counseling, small group discussions, etc.

Tobacco/Vaping (non-drug)	Drugs and/or Alcohol	Disciplinary Strategies and Consequences
1st Offense	N/A	Up to 10-day suspension without an expulsion. Can be reduced to 3 days (1 day OSS, 2 days ISS/PALS) with completion of drug screen and intervention deemed necessary.
2nd Offense	1st Offense	Up to 10-day suspension without an expulsion. Can be reduced to 5 days (2 days OSS, 3 days ISS/PALS) with completion of drug screen and intervention deemed necessary.
3rd Offense	2nd Offense	Up to 10-day suspension (7 days OSS, 3 days ISS/PALS) without an expulsion. Referral to an outside agency.
N/A	3rd Offense	Up to 10-day suspension with recommendation for expulsion.

Code of Conduct Infraction Descriptions

1. Alcohol and Drugs

- a. For purposes of this section of the Code of Conduct, the term "Substance" shall include, but not be limited to the following: alcohol; illegal drugs; medications; narcotics; hallucinogens; amphetamines; barbiturates; marijuana; steroids; caffeine tablets; K2, spice, posh, "legal weed", or any other marijuana substitute; look-alike drugs; or any substance that is represented to be, to contain, to mimic, or be used to produce the same or similar effects as illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, edibles, alcohol, CBD products, stimulants, depressants, or other intoxicants; or any other controlled substance as defined under the laws of Ohio or federal law. E-cigarettes, vaping, juuling, IQOS, or the use of other similar devices used to inhale or ingest foreign substances will be treated as a drug violation.
- b. A student shall not possess, solicit, use, conceal, sell, distribution, offer to sell, purchase, be under the influence of, show evidence of consumption, supply, distribute, or transmit any substance, or otherwise violate Board Policy.
- c. "Possession" includes, but is not limited to, retention of a Substance on the student's person or in a bag, purse, wallet, locker, desk, or vehicle. Included in

this prohibition is the possession of drug paraphernalia, which includes, but is not limited to rolling papers, and other items used to inject, inhale, administer, deliver, ingest, or otherwise consume a substance.

2. Counterfeit Substances

- a. No student shall possess any counterfeit "Substance," as the term is defined under "Alcohol and Drugs,". No student shall possess any counterfeit money, nor shall any student make, sell, offer to sell, give, package, conceal, supply, transmit, or deliver a counterfeit Substance. Possession is defined under "Alcohol and Drugs."
- b. No student shall directly or indirectly represent a counterfeit Substance as a Substance that is prohibited by the Code of Conduct by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a Substance.
- c. No student shall directly or indirectly represent a counterfeit Substance as a Substance that is prohibited by the Code of Conduct.
 - i. Any Substance that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark;
 - ii. Any unmarked or unlabeled contraband that is represented to be a Substance prohibited by the Code of Conduct, which is manufactured, processed, packaged, or distributed;
 - iii. Anything that is represented to be a Substance prohibited by the Code of Conduct but does not fall within the definition of a "Substance."
 - iv. Anything that a reasonable person would believe to be a Substance prohibited by the Code of Conduct because of its similarity in shape, size, color, markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale

3. Smoking or Use of Tobacco

- a. Ohio law prohibits pupils from smoking and/or using and/or possessing and/or selling tobacco in any area under the control of the school district or at any activity supervised by any school in that district.
- b. E-cigarettes, vaping, juuling, IQOS, or the use of other similar devices used to inhale or ingest foreign substances will be treated as a drug violation.
- c. Therefore, a student shall not smoke, otherwise use, possess, buy, sell, attempt to sell, distribute, or burn tobacco in any form, including, but not limited to, cigarettes, electronic cigarettes/vaporizers, vaping devices, cigars, clove cigarettes, chewing tobacco, snuff, and any other nicotine products.
- d. Students may be assumed to be smoking if any one of the following conditions exists;

- i. odor of smoke present,
- ii. more than one person in a restroom stall,
- iii. or refusing to come out of the stall if asked.

4. Committing a Felonious Act or Other Violation of Law

- a. A student shall not commit any act not listed herein that constitutes a felony, misdemeanor, or violation of an ordinance.

5. Possession or Use of Weapons or Dangerous Instruments

- a. A student shall not possess, transmit, or conceal a dangerous weapon, dangerous instrument, or “look-alike” counterfeit weapon or instrument. Such items include, but are not limited to, explosives, bullets, fireworks, mace and/or pepper spray, firearms, knives, BB or pellet guns, tasers or any object that can reasonably be considered a dangerous instrument. Look-alike weapons include but are not limited to, any object a reasonable person might consider, under the circumstances, to be a weapon or dangerous instrument, this includes toy look-alike guns.
- b. Additionally, [O.R.C. Sec. 2923.122](#) makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of, a school. A violation may result in the student being expelled for a period of one calendar year. Violators of the Code of Conduct may be referred to civil authorities. Whenever a student is suspended, expelled, or permanently excluded from school for a Code of Conduct violation involving a firearm, knife, or other weapons, the student may lose or be denied a driver’s license.

6. Inducing Panic ([ORC 2917.31](#))

- a. No student shall induce panic, i.e., cause the evacuation of any school building or otherwise cause serious public inconvenience or alarm, by:
 - i. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophes, knowing that such a report or warning is false. Examples include, but are not limited to, pulling a fire alarm when you know there is no fire, making a bomb threat when you know there is no bomb, and making a fake “hit list”.
 - ii. Threatening to commit an offense of violence, as that term is defined in O.R.C. Section 2917.31. Examples include, but are not limited to, threatening to kill, assault, kidnap, rape, or rob someone, to commit extortion, to provoke a riot, to commit arson, or to discharge a firearm at or into the school.
 - iii. Committing any offense with reckless disregard for the likelihood that its commission will cause serious public inconvenience or alarm. For

purposes of this policy, reckless disregard means perversely disregarding a known risk that your conduct is likely to cause serious public inconvenience or alarm, and being heedlessly indifferent to the effects of your actions on others.

- iv. Any student who violates this rule will be subject to school discipline, in accordance with board policy and the Code of Conduct. In addition, any student who violates this rule may be referred to the authorities. Under Ohio law, any person who “induces panic” is guilty of a felony, regardless of whether anyone is hurt or the school suffers economic harm.
- v. Students may be expelled for one calendar year. (See ORC Section 2917.31)

7. False Alarms and Reports

- a. A student shall not initiate a fire alarm or initiate a report warning of a fire, bombing, bomb threat, or other catastrophe or emergency without cause, or give false information or falsely report school incidents. A violation may result in the student being expelled for a period of up to one calendar year.

8. Inappropriate Behavior - Disturbance/Horseplay/Loitering

- a. A student shall not be involved in any type of inappropriate behavior, including but not limited to excessive noise and blocking/loitering in hallways, which will also include excessive noise for electronic devices and/or speakers.
- b. DISTURBANCES: Students causing disturbances on school premises (i.e. insubordination to teachers or other school employees or possession of firecrackers, smoke bombs, etc.) or having possession of, or threatening with, any type of weapon may be suspended from school.

9. Unauthorized Touching or Hitting or Throwing

- a. This is the act of physically touching or hitting, or making physical threats to a student or employee of the school system, or any other person while on school property or at a school event. This includes spitting or forcing bodily fluid onto a person. Charges may be filed in the event of an assault. A violation may result in the student being expelled for a period of up to one calendar year.

10. Disruptive Behavior

- a. A student shall not disrupt, attempt to disrupt, or urge others to disrupt the educational process, normal school operations, or any school or school-sponsored activity by violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other disorderly conduct.

11. Bullying and Hazing (Harassment and Intimidation)

- a. Ongoing and/or pervasive harassing, hazing, intimidating, bullying, and/or dating violence behavior by any student in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation, bullying, and/or dating violence means any intentional written, verbal, electronic, graphic, or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students or school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation; or at any official school bus stop.
- b. Bullying is defined according to [ORC 3313.666](#)
- c. Ongoing and/or pervasive hazing, harassment, intimidation, bullying, or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:
 - i. physical violence and/or attacks;
 - ii. threats, taunts, and intimidation through words and/or gestures;
 - iii. extortion, damage, or stealing of money and/or possessions;
 - iv. exclusion from the peer group or spreading rumors;
 - v. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as cyberbullying), such as the following:
 - 1. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - 2. sending abusive or threatening emails, web site postings or comments and instant messages;
 - 3. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - 4. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

12. Disrespect

- a. A student shall not use abusive, obscene, profane, or offensive language, gestures, or signs toward another student, school employee, or adult.
 - i. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

13. Insubordination

- a. A student shall not fail to comply with reasonable requests or directives of adults or school employees.

14. Damage to School Property/Vandalism

- a. A student shall not knowingly cause or attempt to cause physical damage to any school building or school property or private property of another, including the private property of school employees on school property. Parents, guardians, or custodians shall be held financially responsible for any such property damage, by their child, pursuant to O.R.C. [3109.09](#), [2307.70](#), and any other applicable sections of law. The building administrator will determine the extent of the damage and will assign discipline.

15. Extortion

- a. Extortion is defined, by Ohio Revised Code, as expose or threaten to expose any matter tending to subject a person to hatred, contempt, or ridicule, or to damage any person's personal or business repute, or to impair any person's credit.
- b. A student shall not commit an act of extortion, threatened extortion, or threaten reprisals in order to secure an object, benefit, or service from another person.

16. Fires

- a. A student shall not burn or attempt to burn any part of any building or objects, or any other property belonging to another person or to the Whitehall City Schools, unless authorized by school personnel.

17. Theft or Possessing Stolen Property

- a. A student shall not steal or attempt to steal property. If a student finds an item that does not belong to him/her, they must immediately turn it into a staff member. A person commits a theft when he/she:
 - i. obtains or exerts unauthorized control over the property of the owner (including computer software or copyrighted material); or
 - ii. obtains by deception control over the property of the owner; or
 - iii. obtains by threat control over the property of the owner; or
 - iv. obtains control over stolen property, knowing the property to have been stolen or under circumstances, as would lead him/her to reasonably believe that the property was stolen, and he/she:
 - 1. intends to deprive the owner of the use or benefit of the property; or
 - 2. knowingly uses, conceals, or abandons the property in such a manner as to deprive the owner of such use or benefit; or

3. uses, conceals, or abandons the property, knowing such use, concealment, or abandonment probably will deprive the owner of such use or benefit.

18. Public Display of Affection (P.D.A.)

- a. Student shall not have physical contact including but not limited to: cuddling, kissing and/or any other intimate touching.

19. Sexual Misconduct

- a. Students shall not engage in sexual misconduct on school grounds or at school-sanctioned events as defined in Ohio Revised Code ([ORC 2907.01](#)), including but not limited to fondling, sexual contact, sexual activity, intercourse, masturbation, nudity, prostitution, sexual acts that are harmful to juveniles.

20. Pornography & Sexting

- a. The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs.
- b. Whether by local storage or electronic data transfers or otherwise (commonly called texting, emailing, posting on social media, etc.) may constitute a crime under state and/or federal law.
- c. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

21. Presence in an Unauthorized Area or Trespassing

- a. A student shall not be on school grounds or in any unauthorized area of school grounds or any Whitehall City Schools building without permission.
- b. A student shall not be outside the building without permission.
- c. A student shall not leave school grounds without permission.

22. Truancy/Missing from Class

- a. Refer to the attendance section of the handbook and the Whitehall City Schools board policy [JEDA](#) and [Ohio House Bill 410](#).
- b. 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 month or 72 or more hours in a school year.
- c. School administrators will begin this process with the School Absence Intervention Team.
- d. If a student fails to attend an assigned period without an excuse, the absence will be counted as unexcused.

23. Tardiness

- a. Students are expected to arrive at school on time.
- b. Students are expected to abide by the school's class schedule and schedule, arriving to class on time.
- c. Tardiness to School: Refer to the attendance section of the handbook and the Whitehall City Schools board policy [JEDA](#).
- d. Tardiness to Class: If a student arrives late to class without a pass or excuse, the student will be considered tardy to class and may be referred to the office for additional discipline.

24. Driving Regulations/Use of Auto/Illegal Parking

- a. Students are not permitted to park in designated staff, visitor, and/or handicapped spaces, or improperly use an automobile to and from school and on school property, or be in violation of the parking code.

25. Gambling

- a. Students may not gamble anywhere on school grounds or a school event.

26. Use of Property

- a. Students may not use any school-owned property or another student's property without permission.

27. Bus Behavior

- a. A student shall not violate the bus rules listed in below. All bus discipline will be reported to the transportation supervisor and school administrator. (Refer to the School Bus Conduct section)
- b. Inappropriate behavior on bus/school transportation may result in suspension from riding privileges.
- c. **STUDENT CONDUCT ON SCHOOL BUSES**
 - i. The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure the safety and proper maintenance of school buses.
 - ii. Students will:
 - 1. Railroad Crossing - Be quiet, do not talk when the bus is approaching a railroad crossing or highway intersection
 - 2. Seats -Remain seated in assigned seats. Fighting also will not be permitted.
 - 3. Windows- Keep hands, heads, books and miscellaneous objects inside the bus, never outside the windows. Windows are to be opened only by approval of the driver.
 - 4. Eating –Eating or drinking on the bus is not permitted.

5. Quiet -Talk quietly -no yelling inside the bus or out the windows.
 6. Throwing Objects -Do not throw objects inside the bus or out the bus windows.
 7. Bus Stops -Wait until bus stops and driver gives the signal for crossing before leaving the residence side to board the bus. ·
 8. Crossing-Cross in front of the bus ONLY, approximately ten feet in front of bus.
 9. Time -Will be at designated pick-ups on time in the mornings and in the evenings when school is dismissed.
 10. 10. Profanity – the use of profanity or smoking, while on the bus, is not permitted
- iii. In general, students riding school buses shall be expected to conduct themselves in the same manner as in the classroom.
 - iv. Students are always under the direction of the driver while on the school bus.
 - v. Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in his forfeiting the privilege of transportation by school bus.
 - vi. Prior to the start of school: Bus rules will be sent home to students/parents.
 - vii. The following disciplinary procedure will be used on school buses:
 1. FIRST INCIDENT: The driver provides a formal warning to the student and issues a student misconduct report to the building principal or designee.
 2. SECOND INCIDENT: The driver issues a bus conduct report which includes up to a three-day suspension from bus transportation. *Parents will be notified of a loss of transportation privileges. The principal will set up a meeting with the parent, student and driver to discuss the problem.
 3. THIRD INCIDENT: The driver issues a bus conduct report which includes up to a ten-day suspension from bus transportation. *The parents will be notified of the loss of transportation privileges. The parents and student will meet with the principal prior to reinstatement to the bus. An intervention plan will be developed to prevent future misconduct.
 4. FOURTH INCIDENT: The driver issues a bus conduct report which includes up to a 30-day suspension from bus transportation. *Parents and student will be required to attend a conference with the principal to determine if/when riding privileges may be reinstated based upon meeting specific criteria.

5. FIFTH INCIDENT: The driver issues a bus conduct report which includes a loss of transportation privileges for the remainder of the school year. Parents will be notified of the loss of transportation privileges.
- viii. The following severe inappropriate behavior may result in the loss of transportation privileges for the remainder of the year at the time of the incident:
 1. Fighting on the bus during the route.
 2. Throwing an object at the bus driver during the route.
 3. Using profanity at the bus driver during the route.
 4. Willfully causing damage to the school bus.
- ix. Prior to implementing a suspension from the bus, it is necessary for the building administrator to contact parents/guardians. As some families do not have phones, the administrator may need to rely on mailing a notification of suspension to the home. In order to better communicate with the driver, the administrator will indicate the start and end date for the suspension on the bus misconduct form and fax it to the driver.

28. Academic Dishonesty

- a. A student shall not cheat or use unauthorized materials on tests or other schoolwork.
- b. Academic Dishonesty is failure to appropriately acknowledge another's intellectual property in one's own work, to falsify facts or misuse information, to use unauthorized materials during a test, quiz, or exam, or to assist or contribute to another's academic misconduct. If a student is concerned that his or her work may violate academic integrity, then it is the responsibility of the student to confer with the teacher prior to submitting work for credit.
 - i. Definitions
 1. *Cheating*: The act of deception by submitting work as one's own. This includes, but is not limited to copying another student's assignment either all or in part, or supplying a student with another's assignment. Cheating also includes using unauthorized materials such as notes, books, prohibited technology, calculators, or computers during a test, quiz, exam, or project. Students may not share information on tests, quizzes, and projects unless the teacher has explicitly given permission to do so.
 2. *Plagiarism*: The act of presenting the published ideas or words of another as one's own. This includes but is not limited to books, poems, speeches, films, TV, newspapers,

magazines, and Internet media. Using information from such sources requires proper citations and formatting in order to give credit to the author or speaker.

3. *Forgery*: The act of altering signatures, school-related forms, documents, or records (either paper or electronic form) for academic advantage.
4. *Stealing*: The act of taking academic information for personal gain. Examples include, but are not limited to, taking another student's work without permission, taking an exam key, removing a test from a teacher's room without permission, obtaining electronic material from a teacher's computer, or keeping test booklets instead of returning them to the teacher.
5. *Inappropriate Use of Technology* - I will not pass off work created by artificial intelligence as my own. This includes using artificial intelligence to generate responses to prompts, write essays, produce content, or solve problems. Doing so constitutes academic dishonesty.

29. Creating a Safety Hazard

- a. Student shall not create a safety hazard.

30. Dress Code Violation

- a. A student shall not violate the dress code. ([Refer to the Dress Code section](#))

31. Improper Possession and/or Use of Electronic Equipment/Devices

- a. Please refer to the following board policies - Computer/Online Services - Acceptable Use and Internet Safety ([EDE](#)), Bring Your Own Technology Program ([EDEB](#)), Use of Electronic Communications Equipment by Students ([JFCK](#)).
- b. This infraction includes all personally owned devices, including cell phones.
 - i. Students will use approved devices only for an educational purpose, and only when directed by a classroom teacher or administrator.
 - ii. Students must keep devices turned off and stored away when not directed to use them.
- c. All electronic devices may be searched if there exists a reasonable suspicion that they may have been used in an activity prohibited by the Code of Conduct.
- d. Students are expected to use technology in a responsible way that does not violate academic dishonesty infraction (#28).

32. Inappropriate Material

- a. Students are not to possess, bring, make, transmit, conceal, sell, or offer to sell inappropriate material or items. Example: pornographic or obscene material.

33. Inappropriate Use of Social Media

- a. Care must be taken on social media to maintain an atmosphere of respect consistent with the behavior expected of students in school.

Note: This is a representative listing of rules and violations. It is not a complete listing of all acts of misbehavior that may require disciplinary action. The Whitehall City Schools administration reserves the right to take disciplinary action as the situation warrants.

In addition to these items, a student may be subject to school disciplinary action, for misconduct that occurs off school property to the extent that the misconduct, regardless of when it occurs, is directed at a district official (or employee or the property of such official or employee.) Such action is deemed appropriate by the Board of Education because disrespectful acts could negatively affect student behavior at school and thereby cause deterioration in the learning environment. See ORC 3313.661(A).

Certain violations of the Code of Conduct involving firearms, knives, bomb threats, or serious physical harm to persons or property can result in the student being expelled for a period of up to one calendar year or being permanently excluded from school. See board policy.

Given a specific set of circumstances, charges may be filed against anyone who has violated the law in addition to school punishment.

The Code of Conduct shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with good order, discipline, or operation of the academic or educational process taking place in the school, or which substantially and materially is, or poses a threat to, the safety of persons or property.

Whitehall City Schools comply with all requirements of state and federal law in regard to the discipline of disabled students.

All Student Handbook policy references were current at the time of publication. Policies are subject to change as the Board of Education updates policies throughout the year. All discipline and policy enforcement will be based on current Board of Education policy located on the District website and/or at <https://go.boarddocs.com/oh/whitehall/Board.nsf/Public>. Please refer to board policies online for the most recent version.

In determining whether disciplinary action set forth in this policy is to be implemented, District administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media created and/or received as part of an investigation.

In addition, this statement of due process rights is to be placed in all student handbooks (see next page) in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely in a supervised learning environment within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in cocurricular, interscholastic, and/or non-interscholastic extra-curricular activities.

Board of Education Procedures and Rules

It is not the intention of this manual to be all-inclusive of the District's policies. The procedures listed below are for reference only and can be obtained in their entirety at the WCS district office. Board policies are available on the WCS website.

Due Process Rights – Policy [JFA](#) Student Suspension and Expulsion Procedures The Board of Education recognize that students have limited constitutional rights when it comes to their education. Accordingly, the Board establishes the following procedures which Administrators shall use when dealing with students:

Students Subject to Suspension

When a student is being considered for an out-of-school suspension by the Superintendent, Principal, or other administrators:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, Principal, or other administrators will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within ten (10) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

5. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Principal, assistant Principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its Designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which will be held in a private session at the request of the student, parent, or guardian. The procedure to pursue such an appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within ten (10) calendar days after the date of the notice to suspend.

Appeal to the Court

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

Students Subject to Expulsion

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date the expulsion begins. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which will be held in private session at the request of the student, parent, or guardian.

The procedure to pursue such an appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date the expulsion begins with the Treasurer of the Board or the Superintendent.

Appeal to the Court

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

Students Subject to Emergency Removal

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy [JGDA](#) - Emergency Removal.

Students Subject to Permanent Exclusion

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy [JEGA](#) - Permanent Exclusion.

Students Subject to Suspension from Bus Riding/Transportation Privileges

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy [JFCC-R](#) (also see [EEACC-R](#)) Student Conduct on District Managed Transportation

COMPUTERS - INTERNET - E-MAIL

With the implementation of technology in our district, it is important for students to realize there are strict laws governing the use of our electronic equipment. Misuse of this equipment could result in disciplinary action. A signed Acceptable Use Policy (AUP) must be on file before a student can receive a user account and password.

Computers are accessible to students for their use during the school year. Your child is responsible for the appropriate use of computers. If your child damages a computer, you are responsible to pay for the replacement or repair.

See appendix for Board policy EDE.EDEB & EDEB-R

CONCERNS/QUESTIONS

The district encourages parents to first work with their child's teacher(s) to address concerns or resolve conflicts. If you have further concerns after meeting with the teacher(s), contact the school's administration.

DISTRICT-WIDE TESTING

The types of district-wide tests at the elementary level are:

- Kindergarten Readiness Assessment (KRA)
- Trimester Diagnostic Assessments (Reading, Math) All Grades
- Ohio's State Tests
 - Grade 3 English Language Arts (fall & spring) & Math
 - Grade 4 English Language Arts, Math
 - Grade 5 English Language Arts, Math, Science
- OLSAT Assessment of Cognitive Abilities Grades 2 and 5
- Ohio English Language Proficiency Assessment (OELPA) for all students designated as Limited English Proficient

DRESS CODE

Part of the total educational process for students is learning to dress appropriately and behave responsibly in a variety of situations. Students are expected to dress in a manner appropriate to the school environment which does not cause disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting.

These regulations will assist parents, students, faculty, and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

These regulations will assist parents, students, faculty, and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

1. Students are responsible for dressing according to the approved dress code.

2. Parents/guardians are also responsible for ensuring students are dressed appropriately for school.
3. Administration and faculty, together, are responsible for the enforcement of the dress code. The dress code is enforced at school and school functions are not open to the public. The decision of the principal is final with regard to dress code violations.
4. When dress or grooming interferes with the cleanliness, health, welfare, or safety of students, or when dress or grooming disrupts the educational process by being distracting, indecent or inappropriate, it is prohibited. Clothing must be worn as designed.
5. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants in their program or activity.
6. As new trends in fashion or dress emerge or become out of date, the District reviews and revises the dress code to reflect the standards of the community.

Students shall adhere to the following guidelines for dress and appearance:

1. All clothing must conceal undergarments at all times. Shirts that reveal undergarments, cleavage, bare chests, or excessive skin, whether due to the transparency, length, fit, or lack of coverage of the shirt, are not permitted
2. Skirts, shorts, and dresses must be at mid-thigh or below. Garments may not be form-fitting unless covered by an appropriate loose-fitting garment that completely covers both the front and rear private and buttocks areas.
3. Shorts, skirts, and pants must be appropriately sized for the student and worn at the waist. Biking pants or spandex are not allowed. Leggings and other form-fitting bottoms will not be permitted unless worn with a loose-fitting top that completely covers both the front private and rear buttocks area.
4. Tank tops, tube tops, halter tops, spaghetti straps, muscle shirts, and any shirt revealing cleavage, midriffs, backs, or chests are not allowed. No transparent or open mesh garments or garments with large open sides may be worn without an underliner. Undergarments must not be exposed.
5. Shoes must be worn at all times and must not present a safety hazard. No flip-flops or slippers. Safety considerations may dictate the type of footwear worn in specific classes or school settings.

6. Headcoverings, sleepwear, and outerwear including but not limited to hats, hoodies, bandanas, sunglasses, masks, sweatbands including arm and leg bands, and other outdoor or head apparel are not permitted. Exceptions may be made by an administrator for religious, medical, or safety reasons. Headwear of any type that obstructs one's identity or makes it difficult to identify an individual will not be allowed.
7. Hooded articles of clothing may be permitted at the high school only but only if hoods are down and not worn on the head.
8. Clothing or accessories that could be interpreted as promoting hate or communicating negative, profane, or vulgar messages, or which advertise or are in any way related to alcohol, tobacco drugs, or weapon; or have sexual, vulgar, suggestive, or objectionable messages (explicit or implied) are not permitted.
9. Sleepwear including but not limited to pajamas, bonnets, blankets, and slippers is not permitted to be worn in school.
10. Hair must be clean and groomed.
11. Accessories that could be dangerous to persons or destructive to school property are not allowed.
12. The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang is not permitted.
13. The length and style of hair (both facial and head) and jewelry shall be limited if it constitutes a health or safety hazard, a distraction, or harmful to the building or equipment. In both cases, the student may be required to wear a protective covering or remove jewelry.
14. Clothing with large or inappropriately placed tears and holes are not allowed.
15. All clothing must be appropriately sized.
 - A. Pants/skirts must be cut to fit and worn at the waist.
 - B. Pants should not drag on the ground.
 - C. Pants worn low are prohibited.
 - D. No skin-tight clothing.
16. Wearing outdoor jackets/coats/hoodies in the building is not permitted in the middle school.

Violation of the dress code can result in exclusion from class until the violation can be resolved and/or disciplinary action is taken. In case of questionable dress (not explicitly covered in these guidelines), the problem will be discussed with the student, and appropriate corrective and/or disciplinary action may be taken. When necessary, a home contact seeking parental cooperation and assistance will be made. Repeating infractions will result in appropriate discipline. Exceptions to these guidelines may be made by building principals for activities such as proms, physical education, and other special events.

EMERGENCY CLOSING INFORMATION

When conditions are deemed unsafe, the district may find it necessary to delay or close school. Besides severe weather, there may be other times when school needs to be dismissed early. For your child's own peace of mind and safety during these times, it would be a good idea to have an emergency back-up plan for unscheduled dismissals. Plan ahead to have your child go to a neighbor's house, a prearranged sitter, or a relative. Both parent and child must be aware of the plan and know where to go in case of an emergency closing. Parents should always assume that school is in session unless it is announced that Whitehall City Schools are closed.

Listen to radio stations such as WMNI 920 AM, WNCI 97.9 FM, WCOL 92.3 FM and WYTS 1230 AM, and WSNY 95 FM. All three local TV stations WBNS 10, WSYX 6, and WCMH 4 will carry

EMERGENCY PROCEDURES

(Fire, Tornado & other Safe School Drills)

Specific procedures are posted in each classroom. A schedule of practice drills will be established by each building.

ENROLLMENT (Registration) POLICY & OPEN ENROLLMENT

To enroll new children in school, you are required to provide your child's birth certificate, child's immunization record, your lease, current rent receipt, mortgage statement, and proof of custody (if applicable). Teachers will be given notice after enrollment of a student in order to prepare for the new placement.

Parents who wish to have their child enrolled at another Whitehall City Schools elementary building need to fill out an open enrollment application. Open enrollment applications are to be completed on our website (www.wcsrams.org). Those applications are available April 15 (unless it falls on a weekend, then the following Monday) until 3:00 pm on the last day of school.

Board Policy JEC, Open enrollment JECBD

FEES

Students enrolled in district schools will be furnished ID Cards without cost. Replacement cost for ID cards is \$3.00.

Board Policy JN, ORC 3313.642

FIELD TRIPS

Any student attending a field trip must have a completed field trip permission form on file at school.

(See Annual School Trip Permission Form in the appendix.)

Board Policy HCA

FIRE DRILLS

(See Emergency Procedures)

HEAD LICE (PEDICULOSIS)

There are occasional cases of head lice within our student population. This can happen in any institution where people come in close contact with one another. Parents will be given information on the treatment and follow-up for head lice. Immediate treatment is essential to control this condition. If a student has been

identified as having live lice on 3 or more occurrences, it will be considered chronic and at that time a meeting between the parent, school nurse, social worker and anyone else that it pertains to will be called. At the meeting a plan will be set up to help the family eradicate the lice infestation.

ILLNESS OR INJURY AT SCHOOL

In the event of serious illness or injury, emergency medical services will be called. Attempts will be made to contact a child's parents when serious illness or injury occurs at school.

Please keep your school informed if you change your place of employment, your sitter, or any of your emergency contacts. Ill or injured elementary students will not be sent home alone.

Board Policy EBBA-R

IMMUNIZATION

Students eligible for kindergarten and students new to the district must present written evidence of immunizations, or written evidence to indicate that they are in the process of receiving such immunizations. These should be completed no later than the day of entrance. Students failing to complete such immunizations within 14 days after entering are not permitted to return to school.

Board Policy JHCB

INHALERS FOR ASTHMA

Children who require asthma inhalers are now allowed to carry them at school. In order to do so, the school must be provided both the written permission of the parent and the written approval of the child's physician.

HB 121 (See Medical Form in appendix.)

LOST AND FOUND

Students finding items at school should place them in the Lost and Found where the owner can claim them. Students losing items should check the Lost and Found frequently when attempting to find a lost item. Parents/guardians are encouraged to mark coats, jackets, hats, boots, lunch boxes, etc. with the student's name. Unclaimed items will be given to a charitable organization after a reasonable length of time. The school is not responsible for lost or stolen items.

LUNCHES

(See Cafeteria)

MEDICATION POLICY

All prescription and over-the-counter medications can only be administered when the Whitehall City Schools medication form is completed and signed by the parent/guardian and the child's physician.

All medication must be in the original container with original prescription label intact.
(See medical form in appendix.)

Board Policy JHCD-R, ORC 3313.713

MISSING CHILDREN & VERIFYING CUSTODY OF CHILDREN

To comply with the "Missing Children Law" we require an original birth certificate be brought in for the registration process of new students. Further, we require divorced or separated parents to prove custody prior to enrollment. We also require school records be forwarded to us to verify a student's attendance at other non-Whitehall schools. If no records are received after 14 days, the child may be reported to the Whitehall Police as a possible missing child.

Board Policy JEE

NONDISCRIMINATION/EQUITY IN EDUCATION

"It is the policy of the Whitehall City School District not to discriminate, in violation of federal or state law, on the basis of race, color, national origin, ancestry, sex, age, veteran's status, religion, or disability in admission to, access to, participation in, or employment in any service, program, or activity sponsored by the Whitehall City Schools."

(See appendix for Board Policy AC)

OFFICE HOURS

8:00 am – 4:30 pm

Office is closed daily from 3:00-3:45pm

OPEN ENROLLMENT

(See Enrollment)

PARENT-TEACHER CONFERENCES

(See Report Cards)

PHYSICAL RESTRAINT/REDIRECTION OF A CHILD

A student may need to be physically redirected or restrained in order to prevent them from harming themselves or others. Staff members may use prudent judgment when the need arises to touch a student who is creating a safety problem.

Board Policy JF

PLAYGROUND RULES

- All students are to remain in the designated supervised area.
- Hazardous games or activities are not permitted.
- Once outside, students will remain outside until recess ends or a teacher instructs otherwise.
- Horseplay or throwing of dangerous objects will not be tolerated.
- No play fighting is allowed. If it looks like fighting, it's fighting, and must be stopped.
- Tackle and wrestling type activities are not permitted.

PARENT/TEACHER ORGANIZATION

Our Parent teacher organizations have shown excellent support for our school by providing classroom parties, fund-raising projects, scholarship programs and a multitude of other activities. You are encouraged to join and support the parent/teacher groups.

PROMOTION/RETENTION

By law any student who has been truant for ten percent or more of the days school is in session cannot be promoted unless the principal and teacher agree that the student is academically prepared to proceed to the next grade. State of Ohio law requires students to attend school ninety percent of the day's school is in session.

Board Policy IKE, ORC 3313.609

Due to the state law referred to as Third Grade Reading Guarantee, a student must meet the promotion benchmark on the 3rd Grade English Language Arts Assessment. If a student does not reach that score, the student may still move on to fourth grade if he/she qualifies for a retention exemption, per ODE guidelines. If the student is not eligible for an exemption, but the student can demonstrate reading proficiency on the state assessment by the end of the summer, the student will be promoted to the fourth grade. If the student does not demonstrate proficiency in reading during the summer on a state approved assessment, then the student will be considered a retained student. The student will enter the third grade for the second time. Any promotion after the start of the school year, even as early as September, would be considered a mid-year promotion. (www.ode.state.oh.us)

ARRIVAL/DISMISSAL/RECESS WEATHER POLICY

Please dress your child for the weather. All children will be expected to go outside for arrival/dismissal/recess unless a doctor's note is provided. However, if the wind chill temperature is below 25 degrees Fahrenheit arrival/dismissal/ recess may be held indoors.

RECORDS, ACCESS TO STUDENT

Parents, legal guardians, and school personnel are the only persons permitted access to your child's records unless a signed release from the parent or legal guardian is secured.

Board Policy JO, ORC 3313.642

REPORT CARDS AND TEACHER CONFERENCES

An excellent way of understanding your child's progress is by meeting with your child's teachers. The district schedules parent-teacher conferences twice a year. The teaching staff always encourages parent-teacher communication and will schedule conferences for parents as needed.

Progress reports are published on the Parent Portal 4 times per year for elementary school students. As a rule, reports are published one week after the end of the grading period. Student achievement in grades Kindergarten through Four will be reported in terms of Proficient, Basic, or Limited. Fifth grade students receive traditional letter grades.

Academic success is a result of several factors, including school attendance, positive school attitude, class participation, and test performance.

Board Policy IKAB R

SIGNING A CHILD OUT EARLY

(See Visitation)

STUDENT INSURANCE

Student accident insurance is available to students of the Whitehall City Schools, at the financial responsibility of the parent. The insurance provides 24-hour coverage. Contact the school for more information on student insurance.

TEACHER CONFERENCES

(See Report Cards)

TELEPHONE--STUDENT USE IN EMERGENCY

Office phones are for school business; therefore, we must use discretion before permitting students to make calls. Students may use the phone after they have received permission from the school secretary or other office personnel.

Students may be allowed to possess pagers, cellular telephones 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 turned off during school hours unless authorized by a school administrator. Students are not permitted to call home for band instruments, P.E. clothes, homework, etc. Students are not allowed to receive phone calls at school. Should you need to reach your child, please call the school office and we will get a message to the student.

Board Policy JFCK

TEXTBOOKS, LIBRARY BOOKS, OR OTHER CLASSROOM BOOKS

All books are loaned to students for their use during the school year. Your child is responsible for all loaned books. If your child loses, misplaces, or damages a book, you are responsible to pay for the replacement.

TORNADO DRILLS

(See Emergency Procedures)

TRUANCY

(See Appendix)

Any student who is absent from school without parental permission or is absent from any assigned area within the school will be considered truant. Any truant student, whether missing from one class or missing for the day, will receive appropriate disciplinary action. The district's Attendance Officer will be contacted for cases of truancy, tardiness, excessive early release and excessive absence. Students may also be referred to the appropriate court services for truancy.

Board Policy JED and JEDA

VISITATIONS TO SCHOOL

Safety and security is of the utmost importance. If there are sensitive issues regarding access to your child during the school day, please make sure the classroom teacher, the school secretary, and the building principal are aware of the situation. Visitors will not be allowed to enter the building and walk to classrooms with students during arrival. All classroom observations and/or visits shall be by appointment only.

All visitors are required to report to the office, sign-in and pick up a visitor's pass. **Early pick-up is not permitted less than 35 minutes before dismissal.**

Board Policy KK-R

VOLUNTEERS IN EDUCATION

Parents and other interested adults are welcome to take part in helping our children. If you would like to participate in this program, please call your child's school.

WHITEHALL CITY SCHOOL COMPLIANCE OFFICER/ CIVIL RIGHTS COORDINATOR

Title: Director of Support Services and Community Relations

Address: 675 S. Yearling Road, Whitehall, OH 43213

Phone: 614-417-5119

Email: nondiscrimination@wcsrams.org

(See appendix for board policy AC-Nondiscrimination)

APPENDIX



2023-2024 School Year

Dear Parents/Guardians and Students,

There is a law regarding truancy in Ohio of which everyone needs to be aware and understand School-aged students are now considered "**habitual truants**" if they are absent **without excuse** for:

- 30 or more consecutive hours
- 42 or more hours in a month
- 72 or more hours in a school year

By Board of Education policy, the only absences that will be considered excused are illness of the student, illness in the family, death in the family, quarantine for contagious disease or religious reasons. All other absences will be considered unexcused. In order for an absence to be excused, a phone call the morning of the absence or a note when the student returns to school is required. Once a student has reached 65 hours of excused absences in addition to the parent notification additional information/documentation may be required.

In an effort to correct truancy problems, parents/guardians will be notified by the school when a student's absence is approaching one of the levels listed above.

If the attendance problem is not corrected once parents/guardians are notified, the Board will direct the administration to develop an intervention strategy to improve the student's attendance.

If these interventions are not successful, the district will file a complaint with the juvenile court.

It is very important that students are in school on time all day each and every day. We encourage parents/guardians to make sure that your child is in school or that the school is notified with a reason for any absence.

We appreciate your cooperation in assisting us with the educational progress of your student by encouraging regular attendance.

Thank you,

Sharee Wells

Sharee Wells

Superintendent



**Notice of Right to Know Teacher Qualifications
2023 - 2024 School Year**

Re: No Child Left Behind (NCLB) Act, Section 1111 (h) (6) (A)

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The Federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's classroom teacher.

These qualifications include:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives the state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
4. Whether your child is provided services by instructional paraprofessionals and if so their qualifications.

You may ask for the information by returning this letter to my attention at 625 S. Yearling Road, Whitehall, 43213 or by email at tracem@wcsrams.org. You may also fax to (614-417-5023).

Child's full name _____
Parent/guardian name _____
Address _____
City, state, zip _____
Teacher's name _____

Sincerely,

Mark Trace

Mark Trace

Deputy Superintendent

File: AC

Nondiscrimination

The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information.

District Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's compliance officer:

Name: Doug Shoemaker

Title: Director of Support Services & Community Relations

Address: 675 S. Yearling Road, Whitehall, OH 43213

Phone number: 614-417-5119

Email: nondiscrimination@wcsrams.org

The name, title, and contact information of this individual is annually published in District handbooks and on the District website.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1975.

The compliance officer is responsible for addressing any inquiries or complaints regarding discrimination or retaliation in a prompt and equitable manner.

Reports and Complaints of Unlawful Discrimination/Harassment

Individuals who feel they have been subjected to unlawful discrimination or retaliation may file a complaint, either orally or in writing, with the compliance officer or an administrator, supervisor or other district-level administrator. Employees are required to promptly report to the compliance officer or an administrator, supervisor or other district-level administrator when they become aware of incidents of unlawful discrimination or retaliation. All other persons associated with the District are encouraged to promptly report when they become aware of such incidents. Any administrator, supervisor or district-level administrator who receives such a complaint must forward it to the compliance officer.

The Board has developed complaint procedures, which are made available to every member of the school community. The complaint procedures are not intended to interfere with the rights of any individual to pursue action through State and/or Federal law, contact law enforcement, or file a complaint with the United States Department of Education, Office of Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

The Board has adopted separate policies and procedures for sexual harassment, including the identification of the Title IX Coordinator. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

Interim Measures and Responsive Action

Upon receiving a complaint, the compliance officer will consider whether any interim measures should be taken to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter discrimination.

The District shall enforce its prohibitions against unlawful discrimination by taking responsive action reasonably calculated to stop and prevent further misconduct. Employees or students who engage in unlawful discrimination or retaliation may be subject to disciplinary action. The Board has identified disciplinary penalties, which may be imposed on the offender(s).

Confidentiality

Matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible.

Retaliation

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy. Any administrator, supervisor or district-level administrator who is aware of such retaliation shall forward it to the compliance officer. Reported acts of retaliation will be promptly investigated and addressed.

CROSS REFS.: Staff Handbooks

Student Handbooks

Legal

Civil Rights Act, Title VI; 42 USC 2000d et seq.

Civil Rights Act, Title VII; 42 USC 2000e et seq.

Education Amendments of 1972, Title IX; 20 USC 1681 et seq.

Executive Order 11246, 1965, amended by Executive Order 11375

Equal Pay Act; 29 USC 206

Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.

Rehabilitation Act; 29 USC 794
Individuals with Disabilities Education Act; 20 USC 1400 et seq.
Age Discrimination in Employment Act; 29 USC 623
Immigration Reform and Control Act; 8 USC 1324a et seq.
Americans with Disabilities Act; 42 USC 12101 et seq.
Ohio Constitution Art. I, Section 2
ORC Chapter 3323
ORC Chapter 4112
OAC 3301-35-02
CONTRACT REF.: Teachers' Negotiated Agreement
CONTRACT REF.: Support Staff Negotiated Agreement

Cross References

ACA - Nondiscrimination on the Basis of Sex
ACAA - Sexual Harassment
ACB - Nondiscrimination on the Basis of Disability
EDE - Computer/Online Services (Acceptable Use and Internet Safety)
GBA - Equal Opportunity Employment
GBO - Verification of Employment Eligibility
IGAB - Human Relations Education
IGBA - Programs for Students With Disabilities
JB - Equal Educational Opportunities
JFC - Student Conduct (Zero Tolerance)
JFCEA - Gangs
JFCF - Hazing and Bullying (Harassment, Intimidation and Dating Violence)

NOTICES

DESIGNATION OF REQUIRED TITLE IX COORDINATOR

The following individual has been designated to serve as the District's Title IX Coordinator[s]. Such Coordinator[s] is authorized to coordinate the District's efforts to comply with its responsibilities under Title IX.

Name: Doug Shoemaker

Title: Director of Support Services & Community Relations

Address: 675 S. Yearling Road, Whitehall, OH 43213

Phone number: 614-417-5119

Email: shoemakerd@wcsrams.org

NOTIFICATION OF POLICY

The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX and its implementing regulations not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

NOTIFICATION OF GRIEVANCE PROCEDURE

The District has adopted a grievance procedure to provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and its implementing regulations. This procedure describes how to report or file a complaint of sex discrimination, how to report or file a complaint of sexual harassment, and how the District will respond.

The District's Policy and Procedures can be found at: [BoardDocs® LT](#)

Whitehall City School Policies -

<https://go.boarddocs.com/oh/whitehall/Board.nsf/Public>

Absences and Excuses (Policy JED)

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.

The Board directs the Superintendent/designee to develop appropriate procedures for tracking student attendance based on the mode of learning. The District monitors daily absences for trends related to COVID-19.

Students will not be penalized for absences related to contracting COVID-19 or having to quarantine or isolate due to COVID-19 exposure/symptoms, regardless of whether the student is participating in-person, remotely or both.

Reasons for which students may be medically excused include, but are not limited to:
personal illness of the student;

1. illness in the student's family necessitating the presence of the child;
2. quarantine for contagious disease or;
3. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

Any limits that may be in place regarding the number of medical excuses that will be authorized without a doctor's note may be extended if the student or someone in the student's family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.

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

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);

1. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
2. observance of religious holidays consistent with a student's truly held religious belief;
3. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
4. college visitation;
5. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
6. absences due to a student being homeless;
7. temporary internet outage for individual students or households;

8. technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson;
9. absences due to COVID-19 reasons that are not considered medically excused until alternative arrangements can be made or
10. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

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 at least 90 hours during a school year.

Attendance and Accounting ([Policy JEE](#))

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts are made to identify missing children and to notify the proper adults or agencies.

Except where required by State law, at the time of initial entry into school, a student shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her that were maintained by the school that he/she most recently attended. In lieu of a birth certificate, birth documentation may include:

a passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
an attested transcript of the certificate of birth;

1. an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
2. an attested transcript of a hospital record showing the date and place of birth of the child or
3. a birth affidavit.

Except where required by State law, if the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days, the principal shall notify the law enforcement agency having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his/her parent(s). The staff provides as much assistance as is reasonable to parents with this responsibility.

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse with 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

The Board designates the Superintendent to develop informational programs for students, parents and community members relative to the subject of missing children.

Weapons in School ([Policy JFCJ](#))

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives, and other weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or

knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county juvenile judge and registrar of motor vehicles within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by State law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's student code of conduct and State law.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Student Conduct ([Policy JFC](#))

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. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

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. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

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.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The student code of conduct is made available to students and parents and is posted in a central location within each building.

Hazing and Bullying ([Policy JFCF](#))

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

Throughout this policy, the term bullying is used in place of harassment, intimidation, and bullying.

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. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

ACCEPTABLE USE POLICY ([Policy EDE](#)) ([Policy EDE-R](#))

Whitehall City Schools provide students with access to computer equipment, programs, systems, email, internet, and other technologies. Each student must take responsibility for the appropriate and lawful use of this access. Students shall not use the school district's equipment, systems, or network for activities that cause harm to others or damage to their property; or that violate the law, Board policy, or the Student Code of Conduct. The board or authorized district officials will make a good-faith judgment as to which materials, files, information, software, communications, and other content and activities are permitted and prohibited under particular circumstances based on the following guidelines. Uses and activities that are considered unacceptable and constitute a violation of this policy include, but are not limited to: illegal activities, accessing inappropriate material, inappropriate or insensitive communication, violating copyright laws, copying software, plagiarism, misuse of equipment, passwords or software, malicious use or vandalism, and unauthorized access to the internet. The district and its staff reserve the right to filter and monitor district devices and district internet usage at all times. (24/hours, 365/days a year)

Whitehall City Schools will use a variety of services that allow the district to monitor students' WCS Google accounts, all accounts linked to that WCS Google Account, and students' WCS-owned Chromebooks. These services may have the ability to notify students when minor infractions occur. As well as notify WCS administrators is a major infraction occurs or the possibility of self-harm exists.

Please review policy EDE in its entirety on the district website for additional details.

Dear Whitehall Families,

We are pleased to share that we will continue our partnership with OhioGuidestone to provide vital services to the Whitehall community and Whitehall City Schools. OhioGuidestone and the ADAMH Board of Franklin County are working to provide prevention services for the students in the Whitehall City Schools to help address and prevent behaviors that can put children at high risk for future issues.

OhioGuidestone is a community solutions organization. They offer a unique blend of behavioral health treatment services, skill building programs and prevention opportunities for children and families. They not only help resolve problems that already exist, but teach skills to help individuals become self-sufficient and prevent future obstacles to success. Offered services help individuals not only to survive, but thrive.

Preventative services may include small groups, consultation and crisis intervention. In the event of an urgent or emergent situation, Whitehall City Schools may provide OhioGuidestone with parent/guardian contact information such as parent name, child name, phone number and address.





HEART OF OHIO FAMILY HEALTH

Whitehall City Schools – Heart of Ohio Family Health – School-Based Health Center

Heart of Ohio Family Health (HOFH) and Whitehall City Schools (WCS) have established a partnership to improve the overall health and wellness of students, staff, and families. ***As a WCS student, your child will automatically be enrolled with HOFH services.***

School-Based Health Services include and *are not limited to* the following:

- Referrals to and within HOFH specialties for both student and family
- Enrollment in HOFH's 340B Drug Discount Program
 - Provides a 20-95% discount on prescription drugs
- Sliding Fee Scale Discount Program
 - Places a cap on out-of-pocket payments if patients should lose health insurance
- HOFH Transportation and Telemedicine
 - Telemedicine is an alternative to traditional health care when a patient has time, transportation, or access constraints. These appointments are performed via telephone or video chat.
 - Transportation services to bring patients from other school locations to Whitehall-Yearling High School (or other HOFH clinics, if applicable) for care, and back to school when complete.
- Data Sharing between HOFH and WCS
 - Helps HOFH track health trends and intervention outcomes among the population
 - Can assist with improving the quality of care
- Mentoring and Internship pairings
 - Pairs students with HOFH providers and staff for hands-on educational opportunities through internships and mentor-mentee relationships
 - Ultimate Goal: to pique student interest in clinical careers post-high-school.
- Alternative Penalty Program
 - Utilizes HOFH Behavioral Health services in lieu of (or in addition to) traditional academic penalties such as suspension or expulsion

Parents and guardians have the right to opt their child out of the service agreement.

If you ***do not*** want your child enrolled with Heart of Ohio Family Health, you may request a ***School-Based Health Opt Out Form*** from WCS School Nurse, Wendy Siegel
siegelw@wcsrams.org



This health center is a Health Center Program grantee under 42 U.S.C. 254b,
and a deemed Public Health Service employee under 42 U.S.C. 233(g)-(n).

Administration: 5000 E. Main Street, Columbus, OH 43213 • Tel: (614) 235-5555 • Fax (614) 536-1994

Medication Administration Record (MAR)
General Medication Form
(Including Asthma Inhaler and Epinephrine Auto-injector use)



Student Information:

Student name:		DOB:	
Student address:			
School:	Grade:	Teacher:	School Year:
Drug Allergies:			

Prescriber Information:

Medication:		Circumstances for use:	
Dosage:	Route:	Time/Interval:	
Date to begin:		Date to end:	
Special instructions/treatment in the event of adverse reaction:			
Epinephrine Auto-injector: <input type="checkbox"/> Not applicable <input type="checkbox"/> Yes, as the prescriber, I have determined the student is capable of possessing and using the Auto-Injector appropriately and have provided the student with the proper training to do so.			
Asthma Inhaler: <input type="checkbox"/> Not applicable <input type="checkbox"/> Yes, as the prescriber, I have determined the student is capable of possessing and using an Asthma Inhaler and have provided the student with proper training to do so.			
Possible Adverse Reactions to Medication:			
<input type="checkbox"/> Does the Medication require re Fridgeration?		<input type="checkbox"/> Is the medication controlled?	
Prescriber name:		Prescriber signature:	
Date:	Phone #:	Fax#:	

Parent/Guardian Authorization:

By signing this I authorize an employee of the school to administer the above medication, and understand that additional parent/prescriber signed statements will be needed if medication dosage is changed, and I authorize the Licensed Healthcare provider to speak with the prescriber/pharmacist to clarify a medication order. I also understand that medication must be in original container and properly labeled. <input type="checkbox"/> By checking this box, I authorize the student to self-carry Epinephrine Auto-injector and or an Asthma Inhaler	
Parent/Guardian signature:	
Contact #:	Date:

Medication Document Record (MDR)

Student Name:		<input type="checkbox"/> Male <input type="checkbox"/> Female		Home Address:	
Grade:	Teacher:	School:	DOB:		
Parent/Guardian:		Phone #:			
Best Safe Practice: <input type="checkbox"/> Triple check, right student, right medication, right dose, right time, right route <input type="checkbox"/> Original Container					
Medication Name:		Begin Date:		End Date:	
Medication Dosage:		Adverse Reactions:			
Medication Time:		Special Instructions			

X=no school AB=Absent ER=Error O=No medication available F=Field trip H=Hold

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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July																															



Student Handbook Acknowledgement Form

Student Name: _____
(Please Print)

I acknowledge that I have received a copy of the Kae Avenue Elementary School, 2023-2024 Student Handbook which includes the Student Code of Conduct approved by the Whitehall City Schools, Board of Education.

- I understand that it is my responsibility to read and comply with the Code of Conduct and other policies contained in said Handbook.
- I acknowledge that I am expected to conform to the rules contained in the Student Handbook and Code of Conduct.
- I understand the importance of respecting the rights and responsibilities of all students and staff within the building.
- I acknowledge that I understand the expectations of the Acceptable Use Policy (AUP) and agree to abide by the policy.
- The above-mentioned Student Handbook and AUP describe important information and I understand that I should consult an Administrator regarding any questions about said handbook, AUP and their policies.

Therefore, I state, by evidence of my signature below, that I acknowledge receiving a copy of the the 2023-2024 Whitehall City Schools Student Handbook containing the policies and procedures of Whitehall City School District including, but not limited to, the Student Code of Conduct, Dress Code policy, Weapons in School policy, Student Conduct policy, Hazing and Bullying policy and the Technology Acceptable Use policy.

A copy of said handbook was provided to me by Whitehall City School District.

Student Signature: _____ (or written name)

Parent Signature: _____ (or written name)

Today's Date: _____

Administration | 625 South Yearling Road | Whitehall, Ohio 43213



Video, Photography, and Website Publishing Release Form

Prior to allowing your child to be videotaped or photographed in any public school activities, we require parental or guardian authorization.

I give my permission for my child to be included in videotaping or photographing of school activities. I understand all videotaping/photography will be related to classroom and/or extracurricular programs, activities and other school functions. I realize that videos may be edited and broadcast to the community via the district web site and/or any other media outlet. Permanent copies in various media may be maintained and used by the district for various purposes.

I support the school district's efforts to develop video or web programming. I understand that all videotaping done within the school system will be utilized for education enrichment or community information purposes and will not be commercially aired or distributed. I release any claim to copyright.

I acknowledge reading this authorization and agreeing to the terms of this release. Parent or

Guardian Name: _____

Parent or Guardian Signature: _____

Child Name: _____ **Date:** _____

Childs's School: _____

Administration | 625 South Yearling Road | Whitehall, Ohio 43213



Annual School Trip Permission Form

A portion of our work with children consists of acquainting them with their community. There is a need for students to make observations and visit places of historical interest. In addition, we want to expose students to community services and cultural experiences. In order to furnish these experiences, it is sometimes necessary to take students away from the school premises.

If you are willing to have your student go on school sponsored trips, please complete this form and return it to the school. We will consider this approval valid for the remainder of the school year. **You will be notified about all field trips prior to them taking place.**

Please return this portion to your student's school.

TRIP PERMISSION SLIP

Student Name: _____ has my permission to go on trips sponsored by the school.

Student's Grade: _____

Student's School: _____

Parent/Guardian's Signature: _____ **Date:** _____