



West Geauga  
High School

Parent-Student  
Handbook

2018-2019

# West Geauga High School Parent-Student Handbook

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# West Geauga Local School District

## Central Office Administrative and Staff Directory

Reception Desk: 729-5900/Fax: 729-5939

### Telephone

Dr. Richard Markwardt, Superintendent	729-6810
Mrs. Nancy Benincasa, Assistant Superintendent	729-6805
Mrs. Karen Penler, Treasurer	729-6815
Mrs. Amy Davis, Director of Pupil Personnel	729-6804
Mr. Sean Whelan, Director of Technology & Operations	729-6803
Mr. Ian Cooper, EMIS Coordinator & Registration	729-6807
Mr. Mark Richardson, Facilities Manager	729-6808
Mr. Ed Chandler, Systems Technician	729-6818
Mr. Don Baker, Computer Technician	729-5918
Mrs. Tina Centanne, CAA – Payroll/Benefits	729-5934
Mrs. Ellen Cochran, CAA – Fiscal Specialist	729-5932
Mrs. Stacy Marotta, CAA – HR/Curriculum & Instruction	729-5936
Mrs. Diane Martin, CAA to Superintendent/Facilities Scheduler/Receptionist	729-5913
Mrs. Sue Rischar, CAA – Accounts Payable	729-5933
Mrs. Kathy Russell, CAA – Pupil Personnel & Operations	729-6806
Mrs. Cheryl Fowler, Transportation Supervisor	729-0026, opt.2
Mr. Todd Janes, Head Transportation Mechanic	729-0166, x1127

### **Middle School**

Mr. Jim Kish, Principal	729-5947
Mr. Shawn Krippel, Assistant Principal	729-5945

### **Lindsey Elementary School**

Mrs. Kim Menta, Principal	729-5985
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### **Westwood Elementary School**

Mrs. Deborah Nanney, Principal	729-5995
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# West Geauga High School Administrative and Special Service Staff Directory

High School Phone – 729-5950/Fax – 729-5959

Telephone

Mr. Jay Bishop, Principal	729-5955
Mrs. Joyce Laurita, Principal's Secretary	729-5956
Mrs. Lisa Porter, Main Office Secretary/Receptionist	729-5961
Ms. Michelle Sargent, Counseling Secretary	729-5962
Mr. Ron Dahlhofer, Assistant Principal	729-5957
Mrs. Theresa Poelking, Attendance Secretary	729-5958
Attendance Line	729-5951
Mr. Tim Skoczen, Athletic Director	729-5960
Mr. David Callahan, School Counselor (A-K)	729-5963
Ms. Sarah Widman, School Counselor (L-Z)	729-5965
Mrs. Sarah Thrasher, Media Specialist	729-5922 ext. 4195
Mr. Jason Branch, Band Director	729-5922 ext. 6156
Mrs. Dawn Mansfield, School Nurse	729-5952
Mr. Mark Rich, Student Resource Officer	729-5969

# WELCOME

Welcome to a new school year at West Geauga High School. We are here to help provide you with a positive school experience. By becoming actively involved, you can help make this school year one of the most challenging, creative, inspiring and stimulating times of your life.

We have many reasons to be proud of our school and its accomplishments. With students who are willing to work hard and dedicate themselves to success, there is no reason why we cannot continue to say proudly that “West is Best”. The staff and administration are dedicated to helping you achieve and reach your expectations.

In this handbook, we provide school guidelines and procedures to help you succeed at West Geauga High School. We also would like to remind the student body of its responsibility to create an atmosphere of behavior, which instills pride in belonging to West Geauga High.

We wish you a very successful school year; do not hesitate to share any concerns with us.

Jay C. Bishop  
Principal  
West Geauga High School

## WEST GEAUGA HIGH SCHOOL MISSION STATEMENT

The mission of the West Geauga Local Schools is to help students reach their academic and career potential and pursue high ethical standards. To achieve this, we blend traditional practices with proven educational innovations, including technology, in an effort to achieve and maintain a standard of excellence.

### FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules as of 2018-19 school year. If any of the policies or administrative guidelines referenced herein are revised during the 2018-19 school year, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

# FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

West Geauga Local School district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. FERPA is a Federal law that protects the privacy of student educational records. FERPA gives parents and students over age of 18 (“eligible student”) certain rights with respect to their child’s or their educational needs.

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides no amendment is needed, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions. School officials with legitimate educational interest, other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting studies for or on behalf of the school; to comply with a judicial order or lawfully issued subpoena; state and local authorities, within a juvenile justice system; and appropriate officials in case of health and safety emergencies.

Schools may disclose without consent, “directory” information which includes, but not limited to, a student’s name, address, telephone number, e-mail, photograph, date and place of birth, grade level, dates of attendance, honors, awards and degrees, participation in sports and extracurricular activities, and height/weight of athletes. **Parents may elect that the school not disclose such information with prior written consent. Parents who do not want directory information for their child released, need to contact the main office in writing within ten (10) days of the receipt of this handbook.**

## PROTECTION AND PRIVACY OF STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students’ privacy and restrict access to students’ personally identifiable information. Refer to Board Policy 8330.

## **EQUAL EDUCATION OPPORTUNITY**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

## **STUDENTS WITH DISABILITIES**

The Board of Education is committed to providing a free appropriate public education (FAPE) to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations. This includes students who are confined to community corrections facilities or juvenile detention centers. The District shall provide students with disabilities the services to which they are entitled pursuant to their individualized education programs (IEPs) and in accordance with the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities, including Child Find and Evaluation requirements. Students with disabilities who are in adult county jails shall continue to receive FAPE during incarceration subject to their continued eligibility for services and subject to exceptions related to security and safety.

In order to satisfy the requirements of the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities ("Ohio Operating Standards"), the Board of Education adopts the model policies and procedures promulgated by the Ohio Department of Education's Office of Exceptional Children (ODE-OEC), which is incorporated by reference into this policy. While the Special Education Model Policies and Procedures ("Model Policies") issued by the ODE-OEC are comprehensive, the document does not include every requirement set forth in the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA"), the regulations implementing the IDEIA, the Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code. As such, the Board affirms its obligation to follow these laws and regulations, regardless of whether their provisions are restated in the Model Policies.

# CODE OF CONDUCT, RULES AND REGULATIONS

## WEST GEAUGA SCHOOL CODE

Good citizenship, both in and out of school is the personal responsibility of each student. It is the obligation of each student to know and follow the rules, to develop the skill by which he/she may best contribute to the school program, and to maintain high standards of personal conduct.

### STUDENT CONDUCT CODE

1. A student attending West Geauga Schools has basic rights and responsibilities under the Constitution of the United States.
2. A student is required to obey all laws required of good citizens on school property as well as of school property. Appropriate law officials will be informed of such suspected violations.
3. Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras.
4. This code of conducts is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited school busses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of conduct includes:

- a. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
  - b. Conduct that, regardless of where it occurs, is directed at the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.
5. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Excel Technical Education Career program is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based on the Student Code of Conduct of either West Geauga High School or The Excel Technical Education Career program.

Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school. Suspension from one school means that a student is suspended from both.

**A violation of any school rule or regulation may result in disciplinary action, including suspension, after school detention, Saturday School, in-school restriction, removal from school, removal from school transportation, expulsion or possible court action, or denial of participation in extracurricular activities including exclusion from the graduation ceremony (ALL SENIORS RECEIVING SUSPENSIONS DURING THE 4<sup>TH</sup> QUARTER WILL BE EXCLUDED FROM GRADUATION CEREMONIES).**



**RULE 1. MISCONDUCT:** School disciplinary action will be taken in addition to any action civil or juvenile authorities choose to take. Misconduct may include but are not limited to the following: assault, battery, larceny, robbery, malicious mischief, unlawful assembly, disturbing public assembly, malicious threats, affrays, unauthorized fire, malicious use of the telephone, false fire alarms, extortion, igniting fireworks, use, possession, sale or transmission of alcoholic or unlawful stimulant or depressant drugs or counterfeit controlled substances and related tools and/or devices used in the preparation of same.

**RULE 2. DISRUPTION/INTERFERENCE OF SCHOOL:** A student shall not participate in activities involving the use of force, violence, coercion, threat or noise that cause or encourage others to cause disruption or obstruction to the educational process or extracurricular programs (field trips) of the school. Disruption of school shall include, but is not limited to the following types of behavior: strikes, walkouts, bomb threats, false fire alarms, demonstrations, sit-ins, fireworks, smoke bombs, blocking of entrances, exits or passageways, food fights or setting of fires.

**RULE 3. DANGEROUS WEAPONS, INSTRUMENTS OR MATERIALS:** A student shall not have in his/her possession, handle, transmit, conceal or use on school property, any dangerous weapons, instruments, materials, substances or other objects that reasonably can be considered specifically harmful. Dangerous weapons and instruments shall include, but are not limited to the following: firearms, explosives, fireworks, knives, razors, smoke bombs and destructive devices. Toy and/or look-alike weapons will be treated as threats and their possession will result in suspension from school.

**RULE 4. CREATING A DANGEROUS OR UNSAFE CONDITION:** no student shall intentionally demonstrate behaviors that put others at risk for personal, physical or emotional health or safety. Examples include discharge of bodily fluids or other unsafe (unsanitary) conditions.

**RULE 5. CAUSING PHYSICAL INJURY, FIGHTING, UNAUTHORIZED CONTACT OR HARASSMENT:** no student shall contact, harass or otherwise behave in a manner or provoke others to behave in a manner that may cause physical or emotional injury to anyone on school property at any time or during a school activity, function or event off school grounds. Examples include but are not limited to the following: bullying, harassment, fighting, hazing, intimidation, threats, and extortion, verbal or physical assault of throwing objects of any kind. (Board policy applies to this Rule 5, including but not limited to Policy No. 5517 [Anti-Harassment] and 5517.01 [Bullying and Other Forms of Aggressive Behavior]. Violation of Board policy may result in disciplinary action described in this Code of Conduct.)

**RULE 6. PROFANITY, ABUSIVE OR OBSCENE LANGUAGE OR BEHAVIOR:** no student shall use any form of abusive, profane or obscene language or gestures on school property. A student shall not have in their possession, handle, transmit, conceal or use on school property or at a school activity, function or event off school property, any abusive, profane, or obscene materials.

**RULE 7. BULLYING, HARASSMENT, INTIMIDATION, HAZING, DATING VIOLENCE, RACIAL, RELIGIOUS OR NATIONAL ORIGIN BIGOTRY AND INTOLERANCE:** No acts of bullying, harassment, intimidation, hazing, dating violence, racial, religious or national origin bigotry and intolerance will be tolerated.

(Board policy applies to this Rule 7, including but not limited to Policy No. 5517 [Anti-Harassment] and 5517.01 [Bullying and Other Forms of Aggressive Behavior])

**RULE 8. STUDENT NONCOMPLIANCE:** When the student is under the authority of school personnel, he/she shall not disregard authorities or fail to identify him or herself when requested by school personnel. Student non-compliance shall include but not be limited to the following: disobedience, interference with the teacher's conduct of a class supervision or study hall or performance of any other school functions, repeated failure to comply with school rules and regulations, failure to comply with bus code, fire, tornado and security drill instructions, inappropriate dress, violations of driving/parking regulations, failure to report to the office, failure to comply with assignment to in-school suspension, violations of detention, cheating, scalping tickets, defiance, loitering or violations of suspension or expulsion regulations. Dishonest behavior will not be tolerated in any form. Students shall not lie about, fabricate, distort, or change information given to any individual, school staff, or administration.

**RULE 9. HONESTY:** Honesty is a core value at West Geauga Local Schools and is expected at all times. Dishonest behavior will not be tolerated in any form. Students shall not lie about, fabricate, distort, or change information given to any individual, school staff, or administration.

**RULE 10. FALSIFICATION AND FORGERY:** No student shall lie, change, alter or modify, or attempt to change, alter or modify, any record, document or form required to be submitted to or used in the operation of the schools. No student shall forge any writing of another without his/her authority, or forge any writing so that it purports to be genuine when it is actually false or make use of such forgery. No student shall make or cause to be made, a false statement in order to circumvent school rules and regulations.

**RULE 11. TOBACCO PRODUCTS, ELECTRONIC CIGARETTES, ALCOHOLIC BEVERAGES AND OTHER DRUGS, DRUG PARAPHERNALIA AND COUNTERFEIT CONTROLLED SUBSTANCES:** A student shall not have in his/her possession, use, transmit or conceal or knowingly participate in activity involving tobacco or nicotine products, alcoholic beverages, drugs, other intoxicants, counterfeit controlled substances, or drug paraphernalia or show signs of consumption or use of alcoholic beverages, drugs or other intoxicants on school property at any time during a school activity, function or event off school property. Signs of chemical misuse include (but not limited to) staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, uncontrollable behavior, vomiting or any other behavior unusual for the particular student. Drug or alcohol-related suspensions of 10 days may be reduced to five days if the student agrees to and provides documented proof of completion of a drug assessment program.

**RULE 12. PUBLIC DISPLAY OF AFFECTION:** Inappropriate physical contact is not permitted in school. Kissing, hugging or other displays of affection that can be interpreted as excessive are prohibited.

**RULE 13. ATTENDANCE:** Students shall comply with state and local attendance laws. School attendance shall include but is not limited to attendance at all assignments as specified in the student's schedule. Repeated tardiness to school in general or to specific classes or excessive cutting of classes shall be considered as a

violation of school attendance rules. Leaving the school campus without the expressed permission of authorized school personnel shall be considered a violation of this regulation. This will be administered in accordance with the school attendance policy (House Bill 410).

**RULE 14. DAMAGE, THEFT OR UNAUTHORIZED POSSESSION OF SCHOOL PROPERTY:** A student shall not cause or attempt to damage or steal any Board of Education property or possess without authorization any such property. Equipment and supplies belonging to student groups shall be considered Board of Education property.

**RULE 15. DAMAGE, THEFT OR UNAUTHORIZED POSSESSION OF PRIVATE PROPERTY:** A student shall not cause or attempt to damage or steal private property or possess without authorization any such property, on school premises during a school activity, function or event off school grounds.

**RULE 16. COMPUTER TECHNOLOGY:** A student shall not violate any computer rule or regulation. These rules and regulations have been issued to parents and students. (Board Policy #7540; Student Access to Network Information Services.) Students must submit Computer Network Agreement form, signed by parents, to access District Technology Resources (computer, internet, etc.) Any misrepresentation of the school district's/school building's websites is prohibited. These acts may be subject to school discipline including suspension.

**RULE 17. IMPROPER USE OF SOCIAL NETWORKING SITES, CYBERBULLYING, AND TEXTING:** The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. 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.

**Cyberbullying** is the act of harassment perpetrated with computers, cellular phones, internet websites, and/or any other electronic devices. **If a student is being harassed by these means, even off school grounds, and the effect of such acts hinders a student's ability to learn, it is under our best judgment to take appropriate action.**

**RULE 18. PARTICIPATION IN GANG RELATED ACTIVITY:** Disruption through gang activity shall include but is not limited to the following types of behavior: participation in gang-related activities, appear with or wear gang identification attire, colors or clothing, a student shall not participate in hazing, initiation or recruiting activities, a student shall not deface school property with gang graffiti, fighting, assault or establishing turf; on school property or at school functions and school related activities.

**RULE 19. THREATS:** Students shall not use threatening language or actions, either orally, in writing or otherwise expressed, towards a staff member/student/ person associated with the school, or school property. Intimidation shall include, but is not limited to, threats used to extort money or any other item of value from another student or person.

Rule 20. RESPECT: Students will display respectful behavior at all school-sponsored school events and during the school day. Disrespectful behavior, directed to another person, is not tolerated. The term “disrespectful” is defined by the school administration.

## **DUE PROCESS RIGHTS**

**PURPOSE:** The Board of Education recognizes the importance of safeguarding a student’s constitutional rights, particularly when subject to the District’s disciplinary procedures.

**AUTHORITY:** To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

**A. Students subject to suspension:**

The appropriate school administrator must give the student both written notice of his/her intended suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision of the administrator may be appealed to be Board appointed hearing officer whose decisions in such matters is the final step for the review of the suspension with the school district.

**B. Students subject to expulsion:**

The Superintendent must give a student and his/her parent or guardian written notice of the intention to expel and the reasons therefore and an opportunity to appear with a representative to answer to the charges prior to expulsion. The decision of the Superintendent may be appealed to the Board.

The hearing before the board may be private, but the Board must act publicly. Decisions by the Board in such matters are the final step for the review of the expulsion within the School District.

**RESPONSIBILITY:** The Superintendent shall ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

## **HARASSMENT**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property for example, in hallways, during academic or physical education classes, at recess, or through graffiti on school property, or at another location if such conduct occurs during an activity sponsored by the Board (for example, during an extracurricular activity off school grounds or on a school bus). Reference Board Policy 5517 and 5517.01.

## **STUDENT GRIEVANCE (BOARD POLICY #5710)**

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

The Board or its employees will hear the complaints and grievances of the students of this district provided that such complaints and grievances are made according to procedures established by board policy.

- a. The student should first make the grievance known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor and both shall attempt to resolve the issue informally and directly.
- b. For grievances which must move beyond the first step, the student shall prepare a written statement of his/her grievance which shall set forth the specific nature of the grievance and a brief statement of the facts giving rise to it, the manner in which, and extent to which the student believes he/she has been adversely affected, the relief sought by the student, the reasons why the student feels he/she is entitled to the relief sought.
- c. The grievance may then be submitted to the building principal, the Superintendent and the Board in turn and with a suitable period of time allowed at each level for the hearing of the grievance and the preparation of a response, and at each level the student shall be afforded the opportunity to be heard personally by the school authority.
- d. The student may conduct the grievance procedure with the help of a parent at any step.
- e. When a grievance proceeds to the Board, the Board shall render its decision promptly, but in no more than thirty-five (35) calendar days. The student may appeal an unfavorable decision to a court of competent jurisdiction.
- f. All staff members shall respect the right of students to press a grievance through proper channels and according to established procedures without fear of reprisal.

## **POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)**

West Geauga Local School District is committed to developing a system of supports and interventions to comply with the Ohio Department of Education's Positive Behavioral Interventions and Supports Policy. The purpose of PBIS is to prevent the need for use of restraint and seclusion; and create a more positive learning environment. Research has validated that a PBIS system will improve school climate and academic success. In order to reduce inappropriate student behaviors, West Geauga will implement a PBIS system that will define, track and reward positive behaviors, while also holding students accountable for their actions.

West Geauga's PBIS system will focus on the 3 R's: Respectful—use common courtesy, respect others and their ideas and use language and technology appropriately; Responsible—be an active learner, ask for help, and be honest; Ready to Learn—be on

time and prepared for class with materials.

The district-wide system will have behavioral expectations in all school settings. PBIS will offer a range of systems and interventions that are systematically applied to all students when behavioral problems occur. To learn more about the instructional positive behavior supports visit [www.pbis.org](http://www.pbis.org).

## **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the School Counselor.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **DRESS CODE**

The primary responsibility for school dress and grooming rests with the parents of our students. It is the school's responsibility to prohibit dress and grooming which are disruptive to the educational process or the health, safety or property of our students. We believe that pride in one's appearance is an important lesson to be learned.

1. Clothing and jewelry should be appropriate for school. Clothing should be in good repair, neat, clean and free of holes.
2. No footwear, which damages school floors, may be worn.
3. No article of clothing may be worn which displays ads or promotions for alcoholic beverages, tobacco or any other drug, or which advocates violence or discriminates against any institution, individual, racial, ethnic or cultural group, or displays inappropriate, offensive or sexual innuendos.
4. Bare midriffs, tank tops, muscle shirts (boys) and transparent shirts or blouses, and spaghetti-strap tops (girls) are not permitted. Undergarments should not be visible. Revealing clothing is prohibited (plunging necklines, bare backs, and exposed midriffs/navels).
5. Pants/skirts and/or shorts of any type must be worn at waist level.
6. Hats, caps or head covers of any kind are not to be worn in the building.
7. Coats, jackets and other clothing are to be kept in the locker until dismissal.
8. Long coats, topcoats or trench coats are not permitted. No item or apparel with spikes, metal brads or chains is permitted.

9. Shorts are allowed, but must be appropriate and in good taste. Teacher and/or administrative discretion shall determine whether shorts are appropriate.
10. Any item of apparel that disrupts the education process is subject to review by the administration.

**The administration will make final decisions in determining admissible attire.**

The dress code is in effect for all school-sponsored activities. If a student is in conflict with this code, an opportunity will be provided for them to change into something acceptable. If not, the student will be sent home to change clothes.

## **STUDENT RIGHTS OF EXPRESSION**

The Board of Education respects the right of students to express themselves in written word or picture and to distribute printed materials as a part of that expression, but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community.

For purposes of this policy, "printed material" shall include any written or printed cards, letters, circulars, books, pamphlets, notices, newspapers or other like materials.

The Board reserves the right to designate and prohibit the distribution of printed materials which are not protected by the right of free expression because they violate the rights of others. Such unprotected materials may include but are not limited to those which:

- A. are grossly prejudicial to an ethnic, religious, racial or other delineated group;
- B. libel any specific person or persons;
- C. seek to establish the supremacy of a particular religious denomination, sect or point of view over any other religious denomination, sect or point of view;
- D. advocate the use or advertise the availability of any substance or material which may reasonably constitute a direct and substantial danger to the health of students;
- E. contain obscenity or material otherwise deemed to be harmful to students who may receive them;
- F. incite violence, advocate the use of force or urge the violation of law or school regulations;
- G. advertise goods or services for the benefit of profit making organizations;
- H. fail to identify the student or organization responsible for distribution;
- I. solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board;
- J. promote, favor or oppose any candidate for election.

The Board reserves the right to halt the distribution of unprotected materials.

The Board shall require that students who wish to distribute materials submit them for prior review. Where the reviewer cannot show within two (2) school days that the materials are unprotected, or where unprotected material is deleted or modified so as to

be no longer unprotected, such material may be distributed. Appeal from prior review shall be permitted to the Superintendent and Board in accordance with student grievance procedures.

## **STUDENT COMPLIANCE**

Every high school teacher is responsible for monitoring the behavior of students in the school building. This includes passing time between classes. A student's failure to give a teacher his/her correct name or to comply with a reasonable request will be reason for disciplinary action against the student.

## **IMMUNIZATIONS**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board requires that students enrolled in grades 7 through 12 during or after the school year beginning in 2016 be immunized against meningococcal disease in accordance with the administration procedures prescribed by the Ohio Department of Health (see AG 5320). This policy pertains to both students who currently attend school in the District and those eligible to attend.

The Superintendent may exempt a student from being immunized against either or both measles and mumps if the student presents a signed statement from a parent or physician indicating s/he has had measles or mumps and does not need to be immunized. The student will be allowed to attend school only if a physician's statement indicates there is no danger of contagion. In case of an outbreak of the disease for which the student has not been immunized or an epidemic, the Superintendent shall not allow the student to attend school.

In the case of a chicken pox epidemic in the school's population, the Superintendent may deny admission to a student otherwise exempted from the chicken pox immunization requirement. The Superintendent shall prescribe methods whereby the academic standing of a student who is denied admission during a chicken pox epidemic is preserved.

## **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the



office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## **CLINIC**

Clinic hours will be announced. Students are admitted to the clinic by a pass from a teacher. If a student feels ill between classes, he/she must report to the next class and request a pass from the teacher in charge. **NO PASS – NO ADMISSION!**

The nurse travels within the school district. Please call the nurse for any health-related questions – 440-729-5952.

We will not supply students with any non-prescription medicines such as aspirin or Tylenol.

## **ADMINISTRATION OF MEDICATION**

Parents frequently request that school personnel administer medication to children while they are in school. The school administration would prefer that this be scheduled at home rather than at school. Realizing this is not always possible; the West Geauga Board of Education has adopted a policy to govern the dispensing of medication when the child is attending school. The policy is as follows:

The parent/guardian should bring the medication to the school and give it to either the attendance secretary or nurse. The student should not transport the medication nor self-administer it.

1. Prior to dispensing the first dose of medication to each child, the following conditions must be met:
  - a. All medications require a physician's order.
  - b. A written and signed physician's request form must be received by the school identifying the student, the medication and dosage or procedure required, the time required, possible reactions which should be reported to the physician, special instructions including storage and sterile requirements, date which medication or procedure is to be discontinued, date of request form, physician's name, address and phone number.
  - c. A written permission form signed by the student's parent(s) or guardian(s) authorizing the school personnel to administer the medication or procedure as instructed by the physician. Parents and/or guardians must agree to deliver the medication, directions for dosage, the mode of administration and the time and duration the medication is to be given.
  - d. The only medications, in which a student can carry, with a prescription order only, are the EpiPen and the Glucagon injections.
2. Every student's medication shall be in a proper container and have affixed a prescription label. The label shall state the student's name, physician's name,

name of medication, directions for dosage, the mode of administration and the time and duration the medication is to be given.

3. All medications are to be picked up at the end of the school year or they will be discarded.
4. Medication administration rules apply for all field trips. Please contact the school nurse.

## **MEAL SERVICE**

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students. The Board shall annually encumber the funds needed to operate the program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA.

## **REPORT CARDS**

A system of data processing is used in reporting grades to parents each nine-week period. Report cards are posted to the Student and Parent Portals at the end of each quarter. Current and cumulative attendance information is included each nine weeks.

Portal access may be disabled for failure to pay school fees, fines or failure to make up detention or any other school obligations.

## **HOMEWORK**

It is rarely possible for a student to be able to complete all of his/her homework in study halls; therefore, additional work must be done at home. Each student is expected to spend as a minimum, the same amount of time on outside preparation as the amount of time he/she spends in class.

## **ACADEMIC HONESTY**

Academic training is the process in which students become acquainted with and participate in the intellectual flow of society at large. Critical to this process – and to a school's measurement of it – is that clear distinction be made between one's own work and that of someone else. CHEATING (the misrepresentation of one's own efforts by using crib notes, stolen tests, copy another's work, etc.) and other forms of dishonesty (intentionally deceiving someone) are a breach of trust and will not be tolerated. Instances of academic dishonesty, which involve deliberate deception, are subject to school action and less serious offenses normally result in automatic failure, at the very least. Offenses of this nature may be considered falsification/forgery with consequences, which may include but are not limited to, suspension points, suspension and removal of academic honors.

## **PLAGIARISM**

(The representative of the established ideas of others as one's own)

With the advent of the Internet, West Geauga students have a much broader base from

which to draw information to include in their research and analytic papers. Using book, magazines, television, and the Internet, can add greatly to their papers, but students must give credit to any source they use, whether it is for the exact words or ideas they borrow, even paraphrasing. Without giving the sources for their information, the students may be guilty for plagiarism. At West G students will receive a zero for a plagiarized assignment as well as possible disciplinary and academic sanctions.

In fulfilling our responsibilities as parents, mentors and educators, we want to be absolutely certain that our students are prepared for life after high school. Plagiarism has become a much more pervasive issue due to the construction of the “Information Superhighway.” Be sure to monitor student work, as well as sources used. Be advised that there are numerous “cheat” sites on the Internet that will “do” student reports for them. Remember, when in doubt, “cite it.”

## **MAKE-UP WORK**

Make-up work must be completed immediately following the student’s return to class. The length of time for make-up is limited by the number of days the student was absent. For example, one day’s absence allows one day for make-up work. The first day in class is not counted. Missing a test on a scheduled test day, when told in advance, does not mean a student cannot make up the test when he/she returns.

Students who are absent for extended time periods (3 consecutive days) due to illness, should have parents contact the individual teacher directly. If they are unsuccessful in contacting the teacher, they may request homework assignments through the guidance office (729-5962). A minimum of 24 hours’ notice is required to allow time for collecting such assignments. If the third day of absence falls on a Friday, assignments may be picked up at the end of the same day, provided that the parent phones the guidance secretary by 8:00 a.m. of that Friday. Tutoring is available for students absent from school due to extended illness

## **FIELD TRIPS**

The school practice is that students are required to attend scheduled field trips and at the same time, must be responsible for make-up work missed in other classes. Furthermore, since a field trip constitutes an excused absence from another class, the student cannot be penalized for this absence as long as he/she makes up any work missed. (for student medications on field trips – please see section Medication Administration above)

## **PHYSICAL EDUCATION/MEDICAL EXCUSES**

Medical excuses from physical education classes require documentation from the attending physician. Students should present their physician’s certificate to the P.E. Teacher.

Student excused from this class for more than one week will be assigned to study hall for the duration of time as deemed necessary by the physician.

No credit toward graduation will be issued to a student who is unable to meet the physical education requirement because of a medical excuse; the requirement may be waived for students who must be exempt from physical education for medical reasons.

# **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. Refer to Board Policy 7540.03.

## **PROMOTION, ACCELERATION, AND RETENTION**

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each. Please refer to Board Policy 5410.

## **FEES/FINES AND OTHER OBLIGATIONS**

Fees and fines will be made available online. One check for all fees may be written. If you have a student in any of the other schools in the district, separate checks must be written to each school. (building secretaries keep their own records). Please make checks payable to: West Geauga Board of Education.

Ohio Public Schools charge fees to individual students to cover the items needed which cannot be reused by other students in later years. The student must pay for workbooks, in which the student writes his answers to questions. Art, life skills, industrial technology and science labs all use consumable items paid by the student (list of course fees follows at the end of this handbook).

Students who desire to participate in extracurricular activities at the high school will be required to pay an annual, non-refundable activity fee.

Activity fees may be paid in the main office. Students will not be permitted to participate in the activity until the fee is paid. Final report cards and final transcripts will be held until all fees and fines are paid and all detention time served. Students owing fees/fines will not be permitted to participate in commencement exercises.

# **LOCKERS AND OTHER SCHOOL PROPERTY**

All school lockers, textbooks and equipment are the property of the West Geauga Board of Education. Each student will be assigned a locker for which he/she is responsible. All students must use only their assigned lockers.

Locker combinations will be provided. Students are not to share lockers or combinations. The lockers supplied by the Board of Education and used by the students are the property of the Board of Education. Therefore, the student lockers and the contents of all the student lockers are subject to a random search by authorized personnel at any time.

Random searches may include a search with the assistance of canines trained to detect the presence of drugs.

Students are responsible for school property assigned to them, e.g. books, uniforms, etc. The student must pay for any damages or loss of property.

## **PERSONAL PROPERTY/VALUABLES**

Students are discouraged from bringing valuables to school. Items such as, but not limited to, are large amounts of money, jewelry, expensive clothing, electronic equipment, and other items not directly related to school, should not be left in lockers. Locked or unlocked, the school is not responsible for personal property lost or stolen.

## **SEARCH AND SEIZURE**

Students and Lockers are subject to search and seizure within the guidelines found in West Geauga Local School District Bylaws and Policies number 5771.

## **LOST AND FOUND**

A lost and found is maintained by the school and is located in the attendance office. Property lost or stolen should be reported immediately to the classroom teacher and the Assistant Principal.

## **SURVEILLANCE CAMERAS**

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds. 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. The privacy rights of West Geauga students will be maintained.

## **RECORDING POLICY**

Students are prohibited from recording staff members and other students in any manner, unless permission is given and it relates to the educational process. No students are permitted to post videos or pictures of staff or students online without first obtaining permission from the individual.

# INTERROGATION OF STUDENTS

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies. Please refer to Board Policy 5540.

## ATTENDANCE POLICY

The students at West Geauga High School are expected to be in all assignments, including lunch and study halls. The State Code classifies absence from school as excused or unexcused.

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons result from active participation in classroom and other school activities, which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

The school chooses, however, not to provide perfect attendance awards because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day they are capable of attending.

The following conditions are reasons for excused absence from school:

- |                           |   |
|---------------------------|---|
| A. Personal illness       | D. Death of a relative                                  |
| B. Illness in the family  | E. Observance of religious holiday                      |
| C. Quarantine of the home | F. Emergencies due to the absence of parent or guardian |

Standards of the Ohio State Department of Education require that each secondary student be in school for at least five and one-half (5 ½) hours each day.

## ABSENCE

According to Ohio Law and West Geauga Board of Education policy, parents are required to notify the school on the day of their son/daughter's absence.

Parents must call the school between 7:00 and 9:15 a.m. to report absences. If illnesses might be of a lengthy nature, this should be indicated so that a daily call can be avoided. To report absence, phone 729-5951; absence calls cannot be serviced on other high school lines. **A student can be referred to juvenile court for too many absences, whether excused or unexcused. Once a student reaches 15 absences, a physician's note will be required in order for the absence to be considered excused.**

## **FAMILY VACATIONS**

We believe that maximum educational achievement occurs for students through regular attendance. High correlation exists between time-on-task and student learning. Time-on-task in the classroom has been identified as a major factor for successful learning.

Missing instructional sessions is always detrimental to students learning to some degree. The Ohio State Department of Education in the new State Minimum Standards mandates a minimum school year of 180 days as prescribed in the Ohio Revised Code 3313.48. The intent of this legislation is that all students attend school at least 180 days per year.

We recognize that not all families are able to take vacations during the normal vacation periods and, that it is important for families to vacation together. However, we recommend that families make every effort to restrict vacations whenever possible to those times when school is not in session. Certainly if a student is having difficulty with his studies or is in danger of failing, parents should be even more cautious about taking the student out of school for vacation. If parents choose to take their children out of school for a family vacation, the parents assume the total responsibility for the student's education during the time the student is out of school. The parent/student is responsible for the subject matter taught during the time of absence.

**ACCORDING TO THE WEST GEAUGA SCHOOL BOARD POLICY, IF A PARENT'S REQUEST FOR VACATION IS SUBMITTED AND APPROVED BY THE PRINCIPAL OR ASSISTANT PRINCIPAL AT LEAST FIVE (5) SCHOOL DAYS IN ADVANCE OF THE DATE OF THE DEPARTURE, TEACHERS WILL BE ASKED TO GIVE THE STUDENT GENERAL ASSIGNMENTS FOR THE TIME THEY WILL BE GONE. VACATION FORMS MAY BE PICKED UP AT THE ATTENDANCE OFFICE.**

Although the vacation is acknowledged by the administration, the missing school hours will be considered as unexcused absences and count towards the students accumulated missing school time as required by HB 410. School work assigned during a vacation may be completed for credit.

## **TRUANCY**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. Ohio law defines truancy as an absence from school without permission. Beginning with the 2017-2018 school year, West Geauga Local Schools is required to amend policy in addressing and reducing student absences for "Habitual Truant" and "Excessive absent"

These policies must include as an intervention strategy all of the following actions "if possible":

1. Providing a truancy intervention plan for any student who is absent from school in an amount that surpasses the threshold for habitual truant.
2. Providing counseling for an habitual truant.
3. Requesting or requiring a parent, guardian or custodian to attend a parental involvement meeting.

4. Requesting or requiring a parent, guardian or custodian to attend a truancy prevention mediation program.
5. Notification of the Registrar of Motor Vehicles.
6. Taking legal action

### **Habitual Truant**

Absent 30+ consecutive hours without a legitimate excuse

Absent 42+ hours in one month without a legitimate excuse

Absent 72+ hours in one year without a legitimate excuse

### **When a student is habitually truant from the school, the following will occur.**

1. Provide written notice to parents
2. Assign the student to an absence intervention team and develop the student's absence intervention plan. Student's parents are requested or required to attend.
3. IF the child fails to make progress on the personalized intervention plan, the district will file a complaint in the juvenile court. Registrar of motor vehicles may also be notified.

### **Notice of excessive absence**

38+ hours in one month with or without a legitimate excuse

Absent 65+ hours in one school year with or without a legitimate excuse

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

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

### **Absence Intervention Team**

Within 10 days after the absences surpass those for habitual truancy, the school principal must assign the student to an absence intervention team.

Within 14 school days after the assignment, the team must develop and intervention plan for the student in an effort to reduce or eliminate further absences.

## **EARLY DISMISSAL**

Students requesting a leave early must present a parent request note or phone call to the attendance office on the PRECEDING DAY. The note, signed by the parent, must contain the reason for the request (including the doctor's or dentist's name and phone number if appropriate), the date and the desired dismissal time. If the request is approved, the student will be issued a leave early pass. EVERY student must sign out at the attendance office before leaving the building.

## **VISITORS**

All visitors to West Geauga High School must report to the Principal's Office upon entry to the building. All visitors are required to sign in and will receive an approved visitor's identification before visiting the school. Student visitors are not allowed in any classroom or on school grounds.



Student groups may be permitted visitation upon approval of the building principal or approval through guidance when a family has indicated that they are considering their child for enrollment in our school. Students considering enrollment may shadow a West Geauga High School student for up to three periods. All visitors without a pass are to be referred to the office. Board Policy 9150 applies to all visitors.

Former students wishing to visit their teachers need to make an appointment with the teacher prior to arriving at the school. The teachers will notify the office of their expected visitor.

## **TELEPHONES**

Office telephones are to be used for school business only. Students can see the secretary in the attendance office when they need to make a phone call to a parent/guardian.

Classroom telephones are for staff only.

Phone messages will not be relayed to students except in the case of an extreme emergency.

Students are not to use wireless phones during school hours.

## **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups may meet in the school building during noninstructional hours. The application for permission to use school facilities can be obtained from the Board Office. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot on any materials or information.

## **ADVERTISING NON-SCHOOL ACTIVITIES**

Students may not post announcements or advertisements for non-school activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

## **DISTRIBUTION OF LITERATURE**

1. No student may pass out literature during regular school hours, either in class or in the halls between classes without prior administrative approval.
2. Students distributing literature before or after school hours will be responsible for removing litter, which may result from their activities.

3. Literature may be passed out in the front hall by the front entrance either before or after regular school hours.
4. Students may pass out literature until 7:28 a.m. and then will be responsible for picking up litter. **NO ONE SHOULD BE LATE TO CLASS.**
5. Failure to observe these rules can result in confiscation of the materials, curtailment of the privilege, or when necessary, disciplinary action including suspension.

## **STUDENT FUND RAISING**

Student fund-raising by approved school organizations, whose funds are managed by the Treasurer, may be permitted in school by the Principal. For any fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, and also be consistent with requirements set forth in Policy 8550, Competitive Foods.

Student fund-raising by approved school organizations off school grounds may be permitted under administrative guidelines of the Superintendent.

Use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

The Board of Education does not permit or sanction the use of crowd funding for District or specific school programs or activities, including co-curricular or extracurricular activities.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the Treasurer may be permitted on school grounds in accordance with the Superintendent's administrative guidelines.

These administrative guidelines should:

- a. specify the times and places in which funds may be collected;
- b. describe permitted methods of solicitation which do not place undue pressure on students;
- c. limit the kind and amount of advertising for solicitation.

Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the State Department of Education.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the main office.

## **ANNOUNCEMENTS**

All information concerning the week's activities is broadcast or read daily during homeroom period. Announcements are also printed and distributed for posting throughout the building in the homerooms.

## **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify radio and television stations. Information concerning school closings or delays can also be found on the School's web page at [www.WestG.org](http://www.WestG.org). Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays.

## **SCHOOL SAFETY**

State law requires school safety drills. School safety drills are unannounced and will be conducted throughout the school year.

## **FIRE DRILLS/TORNADO DRILLS**

Fire drills and tornado drills are required by state law as a precaution against possible injury or loss of life. Instructions are posted in each classroom. A fire drill is announced by the fire alarm going off. At this time, fire doors close automatically and all students are to leave the school building immediately in an orderly manner. Students are to remain outside the building until the staff gives the re-entry signal.

A special alarm will be sounded for tornado drills, teachers will instruct students in procedures for moving to "safe" areas in the event of tornado warnings.

# SCHOOL DAY

West Geauga operates on an 8-period day. Official school day is from 7:25 AM to 2:33 PM.

Standards of the Ohio State Department of Education requires that each secondary school student be in school for at least five and one-half (5 ½) hours each day.

## BELL SCHEDULE

<b>PERIOD 1</b>	7:25-8:13 AM	<b>PERIOD 5A</b>	L 10:55-11:25 AM A 11:27-11:57 AM
<b>PERIOD 2</b>	8:17-9:09 AM	<b>PERIOD 5B</b>	A 10:55-11:25 AM L 11:27-11:57 PM
4 minutes for Announcement s/Attendance		<b>PERIOD 6</b>	12:01-12:49 PM
<b>PERIOD 3</b>	9:13-10:01 AM	<b>PERIOD 7</b>	12:53-1:41 PM
<b>PERIOD 4</b>	10:05-10:53 AM	<b>PERIOD 8</b>	1:45-2:33 PM

## WEDNESDAY BELL SCHEDULE

<b>PERIOD 1</b>	8:00-8:43 AM	<b>PERIOD 5A</b>	L 11:10-11:40 AM A 11:42-12:12 PM
<b>PERIOD 2</b>	8:47-9:34 AM	<b>PERIOD 5B</b>	A 11:10-11:40 AM L 11:42 -12:12 PM
4 minutes for Announcement s/Attendance		<b>PERIOD 6</b>	12:16-12:59 PM
<b>PERIOD 3</b>	9:38-10:21 AM	<b>PERIOD 7</b>	1:03-1:46 PM
<b>PERIOD 4</b>	10:25-11:08 AM	<b>PERIOD 8</b>	1:50-2:33 PM

# SCHOOL COUNSELING INFORMATION

## SCHOOL COUNSELING SERVICES

The guidance department's purpose is to be of service to students, parents, teachers and administrators. The counselors are involved with educational, vocational, college and personal counseling. Referrals to or information about other help agencies may be obtained from the guidance office. Student registration, schedules, and post-high school exploration and applications are processed in this office.

A student who wishes to see a guidance counselor should pick up a request form in the guidance office, complete it and leave it with the guidance secretary. The appropriate guidance counselor will contact that student at the next available opportunity.

### COUNSELING DEPARTMENT

#### WGHS School Counselors

Mr. David Callahan (A – K)

*School Counselor*

729-5963

Ms. Sarah Widman, Counselor (L – Z)

*School Counselor*

729-5965

### HIGH SCHOOL GRADUATION REQUIREMENTS

House Bill 487 updated Ohio's graduation requirements to ensure that all students are ready for success in college and work. Every student will have the opportunity to take a nationally-recognized college admission exam free of charge in Grade 11. The honors diploma remains another option for students.

**REQUIRED COURSES** The new requirements did not change the current courses or number of course credits that students must complete to be eligible for graduation.

**ASSESSMENTS** In addition to course credits, students will earn points toward graduation on seven end-of-course exams. The courses in which students take an end-of-course exam will be: English I and II, algebra I, geometry, integrated math I and II, physical science, American history and American government. Students can earn from 1-5 points for each exam, based on their performance.

5 – Advanced    4 – Accelerated    3 – Proficient    2 – Basic    1 – Limited

Students who take physical science, American history or American government as part of Advanced Placement, International Baccalaureate or college dual credit programs can use their scores from the programs' end-of-course exams in place of the state end-of-course exam scores to accumulate graduation points.

A student who earned high school credit in any of the above courses before July 1, 2014, automatically will receive a score of three points per course exam toward the total points needed for graduation. Middle school students this year who take one of these courses for high school credit must take the corresponding state end-of-course exam in this school year.

**EXAM RETAKES** Students that score below proficient on an exam may retake it after they receive some extra help on the material. Students that score proficient or higher on an end of course exam can retake exams only if, once they take all the exams, they have not met the minimum graduation points to graduate. In this case, a student can retake any exam after receiving some extra help on the material. The same rules apply to substitute exams, which may be used interchangeably with approved tests.

**GRADUATION POINTS** With few exceptions, students must accumulate a minimum of 18 points from scores on their end of course exams to become eligible for a diploma.

**MORE FLEXIBILITY FOR STUDENTS AND FAMILIES** Students who do not earn the required number of graduation points can still meet the requirements for a diploma if they earn a remediation-free score on a national college admission test. This assessment will be given to students free of charge in the fall of their junior year starting with the graduating class of 2018. Students also can qualify for graduation by earning an approved industry-recognized credential and achieving a workforce-readiness score on a related job skills assessment.

**Course Requirements**

**State Minimum**

**District Requirements**

All students take end-of-course exams:

Algebra I<sup>7</sup> and geometry or integrated math I and II  
Physical science  
American history and American government  
English I and English II

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

And meet one of the following three:

Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.

Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11<sup>th</sup>-grade students in the Class of 2018 and beyond to take the exam free of charge.

Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

- 1 Mathematics units must include one unit of algebra II or the equivalent of algebra II. Students on a Student Success Plan may be exempted from taking algebra II.
- 2 School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.
- 3 Science units must include one unit of physical sciences, one unit of life sciences and one unit advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. Students on a Student Success Plan may be exempted from advanced study in science.
- 4 Social studies units must include  $\frac{1}{2}$  unit of American history and  $\frac{1}{2}$  unit of American government.
- 5 Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.
- 6 All students must receive instruction in economics and financial literacy during Grades 9-12 and must complete at least two semesters of fine arts taken any time in Grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.
- 7 The State Board of Education may decide to include an algebra II end-of-course examination in place of the algebra I end of course exam beginning for students entering ninth grade on or after July 1, 2016

## **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Department. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

## **COURSE SELECTION**

Using the course tallies obtained from the student's Course Selection Worksheets prior to March 1, a master schedule of course offerings will be designed in order to accommodate a maximum number of students' choices with a minimum amount of conflict. Personnel assignments will be made based on the students' choices. Therefore, students are expected to remain committed to their selections during the year. Course request changes need to be made by May 1. The only course adjustments that will be made after that date are those necessary to correct or rectify a conflict. Courses should be selected paying particular attention to prerequisites and graduation requirements.

## **SCHEDULE CHANGES**

When students return to school in the fall, they will be given a class schedule reflecting their teacher/room assignments. They will follow these schedules for the entire year. Schedule changes will be considered based only on inappropriate placement, lack of prerequisites, and error in enrollment or a scheduling conflict. Because teacher assignments are based on original student course requests, changes usually cause class size problems and will not be allowed. Please refer to the West

Geauga High School Program of Studies for further explanation.

In order for students to change teachers that instruct the same course, a meeting must be scheduled with the student's guidance counselor and principal. If a change does occur, the student will be placed in the class section with the smallest number of students. This may result in other class period changes.

In addition, students may wish to accelerate or drop down to a lower level course. A meeting must be scheduled with the teacher, guidance counselor, and principal if this were to take place.

### **SECURING ASSIGNMENTS WHEN ABSENT**

If a student has been absent for three consecutive days or more and wishes to get assignments, please contact the teacher directly. If you have difficulty contacting a specific teacher, you may contact the Guidance Secretary/Registrar prior to 9:00 a.m. on the fourth day of absence.

### **COLLEGE VISITATION POLICY**

Students may visit colleges during the school day in order to get a more holistic view of the campus environment. If a student wishes to go on a college visit the parent must call in the absence line between 7:00 and 9:15 a.m. to report the college visit absence. The phone number is 729-5951. A parent may also submit a written note to the attendance office requesting a college visit prior to attendance.

### **SUMMER SCHOOL**

Summer school courses are offered through the West Geauga Summer Opportunities Program. Information about this program can be found on the website as well as in the high school guidance office. Area high schools also offer summer courses and they often send brochures and registration information to the guidance office in the late winter/early spring. Students may obtain this information as it arrives. It is the student/parent's responsibility to investigate and enroll in summer school courses. Parents should contact each school offering summer programs for more information. Students should consult with subject area teachers concerning the need for summer course work.

### **ADVANCED PLACEMENT EXAMS**

These tests are given for two weeks during the month of May as scheduled by College Board. Students enrolled in an Advanced Placement (AP) course are expected to register for these exams. Registration is conducted through the high school guidance office during February/March. These subject specific tests are scheduled by College Board and are required to be taken on the dates specified by that agency.

Advanced Placement Exam Dates for 2018-2019 – May 6 – May 17, 2019

### **COLLEGE ENTRANCE EXAMS**

#### **PSAT/NMSQT**

The PSAT/NMSQT is given each fall at West Geauga High School. Juniors who obtain an exceptional score on this exam may be invited to participate in the National Merit Competition. Juniors are strongly urged to take this exam. Sophomores may elect to take the exam for practice; however, their scores will not be accepted for the National Merit Competition. The PSAT is offered nationally one time during each



year. Registration information will be distributed to students in the fall. Registration is completed directly through the high school guidance office.

PSAT Exam takes place October 10, 2018

## **ACT, SAT, SAT SUBJECT TESTS**

Students should begin college entrance testing by the spring of their junior year of high school. Registration is conducted directly with the testing companies. Information regarding this registration and testing dates can be found at [www.actstudent.org](http://www.actstudent.org) and [www.collegeboard.com](http://www.collegeboard.com) or in the high school guidance office.

## **TRANSCRIPTS**

All official transcripts are mailed directly from the guidance department. A record of all transcripts sent to a college or scholarship program will be kept in the guidance office. Guidance counselors will meet with seniors in the Fall of each year to explain the procedures for requesting transcripts. Students who plan to visit a college campus and need to take a copy of their transcript with them can request a copy three days before the visit. They will be issued an unofficial transcript. If the college needs an official transcript, the student must notify the counselor, and an official transcript will be mailed directly to the college.

## **PARENT MEETINGS**

The guidance department sponsors parent meetings to provide specific information needed by different grade levels. These topics are as follows:

Senior Parent Meeting- September

Financial Aid Meeting- December

Junior Parent Meeting/College Planning Night- February

8<sup>th</sup> Grade Parent Scheduling Meeting- February

Post-Secondary Education Option Meeting- March

# **ACADEMICS**

## **EDUCATIONAL OPTIONS**

West Geauga Board of Education Policy defines correspondence courses, tutorial programs, independent study courses and college course as taken under Post-Secondary Enrollment Options as legitimate credit options. Administrative guidelines for educational options are published annually in the “Program of Studies”. Except for extenuating circumstances as determined by the Principal, educational options for credit shall not duplicate courses scheduled in the high school curriculum, may not be a substitute for required course work and shall be limited to within the twenty required for graduation.

## **COLLEGE CREDIT PLUS**

College Credit Plus (CCP) replaces Ohio’s Post-Secondary Enrollment Options program (PSEO). H.B. 487 was signed into law on June 16, 2014 and this program will be operational in the 2015-16 school year. The CCP requires two conditions. One, the student must be enrolled in both college and high school. Two, the student will earn transcribed college and high school credit upon successful completion of the course. CCP Pathway Requirements will include a path where a West Geauga High School student can earn 15 transcribed credits or 30 transcribed credits.

The CCP opportunities will have no cost to the students while attending a public institution of higher learning. However, if a student fails to complete and pass a course the student and his or her parent/guardian will be financially obligated for the cost of the failed course.

A CCP intent form signed by the student and parent must be submitted to the counselor's office by April 1, 2019 in order to be considered for this program. A form will be distributed at the CCP Information Session on January 23<sup>rd</sup> and available in the school counseling office. This intent form is mandated by the State of Ohio. It does not mean the student must participate in the program nor is it an application to attend an institution for higher learning.

Criteria for student participation will include: The requirement to attend an informational session prior to participation; submitting the CCP Intent Form; filing an application to the college/university; submitting high school transcripts; and achieving a minimum score in English and Math on a COMPASS, ACT, or SAT exam. The student and parent may also be required to attend a registration session at the specific college/university.

A student wishing to participate in this program must meet the college readiness standards presented by each institution of higher learning. A student electing to participate in CCP may not take more than thirty college credit hours during an academic year. A student may only participate in the CCP program four academic years or 120 credit hours.

The high school counselor must sign all scheduling, add, and/or drop forms. The counseling department will hold an informational meeting for all interested students and parents on January 23<sup>rd</sup> at 7pm. Students and parents of students applying for this option will receive counseling as to the advantages and possible risks of this program. A representative from Lakeland Community College, our partnering institution of higher learning, will assist with this presentation.

## **ALTERNATIVE LEARNING CONTRACTS**

Students wishing to pursue alternative learning options such as distance learning, credit flexibility plans, or independent studies, should see their guidance counselor. An alternative learning contract must be completed prior to the approval of any credited alternative course work. The building principal, guidance counselor, and in some cases, the Department Chair of the Academic Subject area, must approve all alternative learning contracts.

## **COURSE WITHDRAWAL**

All students are required to take a minimum load of 5.25 academic credits per year. "The minimum course load" includes both required courses and elective courses. With the guidance of parents, teachers and counselors, students choose these courses during the course selection period.

During the time between course selection and the end of the school year (early June), students and parents may discuss changes in these courses. Changes normally can be made during this period.

After the close of school in the spring, no course changes will be made unless: 1) there is a scheduling conflict that cannot be resolved or 2) the student and parent can demonstrate that the student has had a definite change in career and/or educational

plans. In these instances, course changes will be considered. However, these types of changes will be considered only until the beginning of the new school year (late August).

After the new school year has begun (the first day of school in September), no changes will be made in the student's schedule at any time during the entire school year unless: 1) a technical error was made in the process of scheduling the student's requests, 2) the student has been academically misplaced, 3) the student is scheduled for a course load that is over/under the minimum or, 4) the student wishes to add a class that replaced a previously scheduled study hall.

Students may not elect to drop a required course at any time.

Courses may be added however, during the first seven (7) days of school, if the class the student wishes to take is not filled.

**A full year course that is dropped after the first nine (9) weeks of the class will automatically result in a failing grade for that course.**

**A semester course that is dropped after five (5) weeks into the semester will automatically result in a failing grade for that course.**

Schedule changes will not be made to accommodate students to leave school before the regular dismissal time.

**THE LAST DAY TO WITHDRAW FROM A FULL YEAR COURSE, WITHOUT PENALTY, WILL BE THE END OF THE FIRST NINE WEEKS OF THE SCHOOL YEAR AS STATED ON THE SCHOOL DISTRICT CALENDAR.**

**THE LAST DAY TO WITHDRAW FROM A SEMESTER COURSE, WITHOUT PENALTY, WILL BE FIVE WEEKS INTO THE FIRST SEMESTER OR FIVE WEEKS INTO THE SECOND SEMESTER.**

## **WITHDRAWAL FROM SCHOOL**

When a student plans to withdraw from West Geauga, he/she must first report to the guidance office with a parent or a note from a parent, to obtain a clearance form. After his/her teachers have signed this form and all financial obligations have been met, the student must return to the guidance office to be withdrawn. A transcript will be forwarded only after the student has met all obligations.

## **HONORS DIPLOMA**

Students may earn an Honor Diploma upon completion of requirements set by the Ohio Department of Education. These requirements are outlined in detail in the "Program of Studies." Students must meet 7 of the 8 possible criteria. Determination will be made based upon the student's final grade point average at the end of the student's senior year.

## **CLASS STANDING**

At the beginning of the school year the minimum number of credits required for class standing is as follows:

- To be classed as a senior, a student must have at least 14 credits.
- To be classed as a junior, a student must have at least 9 credits
- To be classed as a sophomore, a student must have at least 4 credits.

- To be classed as a freshman, a student must have passed 8<sup>th</sup> grade requirements.

## **MARKING SYSTEM**

Many factors form the basis for determining a grade. Among those are responsiveness to suggestions, initiative, attitude, quality of work done, dependability, regularity of attendance and completion of assignments. West Geauga High School uses the following marking system (except for AP):

100-90% (“A”) – denotes superior work	<59% (“F”) – denotes failing work
89-80% (“B”) – denotes good work	(“WP”) – denotes withdrawal passing
79-70% (“C”) – denotes average work	(“WF”) – denotes withdrawal failing
69-60% (“D”) – denotes below average work	(“I”) – denotes work incomplete

Computation of Final Grades: Each quarter grade will receive the weighting of two times the numerical value of the letter grade. Semester and final examinations will receive the weighting of one times the numerical value of the letter grade.

Successful completion of a subject, which continues for a school year and meets a minimum of five (5) days a week, will earn one credit.

A subject that meets for one semester will receive one-half credit. Commensurate credit will be given to other subjects based on the above criteria.

All credits are earned on an annual basis. No credit will be given unless the student successfully completes the full course, based on his/her final grade average.

Pluses or minuses are not recorded on grade cards or permanent records. No credit is given for a grade lower than “D”. ALL STUDENTS MUST MEET THE REQUIREMENTS OF ANY SUBJECT BEFORE THEY ARE GIVEN A PASSING GRADE. ANY STUDENT, WHO FAILED THE LAST TWO PERIODS OF A YEARLONG COURSE OR FAILED THE LAST GRADING PERIOD OF A SEMESTER COURSE OR SHOWS EVIDENCE OF FAILING TO MEET CLASSROOM OBLIGATIONS, MAY FAIL THE ENTIRE COURSE.

## **HONORS AND HONOR CORD AWARDS**

At the annual Awards Assembly and at other times throughout the year, the following awards may be presented for outstanding accomplishment and for helpful services:

1. An award is made to the top students in each department.
2. Individual teachers give special recognition to students who have demonstrating outstanding academic achievement and/or performed school service. These students were presented with certificates of service.
3. The Mr. and Ms. Wolverine Awards are given to the senior boy or girl who was outstanding in all sports.
4. The student council presents the senior service awards.

5. Annually the faculty and student council select and present the Babe Ruth Award to two students who have demonstrated good sportsmanship and fair play at home and in the community, and at school.
6. Awards are presented to winners of national, state and community scholarships.
7. To the senior who has distinguished himself/herself in instrumental music, the **Sousa Medal** is presented. His/her vocal music counterpart receives the **Ariel Award**.
8. Letters are given to the band members who fulfill the necessary requirements.
9. Appropriate certificate are granted to those who place high in the annual State Scholarship Tests.
10. Many departments offer awards for high quality performance in certain contests and competitive examinations.
11. Book Awards are presented to top rank students in the 10<sup>th</sup> and 11<sup>th</sup> grades.
12. Each department presents Freshman Excellence Awards to students who have accomplished significant academic achievements.
13. Seniors will qualify for a Special Honors State Certificate at graduation upon completion of four units in English, three units in Science, three units in one Foreign Language or two units in two Foreign Languages.
14. Athletic awards are given on the basis of citizenship, scholarship, participation, sportsmanship and coach's recommendation.
15. The Student Council Leadership Awards are given to the boy and girl in council who has displayed the most leadership through the year. Recipients of the award are nominated by the Student Council advisor and voted on by the council members.
16. The Walter E. Moll Award will be presented annually to the senior boy and girl who have excelled in academics and athletics.
17. Seniors who graduate with 3.0 to 3.49 cumulative G.P.A. are given the Merit Award, 3.5 to 3.79 are given the Honor Award; and 3.79 and above are given the High Honor Award. These students are presented with honor cords to wear at graduation.

## HONOR ROLL

The West Geauga Honor Roll has three divisions: **High Honor** – 4.0 or higher average; **Honor** – 3.5-3.99 average; **Merit** – 3.0-3.49 average. The honor roll is computed at the end of every quarter. Students receiving D's are not considered for the Honor Roll.

## NATIONAL HONOR SOCIETY

Students are selected for N.H.S. on the basis of scholarship, service, leadership and character. All juniors and seniors who maintain a 3.35 G.P.A. are eligible for membership. Service to the school, as verified on a service point sheet and teacher/administrator ratings of leadership and character comprise the major factors. Student who achieve a minimum of 3.35 average rating of all four factors are selected for membership.

## RANK IN CLASS AND GRADE POINT AVERAGE

Student standing in class will be reported as percentile rank. Percentile ranking will be used for reporting to post-secondary institutions. Overall percentile ratings will appear annually on the school profile. The Board authorizes a system of class ranking, by grade point average, for students in grades 9 through 12. Students in each class will be ranked together. Class rank shall be computed by the final grade in all subjects for which credit is awarded.

Based on one (1) credit course rank in class and cumulative grade point average are computed according to the following points system:

For Advanced Placement Courses	A = 5.0	B = 4.0	C = 3.0	D = 1.0	F = 0
Honors Courses	A = 4.5	B = 3.5	C = 2.5	D = 1.0	F = 0
For All Other Courses	A = 4.0	B = 3.0	C = 2.0	D = 1.0	F = 0

## CLASS HONORS AND COMMENCEMENT SPEAKERS

Class honors for graduates will be awarded on the basis of cumulative GPA (eight semesters) as follows:

Above 4.0 Summa Cum Laude (with highest praise – Gold Medal)

4.0-3.75 Magna Cum Laude (with great praise – Silver Medal)

3.74-3.60 Cum Laude (with praise – Bronze Medal)

The president of the senior class, in good standing will speak at graduation. The class president's remarks will be submitted in advance, and approved by the principal and senior class advisor.

Summa and Magna Cum Laude candidates may also apply to speak at graduation. Eligible applicants will submit proposed speeches to the principal **no later than prom Friday**. Speeches will be numbered, copied, and judged with names removed by a committee consisting of: 1 representative of the Board of Education, 1 administrator, 3 teachers, 1 student, and 1 parent. Committee members will be approved by the principal and senior class advisor, who will be ex-officio members of the committee. Selected speeches must be read, as judged, at graduation. Committee members may not be related in any way to speech applicants.

## LIBRARY/MEDIA CENTER PRIVILEGES AND PROCEDURES

The library is located opposite the cafeteria. It is equipped as a contemporary instructional materials center. In addition to a 16,000 volume book collection and 170 magazines and newspaper subscriptions. It also has 350 videocassettes and 200 16 mm films. Most materials circulate for classroom or home use. To ensure the use of the library is equitable and maintains order, the following rules and procedures are to be observed:

1. The library is generally open every period. It is also open before and after school.
2. You may use the library for library assignments any period you are scheduled for study hall if you have a library pass from the teacher making the assignment (provided that the library is open for that period.)
3. You may use the library for recreational reading during periods for which you are scheduled for study hall by signing the appropriate “sign up” sheet. This should be done from 7:15 a.m. until 7:30 a.m.
4. Report directly to the library for assigned periods. Check with the librarian as you enter the library.
5. Books and magazines may be charged out or returned to their proper places any time before the last five (5) minutes of the period.
6. All books may be borrowed for 14 days.
7. After you have selected the library material you wish to borrow, write your last name, first initial, homeroom, grade and section on the card and present it at the charging desk.
8. Books and magazines are due on the latest date stamped on the date card in the book pocket.
9. A fine will be charged for overdue materials. All overnight materials are due in the library before the first period on the following school day.
10. Students are required to work quietly while in the library and respect the rights of others to use their time productively.
11. When you are preparing to leave the library, you may be asked to open all books and magazines to the back and have zipped notebooks and briefcases open for checking out.

## **TARDY TO SCHOOL**

Students not in the classroom at 7:25 A.M. are tardy, and will report to the attendance office for an admit slip. The time will be stamped on the slip and they will be issued suspension points according to the following schedule if unexcused. Students who arrive after 10:59 are considered absent a full day either excused or unexcused.

Oversleeping and missing the bus are not excused tardies. Car trouble, if documented evidence of the problem is presented (example: traffic citation, traffic accident, towing notice) may be excused. A written excuse or telephone call from a parent may be presented for unexcused tardiness unto 2:33 pm on the following day. If acceptable, the tardiness will be excused. A student who is tardy 10 times must present a doctor's certificate or be referred to the county attendance officer. A pattern of tardiness will result in the revocation of driving privileges. Every student must sign in at the attendance office when arriving tardy to school, excused or unexcused.

## **Unexcused Tardy to School Point Chart**

<b>Daily (Except Wednesday)</b>	<b>Points</b>	<b>Wednesday</b>	<b>Points</b>
<b>7:25-7:40</b>	<b>1</b>	<b>8:00-8:15</b>	<b>1</b>
<b>7:41-8:17</b>	<b>5</b>	<b>8:16-8:47</b>	<b>5</b>
<b>8:18-9:13</b>	<b>10</b>	<b>8:48-9:38</b>	<b>10</b>
<b>9:14-10:05</b>	<b>12*</b>	<b>9:39-10:25</b>	<b>12*</b>
<b>10:06-10:55</b>	<b>14*</b>	<b>10:26-11:10</b>	<b>14*</b>
<b>10:56-12:01</b>	<b>16*</b>	<b>11:11-12:16</b>	<b>16*</b>
<b>12:49-12:53</b>	<b>18*</b>	<b>12:17-1:03</b>	<b>18*</b>
<b>12:54-1:45</b>	<b>20*</b>	<b>1:04-1:50</b>	<b>20*</b>
<b>1:46-2:33</b>	<b>22*</b>	<b>1:51-2:33</b>	<b>22*</b>

\* Any student who accumulates 10 or more points for an unexcused late arrival to school will be referred to the Assistant Principal for further disciplinary action.

## **ABSENCE AND EXTRA-CURRICULAR PARTICIPATION**

Students who are absent from school on the day of an extracurricular or athletic activity are not permitted to participate in the activity. In order to be eligible for participation in any extracurricular activity, students must be present in school for at least one-half (1/2) day or four (4) class periods on the day of the activity.

## **ATTENDANCE REQUIREMENTS TIME REQUIREMENTS**

Except in unusual cases, students shall be required to have four (4) years of experience in high school to graduate. A full day of attendance will be required for students.

## **PERMANENT EARLY DISMISSAL**

All students with a cumulative GPA of 2.5 or better may apply for permanent early dismissal. Application is made through the Assistant Principal's office. The students are expected to leave the school grounds at this time and must provide their own transportation. Students found loitering on school property after their early dismissal time or returning to school at the regular dismissal time will be assigned to study hall. This rule only applies to students who have study hall last period. Any exceptions to this rule will need to be approved by the principal.

## **PERMANENT LATE ARRIVAL**

All students with a cumulative GPA of 2.5 or better can apply for permanent late arrival. Application is made through the Assistant Principal's office. Students granted



permission to arrive late may not arrive to school before 8:10 AM (8:40 AM on Wednesday) and must remain in the attendance office if he/she arrives before that time. If late arrival students are tardy, accumulation of suspension points will begin at 8:17 AM (8:47 AM on Wednesdays), the normal start of the school day. Therefore, if he/she is late arriving to school unexcused, he/she will start with three suspension points. This rule will only apply to those students who have a first period study hall.

## **CLASS CUTTING**

A class cut will count as three absences as stated in the minimum attendance for credit policy. Students will be assigned five (5) suspension points for each study hall, homeroom or class cut. Students who accumulate ten (10) suspension points in any ten (10) week period will be suspended out of school three (3) days or more or assigned Saturday school detention and may have driving privileges restricted.

Students who are absent for extended time periods (3 consecutive days) due to illness, may request homework assignments through the guidance office (729-5962). A minimum of 24 hours' notice is required to allow time for collecting such assignments. If the third day of absence falls on a Friday, assignments may be picked up at the end of the same day, provided that the parent phones the guidance secretary by 8:00 a.m. of that Friday. Tutoring is available for students absent from school due to extended illness.

## **HALL AND TARDY PASSES**

Each time a student leaves a classroom or study hall during the period, it is his/her responsibility to present this handbook to the teacher. In the back of this handbook, is a section titled Hallway Passport. The student will complete the information in the passport section and is to get it signed by the teacher. If a student is found to be in an area other than specified in the passport, a penalty may be issued.

If a teacher detains a student from a class, he/she must get a note from the teacher excusing the absence or delay. The student must present this information to the teacher of the class missed. If the student does not do so, he/she may be marked as tardy or having cut that class.

## **BOOK BAG RULE**

Definition: A book bag is any container in which you may carry or are carrying books.

Students are not to carry book bags to class, study hall, lunch or homeroom except for physical education classes. Exceptions to this rule are made for students with permanent physical handicaps. Students with temporary physical impairments should seek permission from the Assistant Principal to carry a book bag to class.

## **LEAVING THE BUILDING**

Students may not leave the building for any reason during the school day. This includes, but is not limited to, going to a vehicle on the school property.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students are permitted to use cell phones and other electronic devices in the classroom

for educational purposes with the teacher's permission. Students are also permitted cell phones in the hallways and during lunch. Staff has the right to not permit electronic devices in their classroom or work area. In those cases electronic devices must be turned off and kept out of sight. Failure to comply with this policy may result in confiscation and other disciplinary actions.

Contents of cell/camera phones and other electronic devices may be searched by the administration if there exists reasonable suspicion that a violation of the Student Conduct Code or Ohio Revised Code has been committed.

## **STUDY HALL REGULATIONS**

Study hall is a class to which students are assigned for the purpose of utilizing and developing their study skills. It should be maintained with an atmosphere of quiet which is conducive to study. Students must be prepared with study materials. Eating, drinking, card playing, gambling or playing games of any kind is not permitted in study halls. Contraband items as discussed in this handbook are not to be taken to study hall. Exceptions to this rule will be authorized by the school administration

## **SMOKING**

Board policy prohibits smoking, the use or possession of tobacco in any form including but not limited to cigarettes, e cigarettes, electronic cigarettes, vaporizers, cigars, clove cigarettes, chewing tobacco, snuff and any other tobacco, by any student in any area under the control of the school district or at any activity by any school within the district. This may result in a three day out of school suspension.

## **FOOD AND BEVERAGE**

Lunches are available in the cafeteria at a nominal cost. Students may bring lunch to school or purchase it from the food service. All students will eat in the cafeteria and abide by the following rules:

1. After eating, students must clear their tables of all debris and place waste materials and trays in the designated areas.
2. Voices are to be kept at a conversational level at all times.
3. Excessive noise or disruptive behavior will not be tolerated.
4. Throwing of food or other materials is not permitted.
5. Food may not be taken out of the cafeteria.

Any violation of lunch period regulations may result in assigned clean-up duty, assigned seats, suspension points or suspension.

Students may not consume food or beverages in hallways, classrooms, office areas or restrooms during the lunch periods or at any other time during the school day. Violators may be penalized. Open beverage containers of any kind outside the cafeteria, are strictly prohibited. Students found with open containers outside the cafeteria are subject to disciplinary action under Rule #7 of the Student Conduct Code.

## **DRIVING REGULATIONS**

In order to maintain safe and satisfactory control on driving, it is necessary that parents and the administration approve all students driving to school.

Students may request parking permits by completing an applications found on the school's website under the forms link. Parking permits will be assigned based upon seniority, need and availability. All seniors are eligible for a parking permit. Juniors involved in school activities or with substantiated job requirements may be issued a permit. **Sophomores may be allowed to drive to school under certain circumstances. Permission for sophomores to drive to school must be granted by the Assistant Principal.** The \$30 cost of the parking permit will go directly to their respective class's student council fund.

**School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.**

**Motor vehicles driven by students to school and parked on school property are subject to random search by canines trained to detect the presence of drugs. These searches may be conducted without regard to whether there is a reasonable suspicion that any motor vehicle or its contents contains evidence of a violation of a criminal statute or a school rule.**

Administration may deny driving permits based on limited space or driving regulations or school discipline. Parking permits will be granted under the following conditions:

- A. The student must not be under any disciplinary action by the school.
- B. All the laws pertaining to driving must be obeyed. Driving speed on all school grounds is 10 M.P.H. or less and drivers must show license when asked.
- C. Students, who drive to school must park, lock their cars and enter the building immediately upon arrival. Loitering in the parking lot is not permitted.
- D. No student-driven car will be moved from the parking lot until the end of school except when the driver has a leave early pass or is in a vocational program.
- E. Students are not permitted to remove anyone else's car from the parking lot.
- F. Student cars must be parked in the west or south parking lots, entering and exiting at the south driveway only.
- G. High school students are not permitted to drive on middle school property at any time. The appropriate Assistant Principal must approve any proposed exception to this rule.
- H. All school stop signs MUST be obeyed. Also, all State of Ohio driving laws must be obeyed.
- I. All permanent drivers must have a current sticker visible through the front window on the passenger's side. This indicates the car is registered.
- J. Regular driving to school without a sticker will be considered a violation of school driving policy and driving rights may be suspended.
- K. Violation of the driving regulations may result in school discipline.

- L. Extremely loud radios or sound systems are considered disruptive and prohibited.
- M. Unauthorized parking in reserved spaces is prohibited.
- N. All outstanding school fees must be cleared.

**NOTE: CONTINUAL TARDINESS TO SCHOOL OR LEAVING SCHOOL GROUNDS WITHOUT PERMISSION WILL RESULT IN THE REVOCATION OF DRIVING PRIVILEGES**

**ALL FEES AND FINES MUST BE PAID IN ORDER TO RECEIVE A PARKING PERMIT.**

**OCCASIONAL DRIVING:** (dental, doctor or other special appointments): Driving for special occasions, not to exceed two days per week may be approved, when requested by parents in writing. These drivers will present their notes and sign in at the Assistant Principal's office on the days they drive.

**DAMAGE TO VEHICLES:** The school is not responsible for any damage to vehicles or items stolen from the same. ATVs, snowmobiles, dirt bikes, motorcycles, skateboards and other off-road vehicles are not permitted. Students park their vehicles at their own risk. Automobiles are subject to routine patrols and may be searched.

In the event that transportation is not provided to high school students, all students eligible to drive will be issued parking permits. Violations of driving regulations may result in the revocation of driving privileges.

## **MIDDLE SCHOOL**

West Geauga High School students are not permitted to be at the middle school at any time during the school day or after school.

**STUDENTS WHO NEED TO SEE ANY MIDDLE SCHOOL PERSONNEL MUST GET A PASS TO DO SO FROM THE HIGH SCHOOL PRINCIPAL OR ASSISTANT PRINCIPAL.**

## **EIGHTEEN-YEAR OLDS**

All rules, regulations and policies apply to eighteen-year-old students in the same manner as they do to all students.

## **SERVICE POINT SYSTEM**

The service point system offers recognition to worthy students of the school. Students, who assume responsibilities and give their time and efforts to better the school and themselves, receive points for such service. These points are given in recognition of, but not in payment for their services.

The point system is used to help determine eligibility for the National Honor Society. It will eventually become a part of the student's permanent record.

The reward to the students for their service is a feeling of participation and training in good citizenship. This training is a valuable part of the education of the individual.

## **PARENT-TEACHER CONFERENCES**

Twice each year, parent-teacher conferences are conducted at the high school. At these times, parents have the opportunity to meet individually with each of their child's teachers. At other times, parents are encouraged to contact teachers to discuss their child's progress. Every teacher is scheduled for one period each day for classroom preparation and parent conferences.

## **ACADEMIC SUPPORT FORMS**

Forms are completed when a student begins to struggle in the classroom, when a student struggles for three weeks and then again at six weeks. Continued documentation forms a submitted throughout the year for a student that continues to struggle beyond six weeks.

## **CAREER ADVISING PROGRAM**

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. Please refer to Board Policy 2413.

## **OUT-OF-SCHOOL-SUSPENSION RULES AND GUIDELINES**

- A. Students under suspension are not allowed on school grounds and are not allowed to participate in or attend any school-sponsored activities while under school suspension. The only exception is to turn in assignments during the suspension period to the Assistant Principal's office at the appointment time. This exclusion applies to Excel-TECC classes and activities as well.
- B. Students suspended out-of-school is able to complete make-up work as outlined below:
  - 1. At the discretion of the administration, students may be allowed to make up tests, projects and any other major assignments missed during the suspension period. It is the student's responsibility to obtain all such makeup work from each of his/her teachers.
  - 2. Students under suspension will not receive credit for any daily classroom work such as labs, unannounced quizzes or homework, which are included in the daily classroom routine. However, students are encouraged to keep up with daily work.
  - 3. All allowable make-up work, tests, projects or major assignments missed during the suspension will be due as determined by the classroom teacher. The teacher is not expected to furnish special help or make-up tutoring.

4. Teachers may require some work due during the suspension period. It is the student's responsibility to meet this requirement. Turning in assignments at the Assistant Principal's office fulfills this requirement only during regular school hours 7:25A.M.-2:33 PM. If the teacher requires work to be handed in during the suspension period, the student must make an appointment by telephone (729-5957) with the Assistant Principal to turn in the assignment.
- C. Students under suspension are absent from school and may fail a class based on the 9-day minimum attendance requirement.
- D. Violation of suspension rules may result in further disciplinary action. For suspensions resulting in a recommendation for expulsion, hearings will be scheduled during the term of the suspension. Students will be excluded from regular classes until after expulsion hearings, in the event hearings are postponed at the request of the suspended student's representative.

## **SUSPENSION APPEAL HEARING PROCEDURE**

Students or parents are to notify the building Assistant Principal or Principal in writing of the intent to appeal the suspension.

This appeal should be made within five (5) days of the suspension. Once the appeal is received, the Principal or Assistant Principal will then notify the hearing officer. The Assistant Principal or Principal will then inform the appellant of the appeal hearing date, time and place.

**WHO WILL PRESIDE AT THE HEARING?** The board appointed hearing officer or his designee.

**WHO MAY BE PRESENT AT THE HEARING?** Student, parents, student representative if previously designated, school officials involved, school official representative, if needed, witnesses as called by the hearing officer if necessary. (These will be the only people allowed at the hearing.)

**WHAT IS THE PROCEDURE OF THE HEARING?**

1. School will present its case.
2. Student or representative (not both) will present their case.
3. Hearing officer will ask questions of either party if further clarification is needed. The hearing officer will ask all questions.
4. Hearing officer will summarize what has been said, asking each party if summary is correct.

After this procedure, the hearing is over. The hearing officer will make his/her final decision within 48 hours of the hearing and will provide both parties with a written copy of his/her decision.

It is expected that order will prevail at the hearing. If it does not, the appeals officer will terminate the hearing. Since the law requires that a VERBATIM RECORD of this procedure be made, the hearing will be tape-recorded.

**FAILURE OF THE APPEALING PARTY TO APPEAR FOR THE SCHEDULED HEARING WILL RESULT IN THE SUSPENSION ORDER BEING UPHELD AND NO FURTHER APPEAL HEARING WILL BE HELD.**

# SUSPENSION/ SATURDAY SCHOOL POINT SYSTEM

WEST GEAUGA HIGH SCHOOL uses a point system as the basis for its disciplinary action and policy. It is impossible to list or categorize all types of disciplinary violations; the administration reserves the right of disciplinary assignment as the case so determines.

Through the use of the point system, administrators, teachers and guidance counselors will work together in an attempt to help the student improve behavior so that he/she may benefit from the wide range of educational experiences and course offerings. Our staff is always available to provide professional guidance and offer assistance and understanding when necessary. The Principal and Assistant Principal will have the responsibility of dealing with the discipline of student misconduct. Please feel free to call on them for assistance.

1. Suspension points will be assigned to rule infractions (individual classroom rules, school rules, etc.).
2. Students will be given a copy of the suspension point assignment. Students, who are issued points and tear up the slip or immediately throw it away, will be considered defiant and subject to additional points or disciplinary action.
3. A point is deleted ten (10) weeks from the date of issue or as a result of a suspension for ten (10) points in any ten (10) week period.
4. When a student accumulates five (5) to nine (9) points within any semester, the Assistant Principal will notify by mail the student's parents and guidance counselor.
5. A student who accumulates ten (10) suspension points in any ten (10) week period will be assigned a **Saturday School or an out of school suspension** for one (1) day (1<sup>st</sup> offense); three (3) days (2<sup>nd</sup> offense); five days (5) days for the (third offense) and may have driving privileges restricted.
6. Suspension points received during underclass final exams may result in a point suspension, which may be served at the start of the following school year. Points earned during exams may result in a suspension even if a student does not have ten (10) points.

## SATURDAY SCHOOL RULES AND GUIDELINES

The Saturday School (from 8:00 A.M. to 12:00 P.M.) is provided as a form of academically oriented discipline. Students must report with an admission pass prepared to work on specific school assignments in English/Reading, Math, Science, Social Studies or other school related topics. Students may also wish to bring school appropriate reading materials. (Art projects are not appropriate unless accompanied by an authorizing note from the art teacher.)

During Saturday School hours, a parent/ guardian or responsible adult must be available in the event of an emergency situation.

No one will be admitted to Saturday School without this completed admission pass! Parents who bring students need to check them in at the door.

1. Students must bring this Admission pass to Saturday School and bring their own

- study materials, books, paper, pens, pencils, etc.
2. Parents are responsible for arranging transportation to and from Saturday School. Students will be admitted starting at 7:45 a.m. **Students will be permitted admittance if they arrive late, however the time missed will be made up in forms of working lunches, detentions, and etc.**
  3. Lockers are off limits and access to other areas of the building will not be permitted. The media center will be available for students to research materials needed for school assignments.
  4. Students need to have rides waiting at 12:00 p.m. and must leave the building promptly at the end of Saturday School. Parent/guardian/other people who pick up a student from the Saturday School should wait outside the school building by the main office.
  5. Activities such as talking without permission, combing hair, writing notes, sleeping, appearing to be asleep, etc., are not permitted.
  6. Students are required to wear appropriate school clothes to Saturday School. Students inappropriately dressed will not be admitted and will serve an alternative discipline.
  7. Students are not permitted to bring items such as food, beverages, music listening devices, playing cards, cell phones, video equipment or any materials that are disruptive to the educational environment.
  8. Lavatory privileges will be monitored by the Saturday School staff.
  9. If a student has any questions or special needs that require attention during the Saturday School, he/she should raise his/her hand and speak with one of the teachers in charge.
  10. A student who does not follow these rules and those in the Student Handbook during the Saturday School will be removed from the school.
- **A student who fails to attend an assigned Saturday School faces the risk of being assigned an out of school suspension.** A Saturday School will be rescheduled in the event of a family emergency (funeral). In the event of an illness, the absence will be excused only by a **doctor's written verification received** on the first day following the detention date.
  - Repeated failure to attend Saturday School will result in out-of-school suspensions being assigned in place of future Saturday School.
  - A student who arrives at a Saturday School without an Admission Pass or who fails to bring proper study materials to an assigned Saturday School will not be admitted . There will be some blank forms on hand for those parents who transport their student but for those students who transport themselves, they will be asked to complete another form or go home and bring the original form. The parent/guardian contact is of the utmost importance.
  - Repeated failure to come prepared to the Saturday School or repeated failure to obey the rules of the Saturday School will result in an out-of-school suspension being assigned in place of future Saturday School.



If there is inclement weather and Saturday School was not cancelled ahead of time, it is up to the discretion of the parent/guardian to send or transport their son/daughter to Saturday School. The Saturday School will then be rescheduled.

## **CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

Student activities are those clubs, organizations and athletic programs, which provide new learning experiences, promote interest, improve school morale and spirit, contribute to the broad objectives of education and enrich the overall school program, as well as meeting the personal need of the individual student.

The objectives of the West Geauga High School student activities program are as follows:

1. Help students learn to use their time productively.
2. Provide for students the opportunity to develop a feeling ownership of the school through meeting responsibilities for running programs and funding those programs.
3. Help students to increase and use their own unique skills and talents.
4. Help students to develop new vocational and recreational interests and skills.
5. Help students to increase their leadership and membership abilities.
6. Help students develop a more realistic and positive attitude toward themselves and others.
7. Help students develop school pride and spirit.
8. Instill a lifelong commitment to community service.

The following is a list of extracurricular activities available to West Geauga High School. Students are encouraged to become involved in one or more of them.

### **\*\*INTERSCHOLASTIC ATHLETICS**

Baseball	Golf
Boys Basketball	Gymnastics
Boys Soccer	Hockey
Boys Tennis	Lacrosse
Cross Country	Boys Soccer
Fencing	Softball
Football	Swimming & Diving
Girls Basketball	Track & Field
Girls Soccer	Volleyball
Girls Tennis	Wrestling

**AUDIO-VISUAL ASSISTANTS** – This group distributes and picks up equipment. They occasionally do minor repairs and videotaping. They also serve as regular library assistants.

**CONCERT BAND** – This group performs several times throughout the year, including band contests, concerts and graduation. Music performed encompasses all styles and periods of music including contemporary band music and current popular selections.

**\*MARCHING BAND** – This band includes the flag and Wolverette squads. Their performances include all varsity football games, Cedar Point, 4<sup>th</sup> of July parade and various fall activities.

**\*CHEERLEADERS** –Varsity and JV groups work to promote school spirit and cheer the athletic teams on to victory.

**CHORUS** – This group performs several times throughout the year including concerts, contests and graduation. They sing a variety of styles and periods of music.

**\*\*CLASS ACT** – These are select vocal ensembles chosen from the concert choir. Class Act is a group of mixed voices

**CLASS OFFICERS** – Organize fund raising activities, the monies from which help defray the prom’s cost. They also assist with the organization of senior prom and graduation. Class presidents are members of Student Council.

**TEEN INSTITUTE** –The purpose is to promote friendship and caring within the school. Activities include a “new student” breakfast, teen institute and promotion of drug-free living. Students must participate in training of about 30 hours.

**CURIO** –This is a literary magazine, which offers a medium for both literary and artistic talent. It contains student-produced poetry, short stories, cartoons and illustrations. It is student-produced.

**\*\*DRAMA CLUB** –This is a small but growing organization whose purpose is to produce one or two plays each year. Students have the opportunity to act, produce and work on a stage crew.

**GYM LEADERS** —These students assist the teachers in gym classes.

**JAZZ BAND** – This performance group is by invitation of the teacher.

**LATIN CLUB** –This group promotes the study of classical elements, provide service to the school, and have fun. Students need not be enrolled in Latin to be members.

**KEY CLUB** – A community service organization affiliated with Kiwanis.

**LIBRARY** – These students work to help the librarian, guidance counselors, administrators and teacher by running errands and doing clerical work.

**LIGHTING & SOUND** – Students set up and operate stage lighting and sound equipment for high school & middle school musical productions.

**MAT STATS** – This is a group of girls, which supports the wresting team. They set up mats, attend practices and keep statistics.

**\*\*MUSICAL** –This is an annual production of a live Broadway musical show usually

performed during spring. Any student in the high school may be in the show.

**NATIONAL HONOR SOCIETY** – Students are selected on the basis of scholarship, service, leadership, and character. All juniors and seniors who maintain a 3.35 G.P.A. are considered for membership.

**NEWSPAPER “WHIRLWIND”** – This is a student-published newspaper capturing the events and culture of West Geauga High School.

**RED/BLUE** –This football game between the junior and senior girls is sponsored by the Athletic Department to promote sportsmanship during spirit week/homecoming.

**WEST “G” T.V.** –Broadcast daily announcements, develops programs, create video yearbook, and learn all phases to television production/programming.

**YEARBOOK** –Westwind captures the character and essence of the school year. Students are involved in photography, creative page layout, surveys and copy writing.

## **ATHLETIC ACTIVITY FEES**

Students are charged a fee to participate in selected activities. \*The fee for all athletics, cheerleading and marching band is \$195.00. \*\*Participants in certain other activities are charged a \$40.00 fee.

The student is required to pay the fee only once or can be charged only a maximum of \$195.00 per school year.

**ALL STUDENT FEES MUST BE PAID BEFORE A STUDENT PARTICIPATES IN THE ACTIVITY.**

## **STUDENT-PARENT PARTICIPATION CONTRACT GUIDELINES FOR CO- CURRICULAR/EXTRACURRICULAR RELATED PROGRAMS**

### **Preface/Philosophy**

Co-curricular activities are activities in which students appear, perform, and/or compete as representatives of West Geauga Local School District (hereafter "West Geauga"). Examples of these include, but are not limited to athletics, cheerleading, drama, National Honor Society, and Student Council. Activities in which students represent West Geauga as an extension of a course requirement, for which students receive a grade, are governed by the Parent-Student Handbook and are not considered co-curricular activities. Examples of these include concert band, and concert choir.

Co-curricular activities provide the opportunity for all students to develop their talents to the highest level possible. Therefore, West Geauga is committed to offering a wide variety of activities. While it is difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental and social skills, but also develop positive values and attitudes that they will take with them into their adult life.

Students participating in co-curricular activities officially represent West Geauga.

Because of this, these students have privileges and bear responsibilities which are greater than those afforded to students not participating in co-curricular activities at West Geauga. This code incorporates the standards and guidelines for eligibility and participation established by both the Ohio High School Athletic Association (OHSAA) and the West Geauga Local School District.

The West Geauga Administration reserves the right to make policies and decisions as needed to address specific issues that arise which may not be explicitly covered in this code.

### **Scope of the Code of Conduct**

The provisions outlined in this policy shall be in effect twenty-four hours a day, seven days a week, for the duration of the season (first day of practice until the last game or awards ceremony/banquet; whichever is later). This includes sports which commence before the beginning of the school year or extend beyond the end of the school year. For all other clubs and organizations, enforcement will begin with first meeting through the end of the school year. For an elected or appointed position, the co-curricular conduct will be enforced from the beginning of the election/appointment through the expiration of the term of office/season/activity. Violations are cumulative throughout the athlete's or participant's two years of middle school (7th – 8th) participation and four years of high school (9th-12th) participation and disciplinary actions may carry over from one season to another.

### **Process for Determining Violation of Rules**

1. Any complaint/referral concerning a violation shall be made in writing and signed by a student, an adult and/or by a police report and/or by a published newspaper account to the Building Principal, Athletic Director or their designee.
2. If during the course of an investigation the school administration is made aware of additional students who may have been involved in a violation the school administrators will take appropriate action as deemed necessary.
3. The Athletic Director, Assistant Principal, Principal or Advisor, shall investigate the referral and give the student involved an opportunity to present a response.
4. Where after an investigation by the appropriate administrator and/or advisor it is determined that a student in question did commit a violation, the student will be orally notified of the determination and penalty.
5. An attempt will be made by school administration to inform the parents after a decision has been made and the student has been informed of a code violation.

Violations of the co-curricular code that are brought to the attention of the school administration after 45 days may be acted upon at the discretion of the school administration.

### ***IT IS A PRIVILEGE, NOT A RIGHT, TO PARTICIPATE IN THE WEST GEAUGA LOCAL SCHOOL DISTRICT ATHLETIC-RELATED AND CO-CURRICULAR PROGRAMS.***

1. Missing a practice or event without an excuse approved in advance by the head coach or advisor may result in exclusion from the team or squad. In order to participate in an event or practice session, the student must have been in school for at least 4 full periods. Any absence beyond the 4 full periods may be only for medical appointments, required appearance in court, or school-sponsored

activities.

2. Any participant found smoking, possessing or using tobacco-related products during the season will be excluded from the team or squad as follows:

1<sup>st</sup> Offense – 3 days; 2nd Offense – 5 days; 3rd Offense – 10 days

Out of season use or possession of tobacco products will be dealt with by the coach, participant, and family.

3. Mood-altering Chemicals

- a. Philosophy: West Geauga Local Schools recognize the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and development.

- b. Rule: During the season of a sport or activity covered by the Co-Curricular Handbook (the season extends 7 days a week, 24 hours a day, from the signing of the contract for participation through the final activity, game, meet, or awards banquet) a participant shall not 1) have in his/her possession or use a beverage containing alcohol, or 2) use, consume, possess, buy, sell, or give away any other controlled substance or counterfeit controlled substance regardless of quantity. This rule applies to any portion of an activity season that occurs prior to the start of the school year or after the close of the school year. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

- c. Penalty:

1. First Violation: After determination by the head coach or advisor of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or performances or two (2) weeks of a season in which the student is a participant, whichever is greater in length of time. Assessment by a professional competent in the field of alcohol and other drug abuse as to the nature of the student's involvement in the use or abuse of such chemical will be required prior to resumption of practice/competition. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation: After determination by the head coach or advisor of the second violation, the student shall lose any remaining eligibility for that season and the Principal and/or Athletic Director will be convened to determine further restrictions on and requirements for the student before eligibility can be regained.

3. Third Violation: After determination by the head coach or advisor of the third violation, the student may lose the remainder of high school eligibility.

4. After assessments in #1, #2, the recommendations by the director or counselor of the assessing agency must be followed with information released to the school otherwise eligibility cannot be regained. The student may not miss assessment meeting or group sessions in order to attend an extracurricular activity.

5. Penalties shall be cumulative throughout the participant's high school eligibility and shall extend into subsequent seasons or years regardless of sport or activity. A penalty in football would extend into basketball or would extend into baseball if the student were not involved in basketball or would extend into football the following year if neither basketball nor baseball were affected.
  6. Failure to abide by these rules will result in dismissal from the team, forfeiting all rights and honors.
4. Unsportsmanlike conduct or behavior that is detrimental to the team or squad on or off the playing area, or while being transported, may result in extra practices, temporary withdrawal of the privilege of participation, and/or removal from the team or squad. Any denial of participation of 24 hours or more will be reported in writing to the parents, Principal, and Athletic Director. Examples of these behaviors are, but are not limited to:
    - a. Failure to cooperate with coaches/advisors
    - b. Failure to cooperate with fellow participants
    - c. Failure to get along with teachers and classmates
    - d. Failure to put effort into practice
    - e. Persistent tardiness to practice or events
    - f. Walking off, driving off, or leaving practice or event without authorization
    - g. Theft or vandalism of personal or school property or that of another school
    - h. Confrontations with opponents or officials

#### 5. Dress Code for Athletics and Athletic-Related Programs

The Athletic Department feels that a well-conceived dress code

- a. develops a sense of team unity,
- b. promotes a positive image to our community and others,
- c. reminds athletes of the importance of that day's game,
- d. reinforces the concept that athletes represent the school,
- e. builds pride in appearance.

Exceptions: Sports where the uniform is worn to and from the game are excluded from this policy "to and from the game" only. Approved attire is still required to school and during the school day. On the day of the game and traveling to the game, when there is more than one game a week, the coach shall designate the dress-up days.

Failure to comply with the dress code will make an athlete ineligible for that day's game.

6. Representation of themselves or others, inappropriately or unlawfully on the Internet. This would include blog sites, online profiles, instant messaging, etc. This violation may result in extra practices, temporary withdrawal of the privilege of participation, and/or removal from the team or squad.

7. **The discipline policies in the Parent/Student Handbook may also apply to these violations.**

8. **IMMEDIATE DISMISSAL**

In the event of behavior by an athlete, either on school property or off, so counter to the athletic program goals that immediate dismissal from the activity is deemed to be warranted that athlete may be immediately dismissed from the activity. (Such behavior may be assaulting a coach, assaulting an official, intentional assault of a teammate or opposing team members intending bodily harm, successive flagrant violations, committing an unlawful act or felony.

### **Eligibility**

West Geauga follows the eligibility rules of the Ohio High School Athletic Association (OHSAA), the state legislature, and the West Geauga Board of Education. Eligibility is the responsibility of the high school Principal's office, however, all coaches should continuously check their squads from sign-up till end of season with respect to eligibility. All coaches shall review eligibility rules with their squads at the beginning and end of the athletic season.

9. **Eligibility Rules:**

- a. All high school students in grades nine through twelve become ineligible when he/she turns the age of twenty years old.
- b. After students complete the eighth grade, they may be eligible not to exceed eight semesters taken in order of attendance, whether participating or not.
- c. In order to be eligible, a student in grade 9, 10, 11, or 12 must be currently enrolled and must have been enrolled in school the immediately preceding grade period and received passing grades during that grading period in subjects that earn a minimum of 5.0 credits per year toward graduation. Any high school subject that receives at least  $\frac{1}{4}$  credit per semester may be included in the five credits required per year. Eligibility or ineligibility of a student continues until the start of the 5<sup>th</sup> day of the next grading period at which time the grades in the immediately preceding grading period become applicable. *EXCEPTION:* Eligibility or ineligibility for the first grading period commences with the start of the fall sport season.
- d. A student enrolling in grades 7 for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades. A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled.
- e. Summer school grades or grades obtained through tutorial may not be used to substitute for failing grades from the immediately preceding grading period. Neither shall summer school or tutorial grades be used to change or augment the GPA established for eligibility purposes.

The Commissioner may waive the requirement of preceding grading period enrollment if a student has been withdrawn or removed from school because of circumstances due to personal accident, illness, or family hardship. The administrative head of the school shall appeal in writing to the Commissioner. The appeal shall contain documentation with school and medical supporting evidence. The decision of the Commissioner may be appealed to the Board of Control.

In addition to the eligibility requirements established by the OHSAA, to be eligible for any interscholastic extracurricular activity, students.

- f. Must have attained at least a 1.00 grade-point average in the grading period immediately preceding their participation.

Failing grades will not deny an athlete participation providing all other academic conditions have been met.

- g. The Treasurer and Superintendent may take any reasonable and cost-effective actions to insure payment of past-due fees and fines. Such actions may include, but are not limited to, declaring students ineligible for participation in extracurricular activities.
- h. Students must be in attendance for at least 4 full class periods on the day of practice or contest to attend or participate. Any absence beyond the 4 full periods may only be for medical appointments, court-required appearance, or school sponsored activities.
- i. After the original roster has been submitted by a head coach, any future additions must be submitted to the Athletic Director in sufficient time to submit the names to Columbus on the OHSAA eligibility list.
- j. Athletes may lose eligibility for varying periods of time due to suspension or attendance. Notification of these events will be provided to the Athletic Director by the Principal's office.

## **Attendance**

### 10. Attendance Rules

- a. A student must be in school to practice, compete, or perform. If a student is not well enough to attend school, he/she is not well enough to participate in any co-curricular events. Students who are not in attendance for their scheduled day may forfeit their right to participate in the co-curricular activity. Exceptions to this are excused school trips and appointments that are approved in advance by the athletic director, principal, or his/her designee.
- b. If a student is truant from an assigned class period(s), he/she forfeits his/her opportunity to perform, or compete in the next scheduled event after which the administration becomes aware of the truancy.
- c. Students may not compete, perform, or practice on days of an out-of-school suspension. Students may not attend an event on the days of an out-of-school suspension.
- d. Students are expected to be in all classes the day after a contest or



competition.

- e. It is inevitable that some practices, performances, events, and games will be scheduled during school vacation times. It is an expectation that each participating student will dedicate him/herself to their co-curricular activities and meet his/her coaches expectations.
  - f. Students suspended from co-curricular activities are expected to remain as part of the team or group unless otherwise stated by the Principal or his/her designee. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not the student will be required to attend all contests and activities. Members of athletic teams may be required to attend all contests, practices, and team activities and be a non-participant during the time of their suspension. Athletes not in attendance at a contest or activity will not have the contest counted as one of the suspension contests.
  - g. Students displaying a pattern of habitual tardiness to a specific class will be referred to the high school assistant principal and will not be allowed to practice or compete until the situation is resolved.
11. In the case of lost equipment, the student may be required to pay for the lost items before the student will be permitted to participate in another sport.
  12. Should a student participating in an activity governed by this handbook quit or be denied further participation in that activity, he/she shall not be qualified to receive any award for that activity or go on to another or corresponding season team.
  13. A student-athlete must finish a season in order to earn a letter. This includes staying with the team in the event of an injury and attending the appropriate athletic banquet. The coach and Athletic Director may excuse an athlete prior to the banquet for good reason.
  14. Transportation to away contests or practice sessions shall be by board-owned or rented vehicles except by permission of the Superintendent and Treasurer. All participants are to travel to and from away events on the transportation provided by the Board of Education. **With prior written permission granted by the Principal or Athletic Director, the student may be exempted from this rule.** Students will not be permitted to drive to away contests or practice sessions except in unavoidable circumstances and then only with prior written permission of parent and Principal.
  15. A student currently participating in an in-season sport should not be participating in drills or open gyms of another season sport. Weight lifting is permissible during a seasonal sport if approved by the current coach. There should be encouragement by coaches to participate in as many sports as possible and not deter kids from participating in other sports.
  16. The following guidelines should be used to determine a student's participation when a **conflict arises**: A performance (athletic event, contest, play, etc.) has priority over any practice or rehearsal. When two events of equal value conflict the student may choose to participate in the event of his/her choice without fear of penalty or consequence. Academic related events (i.e. events in which a

grade is determined by a student's performance) supersede all other activities. Students are to inform coaches/advisors of conflicts as soon as they become aware. Extenuating circumstances can be brought to the attention of the Principal or his/her designee for further consideration.

17. **No events** may be scheduled under the school name at **private homes**, business establishments, or other places unless approved by the Principal or his/her designee.

### **Physical Examinations**

1. Before a student can try out or participate in any sport or cheerleading (including summer camps), he/she must submit to the coach an OHSAA student participation and physical examination must be current and not expire during the season.
2. Physical cards must be completed and on file in the athletic office before a student can participate in the open gym, physical fitness, weight lifting, etc.
3. All physical cards must be filled with the Athletic Director prior to the student's participation.

### **PROCEDURES FOR POST HIGH SCHOOL INVESTIGATIVE VISITS**

1. Students must get approval from the guidance office and the Principal at least 24 hours in advance of visit.
2. Students must show proof in advance that they have an appointment with the admissions office or other legitimate personnel.
3. Students must return with a written statement signed by an appropriate representative of the office they visited. The date and time of the visit must be shown.
4. Juniors will be limited to two visits per year. Seniors will be limited to three visits per year.
5. Students visiting colleges for athletic interviews must follow the above procedures and have approval of the high school coach and Athletic Director.

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