

Principal's Welcome

Dear Students:

I would like to welcome you back for the 2018 - 2019 school year at West Liberty-Salem Schools! The staff and I are very happy to be back, and we hope that you have had a great summer and have come back prepared to learn.

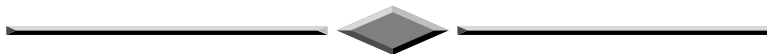
The general norm of good behavior of a student at West Liberty-Salem School is to act in a reasonable and respectful manner toward both teachers and fellow students. To aid in this effort a minimum number of general guidelines have to be set down. Discipline in the school is not only directed toward order, but principally toward helping you grow as an individual. You will be challenged to use the freedom you are given in a responsible manner. The school will attempt to give you more responsibility as you demonstrate an ability to use it wisely. When occasional lapses occur, you will be asked to reflect on them and on what ways you might use to avoid future lapses.

While discipline usually denotes correction or punishment, properly understood, it refers to self-control, or to ordering one's activities toward a particular goal: whether athlete or artist, scholar or craftsman, there is no achievement without discipline – including the achievement of maturity. Every member of the West Liberty-Salem community should share such discipline, which involves discovering one's responsibilities and meeting those responsibilities.

The following handbook is a guide to appropriate behavior and expectations here at West Liberty-Salem. As WLS students, you are expected to act as mature individuals. You are also expected to try your hardest at whatever you do. As students, athletes, artists, musicians and citizens, I expect you to give your best at all times. If you have a positive attitude and are willing to work hard, you will certainly be successful in school and in life.

Greg Johnson

WL-S Middle/High School Principal



Dear Students:

The West Liberty-Salem Middle and High School Staff wishes to welcome you to the 2018-2019 school year. We hope that each of you will benefit greatly from the variety of positive learning experiences that will be available to you this year.

This handbook has been prepared for your benefit so that you will understand the rules, regulations, and policies of West Liberty-Salem Schools. The rules and regulations listed in this handbook are for your benefit and welfare. They are necessary for operating our school safely and effectively. **Please be sure to take your handbook home and take time to share the information with your parent(s).**

Each staff member is prepared to help you in any way possible. Please feel free to ask us for help or advice when you need it. It is our hope that each and every student has a successful and enjoyable school year.

Best wishes,

The West Liberty-Salem Middle School Staff

West Liberty-Salem Board Of Education

The WL-S Board of Education meets the **Third Tuesday** of each month, unless otherwise notified.

Mr. Chuck Buck, President
Mr. Pat Adams, Vice President
Mr. David Cline
Mr. Tim Lamb
Mr. Chris Moell
Mrs. Chelsea Baldwin, Treasurer

West Liberty-Salem Middle/High School Administrative Staff

Kraig Hissong	Superintendent	khissong@wlstigers.org
Greg Johnson	High/Middle School Principal	gjohnson@wlstigers.org
Andy McGill	Assistant Principal	amcgill@wlstigers.org
Julie Hartsel	Special Education Supervisor	jhartsel@wlstigers.org

West Liberty-Salem Telephone Numbers To Remember

Middle/High School Office	(937) 465-1060, ext. 102
Superintendent's Office	(937) 465-1075
Guidance Office	(937) 465-3630
Attendance Office	(937) 465-1060, ext. 103
Nurse's Office	(937) 465-1150
Central Office Fax	(937) 465-1095

West Liberty-Salem Schools
7208 N. Route 68
West Liberty, OH 43357



INTRODUCTION

We strive to treat every student equally and fairly. It is necessary to establish certain rules for all students to follow. This handbook is designed to provide information relative to the rules at West Liberty-Salem Middle/High School. For middle school students, this handbook also serves as your hall pass and identification. It must be in your possession while you are in school. If you lose your handbook/hall pass you will be charged \$8.00 for a replacement.

West Liberty-Salem Middle School Daily Schedule
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<u>Sixth Grade Schedule</u>	<u>Seventh Grade Schedule</u>	<u>Eighth Grade Schedule</u>
1 st 7:40am - 8:40am	1 st 7:40am - 8:40am	1 st 7:40am - 8:40am
2 nd 8:42am - 9:42am	2 nd 8:42am - 9:42am	2 nd 8:42am - 9:42am
3 rd 9:44am - 10:44am	3 rd 9:44am - 10:44am	3 rd 9:44am - 10:44am
HR 10:46am - 11:01am	Lunch 10:46am - 11:16am	HR 10:46am - 11:16am
Lunch 11:01am - 11:31am	-----	-----
HR 11:32am - 11:47am	HR 11:17am - 11:47am	Lunch 11:17am - 11:47am
4 th 11:50am - 12:50pm	4 th 11:50am - 12:50pm	4 th 11:50am - 12:50pm
5 th 12:52pm - 1:52pm	5 th 12:52pm - 1:52pm	5 th 12:52pm - 1:52pm
6 th 1:54pm - 2:54pm	6 th 1:54pm - 2:54pm	6 th 1:54pm - 2:54pm

West Liberty-Salem High School Daily Schedule
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<u>High School “First Lunch”</u> (11 th & 12 th Grade)	<u>High School “Second Lunch”</u> (9 th & 10 th Grade)
1 st 7:40am – 8:29am	1 st 7:40am – 8:29am
2 nd 8:33am – 9:22am	2 nd 8:33am – 9:22am
3 rd 9:26am – 10:15am	3 rd 9:26am – 10:15am
4 th 10:19am – 11:08am	4 th 10:19am – 11:08am
5 th 11:12am – 12:01pm	5 th 11:12am – 12:01pm
Lunch A 12:05pm-12:35pm	HR A 12:05pm-12:35pm
HR B 12:38pm-1:08pm	Lunch B 12:38pm-1:08pm
6 th 1:12pm – 2:01pm	6 th 1:12pm – 2:01pm
7 th 2:05pm – 2:54pm	7 th 2:05pm – 2:54pm

ATTENDANCE

Attendance is a major component of the State Report Card for our school and the academic success of individual students. **Strict and consistent adherence to State and School policies regarding attendance will be enforced.** It is impossible to foresee every issue regarding attendance that may occur, therefore, if there are any uncertainties concerning a particular situation it is recommended that they be addressed prior to the absence. Administration reserves the right to appropriately alter enforcement of policies in extreme situations.

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES (House Bill 410)

1. Definition of “habitual truant” is tracked by hours. The new definition is:
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one month without a legitimate excuse;
 - c. Absent 72 or more hours in one year without a legitimate excuse.
2. Includes “excessive absences”:
 - a. Absent 38 hours or more in one school month with or without a legitimate excuse;
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Referral To Court

When a student has met the Habitually Truant or Excessive Absence threshold, as determined by House Bill 410, (excluding absences for school sponsored events, properly documented extended illnesses, and approved vacations), a school official will make an attendance referral to the Champaign County Attendance Officer after following the excessive absence procedure.

Truancy Procedure

1. When a student has had one truancy offense (as defined above), a school official will contact the parent/guardian indicating the disciplinary action that was assigned.
2. When a student has a second truancy offense, the County Attendance Officer will be notified and appropriate counseling and disciplinary action will be taken.
3. If a student has a third truancy offense, the Principal and/or Attendance Officer will initiate court action against the student and the parent/guardian.

Ohio Revised Code Excused Absence Reasons

1. **PERSONAL ILLNESS**...professional documentation may be required.
2. **ILLNESS IN THE FAMILY**...not applicable to children under age 14.
3. **QUARANTINE OF THE HOME**...as fixed by the proper health officials.
4. **DEATH OF A RELATIVE**...limited to 3 days unless circumstances warrant an extension.
5. **OBSERVANCE OF RELIGIOUS HOLIDAYS**....consistent with family creed/belief.
6. **EMERGENCY**...or any set of circumstances with reasonable and sufficient cause in the judgment of the Superintendent.

Other School Allowed Excused Absences WITH PROFESSIONAL DOCUMENTATION/VERIFICATION submitted within 2 days upon return of absence.

7. **DOCTOR/DENTAL VISITS**
An official note/excuse slip, from medical office, to be excused.
8. **COURT APPOINTMENT**
Bring back official documentation with date.
9. **COLLEGE VISITS**
Notify office of dates in advance and upon return submit letter/note from college or document with date attended. 3 days allowed per year for Juniors and 2 days allowed per year for Seniors.
10. **CAREER/MILITARY APPT**
Ask recruiter for proper paperwork to submit to office in advance.
11. **DRIVER'S LICENSE EXAMS/PERMITS/APPTS**
Bring a copy of your official license, permit or paperwork to the office, for an excused absence.
12. **JOB SHADOWING**
Excused only if assigned by a teacher/counselor, with proper paperwork from the office, in advance.
13. **ALL SCHOOL RELATED FUNCTIONS, EVENTS AND FIELD TRIPS**
Approved as school-sponsored for participants only (does not include other students attending in support or watching, those students should request vacation days to attend and be excused).
14. **VACATION DAYS**
Must be pre-approved 3 days in advance with paperwork, limit of 5 days per year.
(see more detail below)

**We ask that every effort be made to make appointments for after school hours to prevent any missed instructional time for students.*

Examples of Common Unexcused Absence Reasons

Unexcused reasons are not limited to the following list. Generally, any reason not listed above as excused is unexcused. Vacation time may be requested to be excused for any of the following PRIOR to the absence.

1. car trouble (parent or student)
2. oversleeping or missing bus
3. traffic/transportation issues
4. babysitting/family events
5. tired/staying up late due to extra-curricular activity
6. haircut/beauty shop appointments or other personal appointments
7. vacation days not in compliance with policy
8. to complete homework/assignments

*Improper/no contact from parent or unknown reason for absence will result in an unexcused absence.

*Leaving during the school day without proper documentation, prior to or upon return, will result in an unexcused absence.

Tardies/Late Arrivals

- Students who are not in their assigned seat when the bell rings at 7:40 are tardy.
- Late students must use the main entrance only and report to the Attendance Office.
- Students who fail to sign in by 8:20 am will be given a ½-day absence.
- Missing more than ½ of a period without an excused reason will result in an unexcused absence for the entire period.
- Consequences for unexcused tardies/late arrivals to school per nine-week grading period:
 - 1st & 2nd – warning
 - 3rd & 4th – detention (30 minutes after school)
 - 5th & 6th – 2-hour Saturday School
 - 7th – 4-hour Saturday School
- More than 7 – Alternative School and/or revocation of parking privileges.

3 Day Limit Per Nine Weeks Grading Period

- Students are allowed 3 excused absences per 9 weeks (each grading period) without a medical note, for personal illness. After those 3 days have occurred, official verification, from a medical facility, MUST be submitted to excuse any further absences. Students are encouraged to submit official verification to avoid reaching the 3 day limit.
- When a student has had three (3) days of absences excused by parent notes during the course of a nine-week grading period, school administration will send a letter to the parent/guardian informing them that for any additional absences to be considered excused, the school will require an accompanying note from a doctor or other appropriate professional. When school administration is aware that the student is going to be absent for an extended period of time, such as an extended illness, accident, surgery, etc., the number of days absent will not be counted toward habitually truant total.

Unexcused Absence

- An absence is unexcused when:
 - a. The reason for the absence is unexcused.
 - b. Proper contact has not occurred.
 - c. Anytime a student leaves during the day, the absence is unexcused until official documentation (doctor's excuse, court documentation, or an approved vacation form) as been received.
- An unexcused absence means work due in all periods missed will receive no credit and the grade of zero. Missing more than half of a class period will result in the entire period recorded as unexcused.
- Consequences for unexcused absences per nine-week grading period are:
 - 1st & 2nd – warning
 - 3rd & 4th – detention (30 minutes after school)
 - 5th and Up – 2-hour or 4-hour Saturday School

Vacation Days

- Though school policy allows for 5 days absent for family vacations, it is highly discouraged to use these days unless unavoidable.
- Students must complete the following steps to obtain approval for the vacation days at least 3 days prior to the vacation absence. These steps must also be completed for early dismissals and late arrivals due to vacation.
 1. Submit a parent note or a phone call requesting the vacation dates to the Attendance Office a minimum of 3 days prior to leave.
 2. Student should obtain the Vacation Assignment form and have teachers complete it.
 3. Submit completed Vacation Assignment form to the Attendance Office for approval by the Dean of Students.
- Upon completion of the above steps, parents will be promptly informed if there are any concerns to discuss relating to the vacation request.
- Failure to follow the above steps will result in the absences being recorded as unexcused and no credit for work missed.
- No vacation days may be taken during exam time. Vacations should not be scheduled during possible make-up days at the end of the school year.
- Absences for any personal reason (hunting, attending sporting events, appts., job interview, family events, etc.) must be requested as vacation day(s) or will be considered an unexcused absence.

Early Dismissal

- If students are leaving during the day, a note or phone call must be received from the parent or guardian PRIOR to their signing out. No student may leave during the school day without contact from a parent/guardian. A phone call or note must indicate the date, time and reason for the early dismissal and a telephone number where they can be reached for verification.
- Students must sign out at the Attendance Office and only use the main entrance to exit the building.
- Students who become ill at school must report to the School Nurse. They are not allowed to call home first or leave without evaluation by the Nurse. Students who do not follow this policy will be considered unexcused.

Attendance Requirements For Extra And Co-Curricular Participation

- Students must be present for at least 3½ hours in order to participate in an activity after school hours. This policy applies to illness, vacation days and any unexcused absence.
For example: 7:40-11:10=3 ½ hours or 11:24-2:54=3 ½ hours

Senior Early Release

- The State allows schools to grant a three-day early release for graduating seniors. Any senior who misses 16 or more days of school during their senior year, will not be granted this early release. Extenuating circumstances may result in administrative approval.

DRIVING AND PARKING REGULATIONS

The Board of Education and Administration believe it is a privilege for students to drive to and from school. Therefore it is the responsibility of each student driving to and parking at school to comply with the regulations established regarding student parking and driving.

A. Parking of Vehicles Driven by Students:

1. Students shall abide by posted speed limit on school grounds and follow any and all posted traffic signs and directions.
2. **All students, regardless of where they park, must have a visible parking pass displayed in their vehicle at all times – which can be obtained from the office. Fill out the form on our WLS webpage > MS/HS link > Student Life > Student Parking Pass Form and bring \$5 into the HS office to receive your pass. All passes must be turned in the last week of school or there will be a charge of \$15 for lost passes.**

3. A student shall not park a motorized conveyance in any visitor or faculty parking area or in any location on school premises other than in designated marked spaces within the student parking lot and shall not park in spaces reserved for "Visitors," "Staff," or "Handicapped" parking; in turn lanes; beside curbs painted yellow; or in areas where parking or stopping or standing of vehicles is forbidden by sign. The head-in parking spots next to the building, including the gravel lot, are staff parking, the first two rows (east side) are parent, visitor, and staff parking.
4. A student shall not violate any law or ordinance regarding the operation of a motor vehicle or any regulation set forth herein while on school premises, under school authority, or at a school-sponsored activity, function, or event.
5. A student operating a motor vehicle on school premises shall yield the right-of-way to pedestrians, school buses, and the directions of a security attendant/faculty supervisor. Always maintain assured clear distance and wear your seatbelt. We will be checking at various times as you enter and exit the school parking lot. Your safety is on our mind.
6. A student who operates a motor vehicle on school premises shall have a valid operator's license and the motor vehicle shall be insured against liability for personal injury and property damage caused by the student driver. The Board of Education shall not be liable for the student driver or for the vehicle and its contents.
7. A student may have parking privileges suspended or revoked for not abiding by parking rules and regulations as well as not operating the vehicle in a safe manner. Morning tardiness may also lead to parking privilege suspension. (See Attendance Section)
8. A student shall not drive or park a motor vehicle on school premises when his or her privilege to do so has been suspended or revoked. Any student who has had parking privileges revoked for any length of time may not legally park on campus during that time.
9. All students, pedestrians and drivers shall follow the direction of the security attendant and faculty supervisor, and abide by school regulations.
10. A motor vehicle parked on school property in violation of parking and driving regulations may be towed away at the owner's expense.

B. Disciplinary Actions for Violations of These Regulations:

1. Disciplinary action may result from the violation of any of the regulations set forth herein. The circumstances of a particular offense may result in suspension or revocation of a student's parking privilege, but other, more severe disciplinary action may result. In addition a student vehicle may be ticketed and towed from school grounds at the student's expense.

MEDICATION

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed prescriber (physician, APRN (Advanced Practice Registered Nurse), or PA (Physician Assistant) and any non-prescribed over-the-counter drugs, preparations, and/or remedies except for narcotics. "Treatment" refers both to the manner in which a medication is administered and to health care procedures that require special training, such as catheterization. Before any prescribed medication or treatment (including inhalers) may be administered to any student during school hours, the Board shall require the written prescription from a licensed prescriber accompanied by the written authorization of the parent. This document shall be kept on file in the office of the School Nurse. For non-prescribed medication, only a written parental request is required. Only medication in its original container, labeled with the date if a prescription, the student's name and exact dosage will be administered. Students authorized in writing by a licensed prescriber and parents may administer medication or treatment, but only in the presence of another adult.

The Board shall permit the administration of any medication requiring intravenous or intra muscular injection or the insertion of a device into the body by staff or a Board-approved designee when a licensed prescriber prescribes both the medication and the procedure, and the staff member or Board-approved designee has completed any necessary training. The principal's designee will supervise the storing and administering of medication. Students who may require administration of an emergency medication may have such medication, identified as mentioned above, stored in the Health Services office, and administered in accordance with this policy.

CLINIC

Students are not permitted to enter the nurse's clinic unless they have a pass from a teacher. Students may not go home without clearance from the clinic. School personnel must contact parents before the student can be released or it will be considered an unexcused absence.

CLASS TRIPS

All students participating in a middle school overnight trip and the Senior New York City trip are required to follow all school policies and are subject to school discipline. Any student who receives two or more Saturday School Alternative Learning Environment, an Alternative School Assignment, an In-School Alternative Learning Environment or Out-of-School Suspension is no longer eligible to attend the trip. A class trip is a privilege, not a right.

MIDDLE SCHOOL DANCES

Students shall conduct themselves within the guidelines of the Student Conduct Code during all dances and other school-sponsored activities. School rules apply to all WL-S school events and activities, just as they do during the regular school day. Dress code will be modified for all middle school dances. All dresses must have shoulder straps, but spaghetti straps are permitted. All other dress code requirements remain in place. **Middle school dances are for WL-S middle school students only. Middle school dances may be for certain grades only.** High school students are not permitted to attend middle school dances and middle school students are not permitted to attend high school dances. (However, in certain situations high school students may be present at a middle school dance in the role of deejay or other assistive role, with permission from the principal.)

HIGH SCHOOL DANCES

Students shall conduct themselves within the guidelines of the Student Conduct Code during all dances and other school-sponsored activities. School rules apply to all West Liberty-Salem school events and activities, just as they do during the regular school day. **Dress code will be modified for school dances. There should still be no bare midriff and length of dresses should comply with dress code.** (If a student chooses a two-part dress, the top and bottom parts need to touch or overlap.) High school dances are for high school students only. Middle school students are not permitted to attend high school dances and high school students are not permitted to attend middle school dances. (However, in certain situations high school students may be present in the role of deejay or other assistive role.) ***Guests to high school dances must be current high school students or graduates who are age 20 or younger. A form, obtained in the office, must be filled out, accompanied with picture of guest and returned to the office for approval prior to the dance.**

LOCKS

The school provides locks for students to use to lock their school lockers. Each student has the opportunity to accept or reject a school-issued lock. Each student who accepts a lock will need to return that lock at the end of the school year. If a student fails to return a lock, a replacement fee of \$5.00 will be charged. All students are strongly encouraged to accept and use a school-issued lock to secure the items of value kept in the student locker.

LUNCH CHARGE POLICY

To ensure that all students have access to healthy school lunches and to be good financial stewards, West Liberty-Salem Student Nutrition Services has instituted a **no charge policy** for the middle

school and high school students. This policy has as its guiding principle the belief that every student deserves a nutritious lunch but that ultimately it is the parent/guardian's responsibility to provide one unless the family qualifies for the free lunch program. West Liberty-Salem School believes strongly that nutritious lunches are a vital component to a healthy school environment. Our school lunches provide 1/3 of the RDA of key nutrients including vitamins A and C; fresh fruits and vegetables are served every day. School meals enhance learning and minimize illnesses and absences.

LUNCH VISITORS

Parents and immediate family intending to eat lunch with a current student must receive prior approval from the administration. No other guests will be approved. It is the host student's responsibility to seek approval for their guest. As with all guests, lunch visitors must sign-in at the office and get a visitor's pass.

SCHOOL SERVICE/STUDENT HELPERS

High School Students who have met all academic requirements and wish to work in a school office, as an elementary, middle or high school teacher aid, or as a student tutor may schedule to do so through the guidance department. (This may qualify as part of a Flexible Credit proposal.) **Teachers will be limited to 2 students per period and a maximum of 3 student helpers per day.**

GRADING SYSTEM/COURSE REQUIREMENTS/HONOR ROLL

A. The following standards are used by teachers for assigning and averaging grades on the 4.0 scale:

A = 96-100-4.00	Outstanding	C = 77-79---2.00	Average
A- = 92-95--3.67	Excellent	C- = 74-76---1.67	Below Average
B+ = 89-91--3.33	Very Good	D+ = 71-73---1.33	Improving
B = 86-88--3.00	Good	D = 68-70--- 1.00	Near Failure
B- = 83-85--2.67	Above Avg.	D- = 65-67--- .80	Probable Failure
C+ = 80-82--2.33	Average	F = 64/below .00	Failure

The following standards are used by teachers for assigning and averaging grades in Urbana University College Credit Plus courses:

A =	91.5 – 100.....4.0
B =	82.5 – 91.49.....3.0
C =	73.5 – 82.49.....2.0
D =	64.5 – 73.49.....1.0
F =	0 - 64.490.0

B. Course Requirements

Grades certainly are important, but the grading system cannot be utilized if assignments are not completed and turned in on time; quizzes, tests and exams are not taken. Be aware of your course requirements such as term papers and attending/completing semester and final exams. Your teachers and special notifications will emphasize the value of semester, year-end exams and the way they will be calculated. Course requirements must be completed to gain credit. Consult your course catalog and the course syllabus for course requirements.

C. Middle School Honor Roll

The corresponding point values are assigned when determining grade point averages in grades 6-8. A student honor roll is published each nine week grading period for all students who have earned a 3.00 average or above. High honors are designated for those students who achieve a 3.75 average each 9 weeks.

D. Graduation Requirement

Besides the NUMBER of credits you must meet to earn graduation, certain assignments such as the senior term paper must be completed. Your teachers will provide you with the deadlines and time lines to meet this important requirement.

E. High School Honor Roll & Academic Excellence Banquet

The corresponding point values are assigned when determining grade point averages in grades 9-12. A student honor roll is published each nine week grading period for all students who have earned a 3.00 average or above. High honors are designated for those students who achieve a 3.75 average each 9 weeks. Each spring, West Liberty-Salem holds its Academic Excellence Banquet. All students in grades 9-12 who have a cumulative grade point average of 3.75 or above at semester time are invited to this banquet. Cumulative gpa includes grades received for any class that counts towards high school credit, including biology and algebra taken in 8th grade. Semester and final exams also impact a student's cumulative gpa. Any senior being honored for the third or fourth time has the opportunity to recognize a staff member that has made a significant impact on their education.

F. Flexible Credit Options

The West Liberty-Salem administration and teaching staff has developed and will implement a Flexible Credit option, which allows students to show what they know and to move on to more advanced classes or take elective courses in other departments. Under this option, students can earn credit in ways not limited to "seat time" or the walls of the school building. Students will be able to customize aspects of their learning around their interests and needs. This might include flexible schedules, a choice of modalities (e.g. online learning and community-based projects), as well as options to pursue niche interest areas, combine subjects, graduate early, or take other high school elective courses.

Why Flexible Credit?

Research and experience tells us that Flexible Credit options encourage student self-direction and motivates learners to develop new skills and fulfill their potential. It also recognizes that while learning experiences must be high quality, not all learning happens inside the classroom or in formal education settings.

Options for Earning Flexible Credit

With Flex Credit, high school students can earn credit in three ways, or in combination of these ways:

1. Complete traditional coursework.
2. Test out or otherwise exhibit mastery of the course content.
3. Pursue one or more "educational options" (e.g. distance learning, educational travel, independent study, internship, portfolio presentation, music, arts, or athletics.)

How Do Students Begin the Process?

Whether a student is going to pursue Flexible Credit by demonstrating their mastery of content or pursuing educational options, the first step is to meet with the guidance counselor. The guidance counselor will have information to assist students in developing a proposal and completing the work to demonstrate quality learning. The guidance counselor and/or teachers will help students complete a proposal to begin the pursuit of Flexible Credits. More information and details about Flexible Credit can be obtained in the guidance office.

EXTRA and CO-CURRICULAR PARTICIPATION

A. Student Participation

The Board of Education recognizes that a complete co-curricular program based upon student interest assists in the total education of the student. While emphasis is given to the student's educational growth, diversified opportunities must be provided for those students who wish to participate in the co-curricular program. All such programs must contribute to the goals of general education to justify their existence in the curriculum.

1. Participation in a co-curricular sport/activity is a privilege, not a right.
2. All participants will be subject to the rules and regulations of the respective sport activity including the School Drug-Alcohol-Tobacco Policy.

3. Participants will be advised in writing of all regulations by their respective advisors or coaches prior to their participation in order for each student to determine the feasibility of such participation.
4. Violation of rules and regulations may result in loss of privilege to participate, or other disciplinary action.
5. As listed in the attendance section, students must be present for at least **3 ½ hours** in order to participate in an activity after school hours.

B. Conduct Guidelines

Students shall conduct themselves within the guidelines of the Student Conduct Code during all games and student activities, home or away. School rules apply to all West Liberty-Salem school events and activities, home or away, just as they do during the regular school day. Students are expected to follow school rules whenever they represent West Liberty-Salem Middle/High School either as a participant or as a spectator. Failure to do so may result in being denied the privilege of attending any event, home or away. In addition, a student may be disciplined according to the consequences set forth in the Student Conduct Code. The Administration reserves the right to extend the consequences to include all school activities and athletic contests.

C. Scholastic Eligibility Policy

Students participating in an extra or co-curricular activity will be required to meet certain academic standards to be eligible to participate in contests. These standards are in accordance with the Ohio High School Athletic Association requirements. A student enrolling in the seventh grade 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 and must have been enrolled in school the preceding grading period, must have received passing grades in five (5) subjects carried, *and must have received at least a 1.7 grade point average*. A student enrolled in the first grading period after advancement from the eighth grade must have passing grades in five (5) subjects carried the preceding grading period, *and received a 1.7 grade point average* in order to be eligible for athletic participation in the ninth grade. Students in grades 9-12 must be enrolled in school the preceding grading period and have received passing grades during the grading period in subjects that earn a minimum of 5.0 credits, or the equivalent, per year toward graduation, and must have received at least a 1.7 grade point average. The eligibility of a student continues until the start of the next grading period at which time the immediately preceding grading period grades become applicable.

The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. A student coming off the “ineligible list” will become eligible 24 hours after the mandatory grade reporting date established by the Board of Education, provided said grade reporting date is applicable to all students in that district. **EXCEPTION:** eligibility or ineligibility for the first grading period commences with the start of the fall sports seasons. Summer school grades or correspondence grades earned may not be used to substitute for failing grades from the regular school year.

COMPREHENSIVE SCHOOL SAFETY AND SECURITY PLANS

A. Important background comments and procedures

Many things contribute to the safety and security of our school. Among the most important include our organization, daily procedures, disciplinary guidelines and consequences, and overall communication. While this safety plan will list and emphasize some specific procedures it cannot repeat all that is part of the school’s Emergency and Crisis Guidelines. These guidelines address our organization and communication. Not only for your individual safety but also for the safety of all, it is your responsibility to know and follow the handbook guidelines.

B. Daily Attendance: entrance and exit

1. Maintain an excellent attendance record and follow attendance guidelines (see section on Attendance).
2. Unless you have special permission to report before school to a specific area, do not enter the hallways before 7:25AM
3. If, for any reason, you are here before 7:25 AM, enter by way of the main entrance only and wait by the main office.
4. The middle school wing doors and high school wing and science wing doors will be unlocked only between 7:25AM and 7:40 AM for morning arrival. All other wing doors will remain locked before, during, and after school.
5. Between 7:40AM and 2:54 PM you must only use the main school entrance to enter and exit the building.

C. An Emergency

1. In case of an emergency, notify the nearest teacher.
2. If a teacher is not available, call or go to the office.
3. Provide your name, the nature of the emergency, the location of the incident, etc.
4. Remain calm but very observant so you can provide a statement of what actually happened or is happening.

D. Duck and Cover

In the event of an emergency situation which would not allow moving away from the source of danger:

1. If inside, use a desk or piece of furniture as a shield.
 - a. Drop to knees with your back toward the source of danger.
 - b. Make body as small as possible.
 - c. Bury face in arms.
 - d. Keep eyes closed and ears covered.
 - e. Remain silent and listen for instructions.
2. If outside, try to get behind any solid object.
 - a. Lie prone with face away from source of danger.
 - b. Cover head, face, and as much skin surface as possible.
 - c. Keep eyes closed and ears covered.

E. Delay or Cancel of School Prior to Start

Students and parents should monitor local radio/television stations: WEEC-FM, Springfield (100.7), WPKO-FM-Bellefontaine (98.3), WKSW-FM-Urbana (101.7), WHIO-TV-Dayton (channel 7).

F. Early Dismissal

1. Listen for any special instructions about time and direction.
2. Students will follow routine and specially described routes to transportation.
3. Radio and television will announce an early dismissal from school.

G. Tornado Emergency / Shelter-In-Place

1. Be knowledgeable about both in-room and other shelter-in-place locations and procedures.
2. If in room or designated shelter other than classroom:
 - Move away from outside windows and doors as well as air ducts and vent systems.
 - Follow Duck and Cover procedures.
3. If not in the classroom
 - Follow assigned route to the pre-assigned area in a single file as quickly and quietly as possible.
 - Sit on the floor, with back toward window, in rows two or three deep, if needed. Follow Duck and Cover procedures.

- Be certain that a passageway is provided the length of each hall and at the entrance to each doorway.
 - Do not leave the area until authorized to do so.
4. After the drill or the real emergency the teacher/supervisor will review the situation and make any necessary changes and recommendations.

H. Fire Emergency / Evacuation

When the principal issues the fire alarm sounds or special directive, ALL persons are to leave the building as prescribed by the regulations that follow:

1. Leave all books and materials on the desks.
2. Form lines and proceed quietly from the room, following the prescribed route, in single file as quickly as possible.
3. In the event the assigned route is blocked, students, with verbal direction of the teacher, should proceed to the next closest exit.
4. The teacher leaves the room last after seeing that all windows and doors are closed.
5. The teacher remains with the class, maintains order, and checks the class roll, and reports absences. NO student is permitted to leave the group without explicit instructions from the faculty member in charge.
6. All lounges, rest rooms, locker rooms, and offices must be vacated.
7. The last person out each exit assumes the responsibility for closing the outside doors.
8. All persons should move at least thirty yards from the building, keeping roadway, and parking areas clear for emergency vehicles.
9. Once students are outside they must check in with the classroom teacher or area supervisor who is taking attendance.
10. Students are not to reenter the building until the “all clear” is given.
11. The drill or actual emergency will be reviewed within each of the student groups to reinforce and/or change procedures.

I. Relocation

1. A directive to relocate will be given by the principal or public safety authority.
2. Relocation procedures depend upon the nature of the situation; please listen carefully for destination. Unless otherwise stated use same evacuation route as fire evacuation.

J. Alice/School Safety Features

1. In the event of an emergency that has the potential to cause harm to an individual or group of WL-S students or staff, all WL-S personnel and students will be trained in a program called ALICE. ALICE stands for:
 - A - Alert
 - L - Lockdown
 - I - Inform
 - C - Counter
 - E - Escape
2. ALICE operates on the idea that there are actions we can take in the event of pending danger to better protect and/or escape the situation. At WL-S, we are going to take every step we can to keep our students safe. In so doing, we are going to be as conscientious as possible not to scare, upset or in any way cause our students anxiety. It is our desire to prepare students for the possibility of danger at school without putting them in any danger or situations that make them uncomfortable.

The following safety features should ONLY be used in emergency situations. If students use these features otherwise, the discipline process will be followed (see Code of Conduct).

- EGRESS WINDOWS: easily opened piano hinge emergency exit windows located in all classrooms with outside windows.

- DOOR INDICATORS/LOCKS: thumb turn locks located on all classroom doors clearly display locked/unlocked doors when inside the classroom.
- SHATTER RESISTANT WINDOW FILM: window film can significantly impede unwanted entry/window shatter compared to standard windows.
- REINFORCED DOOR LOCKS: emergency lock bars positioned on all classroom doors can significantly impede unwanted entry by withstanding extreme pressure.
- SCHOOL RESOURCE OFFICER: full time employee located at WL-S.

K. Bus Safety

Bus Safety is of extreme concern. Your parents, teachers, and administrators count on your working with the bus driver at all times to ensure safe travel.

1. The bus is essentially a classroom on wheels. The bus driver is your teacher/supervisor in the morning and evening routes and has authority and/or responsibility to maintain control of pupils as detailed in section 3319.41 of the revised code.
2. The bus driver will be reviewing safety procedures with you about:
 - a. Arriving at the bus stop BEFORE the bus is scheduled to arrive.
 - b. Waiting in a location clear of traffic and away from the bus.
 - c. Behavior which is non threatening to life, limb, or property of any individual.
 - d. Going directly to an assigned seat.
 - e. Observing classroom conduct and obeying the bus driver promptly and respectfully. Exception: Music playing devices with ear phones are acceptable on the bus, with bus driver permission.
 - f. Remaining seated and keeping aisles and exits clear.
 - g. Not using profane language.
 - h. Not eating or drinking on the bus except as required for medical reasons.
 - i. Not having alcohol or drugs in possession except for prescription medicine required for student use during the regular day.
 - j. Not using tobacco products-including snuff & any electronic form such as vapors and e-cigarettes.
 - k. Not throwing or passing objects on, from, or into the bus.
 - l. Carrying only those objects that can be held in your lap such as band instruments/science projects.
 - m. Leaving or boarding the bus only at locations to which they have been assigned unless student has parental AND administrative authorization to.
 - n. Not putting head or arms out of bus windows.
 - o. Following any guidelines for the use and storage of equipment and other means of assistance required by handicapped students.
 - p. Generally respecting both driver and each other on the bus.

L. Surveillance Cameras

1. Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras.
2. For students' safety and welfare, video surveillance cameras are placed throughout the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.
3. This facility is equipped with a surveillance system. This system may be used to monitor student conduct and to assist in disciplinary action. The system also provides security to our facility, staff, and students.
4. The West Liberty-Salem Local School Board of Education, in order to help maintain student safety and discipline, may equip each bus with a video camera to monitor student behavior.

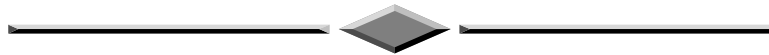
ASSURANCE OF COMPLIANCE

The West Liberty-Salem Local School District assures that it will comply with:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on basis of race, color, or national origin.

- Section 504 of the Rehabilitation Act of 1973 that prohibits discrimination on basis of handicap.
- Title IX of the Education Amendment of 1972 that prohibits discrimination on basis of sex.
- The Age Discrimination Act of 1975 that prohibits discrimination on the basis of age.
- All regulations, guidelines and standards lawfully adopted under the above statutes by the US Department of Education.
- The West Liberty-Salem Board of Education has appointed the following individuals as compliance officers:

Title IX-- (465-0060)	Aaron Hollar
Section 504- (465-1060)	Julie Hartsel
Title VI- (465-1075)	Kraig Hissong
- If an individual feels that he/she has a complaint or concern regarding Title IX, Title VI, or Section 504, he/she should contact the compliance officer for that section.



STUDENT CONDUCT EXPECTATIONS AND CONSEQUENCES

Violations Of School Policies

When a student violates a school policy at WL-S, the following disciplinary options are available to the staff and administration:

- Apology
- Detention
- Conference with school official
- Conference involving student, parent/guardian, and school official
- Saturday-School Alternative Learning Environment
- Out-of-school Suspension
- In-school Alternative Learning Environment
- Alternative School Assignment
- Referral to legal authorities
- Work Program
- Recommendation for expulsion
- Other disciplinary measures as deemed necessary and appropriate for the orderly operation of the education process of the middle school.

NOTE: The offenses listed should not be interpreted as the only offenses for which a student may receive an assignment to an alternative learning environment or otherwise disciplined. Other incidents are subject to the principal's judgment. ***An administrator may increase a penalty if in his/her judgment the offense is serious enough to place it at a higher level.***

Scope

This code of student conduct shall apply to the following situations:

1. On school property at all times;
2. Off school property at any school-sponsored function or on school buses and other vehicles provided by the West Liberty-Salem Board of Education for transporting students, and in private vehicles used for the same purpose;
3. Off school property when an act is committed against a school employee.

THE DISCIPLINE HIERARCHY

The Discipline Hierarchy is a sequential system to deal with student conduct which maintains effectiveness, consistency, and open communication.

1. Students are assigned a consequence as prescribed by the handbook.
2. Once a student has accumulated the maximum number of consequences at a specific level, he/she will progress to the next level.

Level I – Detention – detentions will be held Monday thru Thursday in the the assigned detention room from 3:00-3:30. Students may be picked up at the main school entrance after 3:30

A student will be assigned a maximum of 6 detentions per semester.

Level II – Saturday-School Alternative Learning Environment

A student will be assigned a maximum of three (3) Saturday-School suspensions per semester.

Level III – Alternative School Assignment

A student will be assigned a maximum of 10 days Alternative School Assignment per semester (unless special provisions are made by administration and parent/s). In-school suspension may be used at the administrator's discretion in place of an Alternative School Assignment and will be viewed as an equivalent Level III consequence.

Level IV – Out-of-School Suspension

A student will be assigned an Out-of-School suspension when Level I, Level II and Level III have been exhausted.

When a student has progressed through all levels of discipline, his/her case will be reviewed by the administration with a determination of whether the student will be recommended for expulsion.

**At any time an administrator may disregard the hierarchy if the offense warrants a higher level of discipline.

The Ohio High Point Career Center is an extension of our school program: therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Ohio High Point or West Liberty-Salem High School. 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.

Students who are placed on out of school suspension or who are expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

Expulsion may result in the loss of credit for courses being taken at school, at the Ohio High Point Career Center or at any colleges or university, whether under the Post Secondary Enrollment Option Program or at the students own expense.

WL-S STUDENT CODE OF CONDUCT

1. **Disruption of School** – A student will not, through outbursts, insubordination or other acts of misbehavior, disrupt or obstruct the educational process, while either in school or at extra-curricular activities, or other school sponsored functions. Possession of pornographic material and use of gang symbols could be considered a disruption of school.

Methods of Correcting Behavior

*All Offenses-Detention, Saturday-School Alternative Learning Environment, Alternative School Assignment, Out-of-School Suspension. (Based on the severity of the action as determined by the administration).

2. **Harassment & Bullying – Definition of Harassment-** The use of violence, fear, hazing, force, coercion, threat, or other related behavior to intimidate or harass any other persons regardless of race, national origin, ancestry, religion, citizenship status, sex, economic status, age, handicap, disability,

or other human differences. Incidences of bullying or harassment can be reported by students or parents by calling 465-1060 x 105 or by emailing stopbullying@wlstigers.org. Further information can be found on our website wlstigers.org > parents > bullying policy.

Definition of Bullying - Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. (NEOLA Policy: 5517.01) Additionally, bullying includes “dating violence” as defined as “a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person’s dating partner.” A “dating partner” is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Methods of Correcting Behavior

*All Offenses-Detention, Saturday-School Alternative Learning Environment, Alternative School Assignment, Out-of-School Suspension.

Major disruptions may result in immediate emergency removal from school at the discretion of the Principal.

3. **Destruction of School or Private Property** – A student will not cause or attempt to cause willful destruction or defacement of school or private property.

Methods of Correcting Behavior

First Offense – Saturday-School Alternative Learning Environment

Second Offense – Alternative School Assignment/Out-of-School Suspension

In all cases, the student(s) will be responsible for paying the complete cost of restoring any damage or destruction.

*Serious cases may warrant an emergency removal from school and/or Out-of-School Suspension or recommendation for expulsion.

- 4A. **Threat** – A student will not verbally abuse or threaten another person.

Methods of Correcting Behavior

First Offense – Saturday School Alternative Learning Environment

Second and all Subsequent Offenses- Alternative School Assignment, Out-of-School Suspension

NOTE: ANY THREAT that involves the use of a weapon and/or threat of the use of a weapon may result in Out-of-School Suspension and possible referral to local law enforcement.

- 4B. **Fighting, Unauthorized Touch, or Physical Attack of another person**-Any action that may or does cause physical harm.

Methods of Correcting Behavior

All Offenses – Out-of-School Suspension.

NOTE: Serious cases may warrant an emergency removal from school, possible recommendation for expulsion, and contact with appropriate law enforcement.

5. **Possession of Firearm or Knife** –

For the purpose of this policy, “possession” shall mean: carry, custody or control.

For the purposes of this policy, “Firearm” shall mean: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any other such destructive device, whether loaded or unloaded and operable or inoperable but which can readily be rendered operable as defined by the law. For the purposes of this policy, “firearm” shall include any handgun, automatic or semi-automatic firearm, sawed-off firearm, starter’s gun and zip gun; and “destructive device”

shall include, but not be limited to any explosive, incendiary or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than one-quarter ounce, mine, or any similar device.

For the purposes of this policy, “knife” shall mean: a cutting instrument consisting of a blade fastened to a handle. For the purposes of this policy, “knife” shall include any switchblade knife, gravity knife or any similar weapon, which has a blade length of one and one-half or more inches. For the purposes of this policy, any razorblade will be considered a violation of above-mentioned policy. A student will not possess, handle, conceal, transmit or use a firearm or a knife on any school district property, in a school vehicle or at any school-sponsored activity or function, without the express prior authorization by the administration (e.g.: a drama prop or antique as a part of a class presentation). Possession of a counterfeit firearm or knife is considered a violation of this section.

Methods of Correcting Behavior

All Offenses- Out-of-School Suspension with recommendation for expulsion and referral to appropriate law enforcement agency.

6. **Dangerous Objects and Instruments** – A student will not possess, handle, transmit, or conceal any object or substance, which might be considered a dangerous instrument capable of harming another person. This shall include “pepper spray” or “mace” products, lighters, matches, laser pointers and other objects deemed dangerous by the administration.

Methods of Correcting Behavior

*All Offenses- Confiscation, Detention, Saturday-School Alternative Learning Environment, Alternative School Assignment, Out-of-School Suspension. (Based on the severity of the action as determined by the administration).

7. **Narcotics, Alcoholic Beverages and Drugs** – A student will not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, controlled substance, narcotic, counterfeit drug or any other substance that causes physical or mental change. Possession of drug paraphernalia is considered a violation of this section.
 - **If the administration has reasonable suspicion that a student is under the influence of narcotics, alcoholic beverages, or drugs, the student may be subjected to a drug test. Student and/or parent refusal of testing will be considered an admission of guilt.**

COUNTERFEIT CONTROLLED SUBSTANCES OR “LOOK-A-LIKES”

(as defined in the Ohio Revised Code 2925.01):

- Any drug that bears, or whose container bears, a trade mark, trade name, or other identifying mark used without authorizations of the owner of rights to such trade mark, trade name, or identifying mark.
- An unmarked or unlabeled substance that is represented to be controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed.
- Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold, or offered for sale.
 - a. No person shall knowingly possess any counterfeit controlled substance.
 - b. No person shall knowingly make, offer to sell, or deliver any substance that he/she knows is a counterfeit controlled substance.
 - c. No person shall make, possess, sell, offer to sell, or deliver any punch, die, plate, or stone, or other device knowingly or having reason to know that it will be used to print or reproduce a trade mark, trade name, or other identifying mark upon a counterfeit controlled substance.
 - d. No person shall sell, offer to sell, give, deliver, possess, or consume any counterfeit controlled substance.

- e. No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with the use of a controlled substance.
- f. No person shall directly or indirectly falsely represent or advertise a counterfeit, controlled substance as a controlled substance.
- g. Whoever violates any one, part, or all of (a) through (f) of the section (Ohio Revised Code: 2925.37) is guilty of a felony and will be reported to the Champaign County Sheriff Department for possible conviction. Violation could result in maximum fines ranging from \$1,000 to \$5,000 and a possible maximum jail term from six months to ten years.

Methods of Correcting Behavior

All Offenses – Ten (10) days Out-of- School Suspension and recommendation for expulsion (Proof of evaluation/assessment by a licensed physician or chemical dependency counselor and compliance with the initial recommended treatment may result in the elimination of/or reduction of days of expulsion).

- 8. **Possession and/or Use of Tobacco** – A student will not possess or use Tobacco in any form, including electronic forms, in the school building, on school grounds, or at any school-sponsored activity or function.

Methods of Correcting Behavior

First Offense – Three (3) days of Out-of-School Suspension*

*This suspension may be reduced in length if the student participates in a smoking cessation program as approved by the principal.

Second Offense – Five (5) days of Out-of-School Suspension

Third Offense – Ten (10) days of Out-of-School Suspension and a recommendation for expulsion.

- 9. **Violation of Medication Policy**

The only medications that students may possess at school are inhalers for allergies and asthma and EpiPens for allergic reactions, with permission from the school nurse. All other over the counter and prescription medications must be turned into the nurse.

Methods of Correcting Behavior

Over-the Counter and Non-controlled Prescription Medication:

First Offense – Two Hour Saturday School Alternative Learning Environment

Second Offense – Four Hour Saturday School Alternative Learning Environment

Subsequent Offenses – Alternative School Assignment or Out-of-School Suspension

Controlled Substance – any prescription medication that is mind or body altering including but not limited to ADHD medication, pain medication, muscle-relaxers, and other medication of this type. (SEE SECTION 7 on NARCOTICS.)

All Offenses – Ten (10) days Out-of- School Suspension and recommendation for expulsion (Proof of evaluation/assessment by a licensed physician or chemical dependency counselor and compliance with the initial recommended treatment may result in the elimination of/or reduction of days of expulsion).

- 10A. **Profanity and/or Obscenity** – A student will not annoy, embarrass, humiliate others, or disrupt the education process or other school sponsored activities or functions, through the use of written, verbal, gesture, or other means of profanity or obscenity.

Methods of Correcting Behavior

All Offenses – Detention, Saturday School, and/or Work Program (based on the severity of the action as determined by the administrator).

- 10B. **Abusive Language or Action to a Teacher and School Employee** - A student will not direct profanity or obscene gestures in an abusive manner to a staff member.

Methods of Correcting Behavior

All Offenses - Out of School Suspension with a possible recommendation for expulsion.

- 11. Insubordination** - A student will comply with directions of authorized school personnel in all school settings. Forms of insubordination include failure to comply, repeatedly violating any rule, directive, or discipline procedures and lying to school personnel.

Methods of Correcting Behavior

All Minor* Offenses – Detentions, Saturday School, Alternative Learning Environment and/or Work Program.

All Major* Offenses – Alternative School Assignment/ Out-of-School Suspension, and/or recommendation for expulsion.

*A decision as to whether an incident is minor or major rests with the administrators.

- 12. Inappropriate Dress** – A student will not dress or appear in a fashion that:

- A. Interferes with the student’s health, welfare, or that of others.
- B. Causes disruption or directly interferes with the educational process.
- C. Wear a hat or any other type of headgear during the regular school day in the building.
- D. Wear any type of clothing that has logos, print, or drawings that utilize symbols depicting drug, alcohol, tobacco messages, or include sexual innuendo, etc.
- E. Wear a wallet chain or other related attachment to their clothing.

Definition of Inappropriate Dress:

1. Dress guidelines apply at all school events, home and away, including dances, banquets, and other special events.
2. Students may NOT wear hats, sunglasses, sweatbands, or bandanas – unless approved by administration.
3. No loose fitting sleeveless shirts, blouses or trousers/pants/shorts that fail to completely cover underarm and undergarments, tank tops, crop tops, spaghetti straps (over the shoulder straps must be at least TWO inches wide), halter tops, mesh shirts, cutoffs, biking shorts, see-through shirts/blouses, low necklines (shirt’s neckline must be no lower than three inches below the collarbone), or bare midriffs. While sitting, the student’s lower back should not be visible.
4. Skirts, shorts and dresses must extend to the knuckles of a closed fist when arms are placed to the side. The same closed fist rule will also be applied to skin showing through holes in jeans or pants. No skin should be visible above the closed fist line.
5. Book bags and backpacks may be used to transport books to and from school but are to remain in lockers during the school day.
6. Shoes must be worn at all times. Roller shoes are not allowed on school property or at events.
7. No clothing that is considered an undergarment may be worn as outer apparel (i.e. boxer shorts). Undergarments may not be visible.
8. Other examples of inappropriate dress, during school hours, include but are not limited to – face paint, gloves, and partial gloves.

Methods of Correcting Behavior

First Offense –Detention and change of attire

Second and All Subsequent Offenses - Detention, Saturday School Alternative Learning Environment and/or Work Program.

*Students will also be responsible for obtaining a suitable change in clothing. All class time lost will be UNEXCUSED. **Refusal to change will be considered insubordination.** **Clothing that depicts graphic violence and or excessive vulgarity or profanity will be subject to confiscation and also subject to rules/regulations regarding profanity. **Items may be confiscated and may require a parent/guardian to pick the item up.**

13. Cheating or Academic Misconduct

A student will not obtain by fraudulent, dishonest or deceptive means, and use as his/her own (or provide to another student) the work, work product, questions/answers to assignments or tests of another. Students are not to borrow, copy, plagiarize, or otherwise represent the work of others as their own.

Methods of Correcting Behavior

*All offenses – Detention, Saturday- Alternative Learning Environment, Alternative School Assignment, Out-of-School Suspension. (Based on the severity of the action as determined by the administration.)

14. Theft – A student will not take or attempt to take into possession either the public property or equipment of the school district or the personal property of another.

Methods of Correcting Behavior

All Offenses – Alternative School Assignment/Out-of-School Suspension and restitution of the item(s) that were taken.

*A court complaint may be filed and a recommendation may be made to the Superintendent of schools for expulsion if warranted. The police may be notified in serious cases and the school and/or individual may file charges.

15. Extortion - A student will not obtain or attempt to obtain another person’s property, by implied or expressed threat.

Methods of Correcting Behavior

All Offenses – Alternative School Assignment/Out-of-School Suspension

16. Trespassing or Loitering – A student will not be present in a school building or on school grounds at unauthorized times when his/her presence may cause disruption to the educational process, an activity or school-related function. This shall include any time when a student is in an unauthorized area. This shall be termed “Out of Bounds”.

Methods of Correcting Behavior

First/Second Offenses – Detention

Third and All Subsequent Offenses and any offense of “Out of Bounds” in any parking lot, outside the building, and loitering on school grounds prior to a permanent early dismissal – Saturday School Alternative Learning Environment, Alternative School Assignment, Out-of-School Suspension, Work Program.

17. Breaking and Entering – A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.

Methods of Correcting Behavior

All Offenses – Out-of-School Suspension with recommendation for expulsion and prosecution.

18. Gambling – A student will not engage in any act of gambling or game of chance for money or valuables.

Methods of Correcting Behavior

All Offenses – Saturday School Alternative Learning Environment /Alternative School Assignment

19. Misuse of Vehicles - A student will not misuse a moving vehicle on or near school property. Misuse is described as using a moving vehicle in a way that can cause fear and/or damage to people or property (refer to driving regulations).

Methods of Correcting Behavior

All Offenses – Detention, Saturday School, and/or Work Program. Driving privileges may be revoked on a temporary basis.

20. Public Display of Affection – Intimate physical contact between students is inappropriate at school and other school sponsored events.

Examples of unacceptable public displays of affection include, but are not limited to:

1. Hand holding (allowed only if both students are enrolled in high school)
2. Kissing

Methods of Correcting Behavior

First Offense – Conference and/or Detention

Second Offense – Parent contacted and/or Detention

Third and All Subsequent Offenses – Saturday School Alternative Learning Environment

21. Out of Bounds – Illegal Hall Passes

Out of bounds offenses shall include, but not be limited to:

1. Being in an unauthorized area within the school building. Students must be supervised by a coach, advisor, or staff member after school hours.
2. Being outside the building without permission.
3. Having a forged pass, outdated pass, or pass not written for that student.

Methods of Correcting Behavior

*All Offenses- Detention, Saturday-School Alternative Learning Environment, Alternative School Assignment, Out-of-School Suspension. (Based on the severity of the action as determined by the administration).

The following section (22.) applies to HIGH SCHOOL students only.

It is recommended that all MS students leave their cell phones shut off and in their lockers.

However students may carry them on their person as long as they remain shut off.

No MS student is permitted to use their phone at any time during the school day.

22. Electronic Devices (iPods, iPhones, iPads, cell phones, tablets, mP3's, etc.)

These items, unless school approved, should not to be brought to school due to their disruptive nature and the high incidence of theft involving such items. If a student brings any of these items to school and said items are lost or stolen, the student assumes full responsibility for the loss. A student will not use, display or carry such items during school hours (7:40-2:54). If parents need to contact their child, parents need to call the office. Students should use the office phone to contact home/parents. Cell phones and other communication devices, if brought to school, must be turned off and can be kept on their person or in the student's locked school locker during school hours **unless permitted by a staff member to use in class for a teacher assigned and monitored educational activity (approved by administration)**. **For safety reasons, ear buds/headphones should be turned off and removed from a student's head/ears in hallways and other areas of the school building and should only be used in classroom settings/lunch periods with teacher permission.**

9th – 12th Grade Students:

Homeroom/Study Hall/Class –Use of iPads in these locations is permitted. With teacher permission, students may listen to music on an iPod, phone or read on a Kindle – but may not access the WLS network.

Cell phones may be used by students during lunch in the cafetorium but not to place or receive phone calls and not on the WLS network. If parents need to contact their child, parents need to call the office. Students may use the office phone to contact home/parents. Students may have their phone on their person but it must be **OFF** unless instructed by a staff member to use in class for a teacher assigned and monitored educational activity (approved by administration).

***Please refer to the IPAD rules/agreement form for more details on use/regulations of IPADS.**

Method of Correcting Behavior

Violations will be handled on a classroom-by-classroom basis. Classroom rules and expectations will be established and consequences for not meeting those expectations will be administered by the teacher. If there is a chronic problem and the student is sent to the Assistant Principal, a 4-hour Saturday School will be issued. Any subsequent referrals will be treated following the disciplinary hierarchy.

*Items may be confiscated and may require a parent/guardian to pick them up.

23. Drinks/Food/Gum

No drinks/food are permitted outside of the cafeteria unless permission has been granted by the administration. Exceptions are water in a clear container, items purchased in the Cage Café, and items provided by the classroom teacher. Gum is not permitted in MS classrooms/hallways during school hours unless special permission has been granted by the administration or classroom teacher.

Methods of Correcting Behavior

*All offenses – Warning, Detention, Saturday-School Alternative Learning Environment. (Based on the severity of the action as determined by the administration.)

24. Search And Seizure

The principal (or designee) is authorized, by law and board policy, to search the lockers, desks, person and personal belongings of a student on school grounds or at any other school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. If possible, the student's consent prior to the search will be obtained. Students are advised that their lockers, desks, person and personal belongings are subject to search for contraband, harmful or dangerous objects or substances. Searches will be made only upon reasonable suspicion. In determining reasonable suspicion, the factors of age, history and school record of the student, prevalence and seriousness of the problem, need to avoid delay, and the probative value and reliability of the information on which the suspicion is based, will be taken into account. A more intrusive search, as of a student's person, will be based on a higher standard than for that of a less intrusive search of a locker, desk, or of personal belongings. When at all possible, a search of a student will involve parents and be conducted by an officer of the law.

25. Acts Subject To Permanent Exclusion

A student, in addition to suspension, expulsion, and/or emergency removal, may be subject to permanent exclusion from school for the following acts pursuant to Ohio Revised Code 333662:

A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated a delinquent child, for committing, when 16 years of age or older, one of the following criminal offenses:

- a. Illegal conveyance possession of deadly weapons or dangerous ordinance on school premises, in violation of R.C. 2923.122.
- b. Carrying or being in possession of concealed weapons on school property or at a school activity in violation of R.C. 2923.12.
- c. Selling or offering to sell a controlled substance in violation of RC. 2925.03.
- d. Committing one of the following on school property or at a school function: aggravated murder in violation of R.C. 2903.01, murder in violation of R.C. 2993.02, voluntary manslaughter in violation of 2903.03, involuntary manslaughter in violation of R.C. 2903.04, felonious assault in violation of R.C. 2903.11, aggravated assault in violation of R.C. 2903.12, felonious sexual penetration in violation of R.C. 2907.12, rape in violation of R.C. 2907.02, or gross sexual imposition in violation of R.C. 2907.05; and
- e. Complicity in any of the above-described violations regardless of whether the act of complicity was committed on school property or at a school activity.

26. Publications (Applies to High School Students)

1. Publications such as the student newspaper, yearbook, online student magazine, and Jungle News Broadcast are connected to the overall school program and are subject to editorial control by the school's authority.
2. This school recognizes the rights of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, badges, buttons, or other insignias. All items must meet school guidelines.
3. A material may not be displayed or distributed if it:
 - a. is obscene to minors, libelous, indecent, or vulgar
 - b. advertises any product or service not permitted to minors by law
 - c. intends to be insulting or harassing
 - d. intends to incite fighting or present likelihood of disrupting school/school event
4. Materials may not be displayed or distributed during class periods or between classes. Permission may be granted to display or distribute during lunch periods or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display or distribute meet school guidelines should present them to the principal at least 24 hours prior to display or distribution.

27. Computer/Internet Acceptable Use Policy

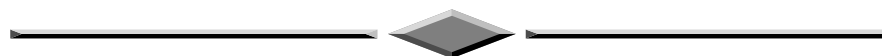
Violation of Policy

Method of Correcting

Violation will/may result in suspension of computer use; saturday school, alternative school, in-school alternative learning environment and/or out of school suspension.

Miscellaneous Items:

1. The middle school will be taught according to the MLA writing style and students are expected to use this style.



2018 – 2019 WEST LIBERTY-SALEM ATHLETIC, EXTRA & CO-CURRICULAR CODE OF CONDUCT

PARENTS ARE ADVISED TO READ AND DISCUSS THESE RULES WITH THEIR STUDENT. Please address all questions about these rules to the Administration. These rules are applicable to all WLS students who choose to participate in extra and co-curricular activities in grades 6 through 12. Participation in extra and co-curricular activities offered by the West Liberty-Salem Schools is both an honor and a privilege. Students who choose to belong to any club, team, or organization make themselves subject to additional responsibilities, not only to themselves, but also to their organization and to their school.

In order to participate in any extra or co-curricular activity, a student must understand and abide by the Student Code of Conduct as well as all rules and regulations in the Athletic, Extra and Co-curricular Code of Conduct. A student's intent to abide by this code will be evidenced in an agreement that shall be signed by the student and her or his parent(s)/guardian(s) at the beginning of the school year. The scope of the Athletic, Extra and Co-curricular Code of Conduct shall be: This policy takes effect for all participants on the day of their first official practice/meeting/activity or the first day of school (whichever

comes first). This policy ends on the last day of school or the day of the last official practice/meeting/activity or the team's banquet (whichever comes last).

INTRODUCTION:

Student participants, as members of WLS athletic teams, clubs, and/or organizations, are subject to a much wider scope of accountable behavior in school, after school, after practice, and during and after athletic contests, contests, and competitions. You are a representative of WLS Middle School or High School and need to remember that not only your coach/advisor and the school, but also the community looks upon you to represent yourself, your school, and the community in a most honorable way. Therefore, as you conduct yourself in that manner you will present yourself in an excellent fashion and as an excellent citizen. However, the following code of conduct indicates A COURSE OF ACTION and consequences should there be a situation and/or problem. It may concern a situation outside and away from school, team, practice, and contest, which would be governed only through the application of this policy. In addition to athletics and other extra-curricular activities, this code of conduct also applies to co-curricular activities including, but not limited to, marching band and the school musical. Any after-school performance is considered to be a co-curricular activity.

Part I. SUBSTANCE ABUSE POLICY:

- A. The WLS policy defines substances as drugs, including, but not limited to unapproved over-the-counter and prescription drugs, illegal drugs/narcotics, alcohol, tobacco, and smokeless tobacco.
**Over-the-counter and prescription drugs must be approved by a physician and/or the school office and nurse as presented in the medication section of student handbook; if not, they may be subject to the drug and alcohol policy and/or the medication policy as addressed in the WLS Middle School/ High School student handbook.
- B. As in the student handbook, no student participant shall possess, use, transmit, or show signs/smell of using any narcotic drug, hallucinogenic drug, counterfeit drug, anabolic steroid, amphetamine, barbiturate, marijuana, alcoholic product or intoxicant of any kind, nor possess, use, or transmit paraphernalia related/associated to the above. This policy encompasses any observation with regard to possession, participation in, exchange of money or other items of transmittal. No student shall directly or indirectly represent any counterfeit controlled substance as an illegal or controlled substance. No student shall possess, consume, make, sell, offer for sale or deliver any substance known or not known to be a counterfeit drug at any time, while under school authority (including transportation), or before or after any school sponsored activity, function, or event, on or off school grounds.
- C. In the case of prescription drugs the Board requires a written prescription from the child's physician accompanied by the written authorization of the parent. The school office shall give the athletic directors, coaches, and advisors notice of this medication and its authorization, but a student should also make his/her coach aware of the necessity of any medication.
- D. Over-the-counter medications may only be possessed or consumed with the written permission of a parent/guardian. Participants may only possess the number of doses used in a 24-hour period, not an entire bottle. Coaches/advisors may carry and dispense over-the-counter medication for or to participants who have written permission from a parent/guardian.
- E. Consequences for Athletes (regardless of other extra/co curricular involvement)
 - 1. First Offense
 - a. An immediate denial of athletic participation from 40% of the regularly scheduled competitions in that particular season.

- b. This penalty can be reduced to 20% if the student agrees to complete a substance use assessment administered by an administration-approved local behavioral health provider. (A list of options will be provided to the student.) The cost of the assessment would be the student's responsibility and confirmation/verification that an assessment was completed would need to be shared with the school. This assessment must take place within 30 days. An extension of this deadline could be granted if a scheduled appointment is confirmed by a school administrator. In addition to the completed substance use assessment, the school would also require a follow-up drug test on a date to be determined by the appropriate administrator. (If this drug test has a positive result, this will be interpreted as the second offense of this policy.) If this penalty cannot be met during that particular season (because of length of season, injury, academic eligibility, etc.) it will be carried over into the next sports season in which the athlete participates. A student cannot join another team until ALL conditions have been met.
 - c. If the athlete is not also suspended from school for this offense, the athlete may practice but cannot dress for competition during the time of denial of athletic participation. If the athlete attends a contest, he/she must sit with the team.
 - d. All awards will be withheld until all conditions and requirements are fulfilled.
 - e. Loss of any leadership position in extracurricular activities for one calendar year from the date of the decision that a violation has taken place.
2. Second Offense
- a. Will result in the athlete being denied participation in WLS athletics for a period of one calendar year.
 - b. There can be no involvement in team workouts, camps, etc. during this time.
 - c. Permanent loss of any leadership position.
3. Third Offense
- a. Loss of right to be involved in any athletic team/activity for the remainder of their years in school.
- F. Consequences for other Extra and Co-curricular Participants:
- 1. First Offense:
 - a. Loss of extra and co-curricular participation for 40% of the season/competitions when applicable. When this is not applicable, the consequence will be for the next 10 weeks of school (this can carry over to the following school year when necessary.)
 - b. This penalty can be reduced to 20% of the season/competitions when applicable or to the next 5 weeks of school if the student agrees to complete a substance use assessment administered by an administration-approved local behavioral health provider. (A list of options will be provided to the student.) The cost of the assessment would be the student's responsibility and confirmation/verification that an assessment was completed would need to be shared with the school. This assessment must take place within 30 days. An extension of this deadline could be granted if a scheduled appointment is confirmed by a school administrator. In addition to the completed substance use assessment, the school would also require a follow-up drug test on a date to be determined by the appropriate administrator. (If this drug test has a positive result, this will be interpreted as the second offense of this policy.) If this penalty cannot be met during that particular season (because of length of season, injury, academic eligibility, etc.) it will be carried over into the next season. A student cannot join another team/organization until ALL conditions have been met.
 - c. All awards will be withheld until all conditions and requirements are fulfilled.
 - d. Loss of any leadership position in extracurricular activities for one calendar year from the date of the decision that a violation has taken place.

2. Second Offense:
 - a. Loss of extra and co-curricular participation for one calendar year from the time of the offense.
 - b. All awards will be withheld until all conditions and requirements are fulfilled.
 - c. Permanent loss of any leadership position in extra and co-curricular activities.
 3. Third Offense:
 - a. Loss of right to be involved in any extra and co-curricular activities for the remainder of their years in school.
- G. Voluntary Referral Opportunity – Students may use a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regards to use or possession of tobacco, alcohol, and other controlled or non-controlled substances, instruments or paraphernalia. A voluntary referral may be made by the student or by his or her immediate family. Such referrals can be made to a coach, teacher, advisor, guidance counselor, school nurse, athletic trainer, athletic director, or to an administrator. Any referral must be immediately turned over to the appropriate administrator. A student may use the voluntary referral once during their Middle School/High School years, as long as there have been no previous violations of any portion of the Drug/Alcohol/Tobacco Policy.

If a student uses the voluntary referral opportunity to seek assistance with dealing with alcohol or other drug use, agrees to complete a substance use assessment administered by an administration-approved local behavioral health provider AND the follow-up drug/alcohol/tobacco screen, there shall be no denial of participation from athletic activities or other extracurricular activities.

Voluntary referral cannot be used by a student as a method of avoiding the consequences of the Extracurricular Code of Conduct or the Student Code of Conduct. All voluntary referrals must occur before any verification of a violation of the Extracurricular Code of Conduct or the Student Code of Conduct by a school employee, coach, or law enforcement. Involvement by law enforcement or verification by school personnel negates the option of voluntary referral.

If the option of voluntary referral has been used and a student again violates any part of the Drug/Alcohol/Tobacco Policy, this will be viewed as the first offense.

Part II. CITIZENSHIP:

- A. Extra and Co-curricular participants shall conduct themselves in a manner that reflects good citizenship. Any behavior that results in dishonor to the participant, her or his activity, or her or his school will not be tolerated. Acts of unacceptable conduct, both on and off school premises, include but are not limited to theft, vandalism, manifest disrespect, violations of the law, or any violations of the Student Code of Conduct.
- B. Hazing will not be tolerated. No student/athlete shall subject any other student to abusive/degrading activities or cause another student to perform any unnecessary, embarrassing or disagreeable acts for initiation, club/team membership, or any other reason.
- C. The coach/advisor, athletic director (if applicable) and Administration will review the severity of the citizenship offense and determine the appropriate level of disciplinary action to be taken. The final say rests with the Administration.

Part III. SCHOLASTIC ELIGIBILITY POLICY:

Students participating in an extra or co-curricular program will be required to meet the following academic requirements.

- A. Grades 6-8: To be eligible, a student must be currently enrolled in school and have received passing grades in five graded subjects and have at least a 1.70 GPA for the immediately preceding grading period.

- B. Grades 9-12: To be eligible, a student must be currently enrolled in school and have received passing grades in a minimum of 5 one credit courses or the equivalent and at least a 1.70 GPA for the immediately preceding grading period.
- C. During each nine weeks, an eligibility check will take place to determine which participants may be experiencing academic problems. Each advisor/coach will use his/her discretion in determining how to best assist his/her participant who is experiencing difficulty.
- D. If a student becomes academically ineligible during the activity or sports season, the participant may receive his/her award if he/she continues to attend practices and meet the advisor/coaches' expectations and has met the requirements for the award prior to this time. A participant who is ineligible may participate in practices, but not in contests and may not be in uniform during contests.

Part IV. GENERAL RULES FOR ALL EXTRA AND CO-CURRICULAR PARTICIPANTS:

- A. Extra and co-curricular participants, as representatives of our school and community, are expected to dress and act according to the school and advisor/coaches' rules during activities, practices and competitions.
- B. Suspension or expulsion from school applies to all extra and co-curricular activities and practices. This applies until the suspension is served. If a participant is assigned to the Alternative School, the participant may not attend activities, practices or participate in any competitions for those days. Attendance at Saturday activities, practices and competitions immediately following dismissal from the alternative school is at the coach's discretion.
- C. Participants must comply with the Daily Attendance Policy. Students must be present for at least 3½ hours in order to participate in an activity after school hours. This policy applies to illness, vacation days, and any unexcused absences. This does not apply to Saturday competitions.

Part V. ADDITIONAL GENERAL RULES FOR ATHLETES:

- A. No student may join a team after the first varsity game in that sport. The only exception would be to complete the team with the addition of the participant or if a student moves into the district during the season and there is space on the team for that individual.
- B. No athlete may change sports after cuts have been made on a team, a scrimmage has been played or a regular season game has been played in the sport unless a sign-off agreement between both coaches has taken place. Prior to that time, an athlete may change sports if both coaches of the sports involved agree to the athlete's request. If an athlete quits after this date, the athlete may not join another team or participate in open gyms/fields or other conditioning activities until the end of that season. This includes training in the weight room with an out-of-season team.
- C. No athlete may participate in two or more sports during a season without a written agreement signed by coaches, the parents, and the athletic director. The athlete must specify which is to be his/her first priority. If any of the three required signatures is missing, the athlete can participate in only one sport. This agreement must be filed with the Athletic Department prior to cuts, the first scrimmage, or the first regularly scheduled game. This form is available from the Athletic Department.
- D. Athletes are to use school transportation to and from competitions. Parents or Grandparents may take their own child home from contests, provided a written note has been given to the coach prior to the start of the competition. When this happens, the student must be signed-out thru a face-to-face exchange between the coach and the parent/grandparent. Athletes are not allowed to leave with anyone except their parents/grandparents, even with a note. Exceptions may be made in the event of an emergency. West Liberty-Salem is not responsible for transporting athletes to/from practices. If a situation were to arise (i.e. Tournament preparation) that transportation was

- needed, a decision would be made by administration with input from the coach and the athletic director as to whether or not transportation would be provided.
- E. A student must have a current sports physical and emergency medical form on file before the student begins conditioning or practicing for any WLS sponsored sport. No notes will be accepted to bypass this requirement.
 - F. No athlete currently participating in a WLS sponsored sport may participate in a WLS sponsored open gym/conditioning activity for another sport. The athlete can only observe or participate in individual non-competitive activities approved by the supervising coach. This rule is to prevent unnecessary injuries that may harm the team. If an athlete quits a team anytime after cuts, the first scrimmage or the first game, he/she may not attend open gyms under any conditions until the current sports season ends.
 - G. Supervised weight lifting activities are open to any WLS student in grades 7 thru 12 from 3:00-4:45 pm, Monday thru Friday. The weight room will be closed during any home event in the main gym, on weekends and during all breaks, unless being used for athletic purposes and under the supervision of a coach. Athletes need to come with a definite purpose in mind and work hard to achieve that goal. Any student not respecting the facilities or other student's work habits will be asked to leave. Continual inappropriate behavior will mean that the student loses weight lifting privileges. Athletes are not to enter the weight room area until the supervisor/coach is present.

Part VI. ATHLETIC CUTTING POLICY:

- A. Middle School
With recent league policy changes with neighboring leagues, building an additional Middle School Schedule has become increasingly difficult. Every effort will be made at the Middle School level to not cut athletes, as it is recognized by the Athletic Department that this is a time in some athlete's lives that their athletic abilities are not fully developed. As these teams truly represent our school in the athletic arena, the athletic department's philosophy is that these teams need to be competitive in every sense of the word. While the expectations are such that our athletes will display good sportsmanship and character values, these teams will also be expected to be highly competitive athletically. Team numbers must also be kept at a reasonable amount to not overcrowd gym space. Availability of uniforms will also play a role in how many athletes are kept on a team. In order to achieve these goals, students may be cut to maintain the numbers desirable or to remove those athletes not truly representative of the WLS expectations. The final decision will be made by the head varsity coach of each sport with input from each individual coach and the Athletic Director.
- B. Freshman Teams
 1. School sponsored freshman athletic teams are an important step between Middle School and Varsity level participation allowing some athletes to have an additional year of skill development. While no cuts will be made based upon numbers at this level, the coach's intent is to develop a highly competitive team representing our school.
 2. For those sports that do not have a separate freshmen squad, the freshmen athletes can be cut from the team based upon ability, potential, and team membership.
- C. Reserve and Varsity Teams:
As these teams truly represent our school in the athletic arena, the athletic department's philosophy is that these teams need to be competitive in every sense of the word. While the expectations are such that our athletes will display good sportsmanship and character values, these teams will also be expected to be highly competitive athletically. In order to achieve these goals, students may be cut to maintain the numbers as set by the OHSAA, to reach the developmental level needed, or to remove those athletes not truly representative of the WLS expectations.

Part VII. SUNDAY AND WEDNESDAY NIGHT FACILITY USE POLICY:

There will be no extracurricular activities on Sundays or Wednesday nights after 7:00 pm unless prior approval has been given by the Superintendent.

Part VIII. ATHLETIC FINANCIAL MATTERS involving the athlete must be settled with the Athletic Department prior to the awards banquet. If for some reason, the problem is not resolved at that time, the athlete will not be issued a uniform for the next sport season in which he/she chooses to participate or a hold will be placed on his/her grade card and/or diploma. Athletes are expected to pay the admission price charged for any other athletic event other than the one they are actually participating in that season.

Part IX. ATHLETIC AWARDS:

All athletes are expected to attend their respective banquet unless prior arrangements have been made with their coach. If the athlete is not in attendance at the banquet, and has not communicated with the coach prior to the banquet, the athlete forfeits his/her award.

A. **MIDDLE SCHOOL ATHLETIC AWARDS** are presented at the end of each athletic season to all middle school participants. Any athlete who stops attending practices and games before or including the final event without the support of the coach, forfeits his/her awards for that sport.

B. **HIGH SCHOOL ATHLETIC AWARDS** are presented at the end of the sports season at the sports banquet. The sports season is defined as from the time of the first scheduled practice according to OHSAA until the appropriate athletic banquet. Any athlete who stops attending practices and games before or including the final event without the support of the coach, forfeits his/her awards for that sport.

Part X. POLICIES & PROCEDURES FOR THE WLS ATHLETIC TRAINER & TRAINING ROOM USAGE:

A. The training room is intended to provide a designated location for prevention of athletic injuries, evaluation and initial treatment of athletic injuries and the follow up treatment and rehabilitation of these injuries following appropriate referral.

B. The licensed athletic trainer will provide advice for problems, traumatic and otherwise, to the interscholastic athlete. These athletes will be seen in the training room for both minor injuries, and more severe injuries that need to be referred to a physician.

C. The licensed athletic trainer, along with the physician, has the responsibility to refer an injured athlete to the proper medical authorities, such as the emergency squad, dentist, family physician, orthopedic surgeon, etc. All athletes referred to a Family Physician, orthopedic surgeon, etc. or other specialist **MUST** have written approval and/or a written clearance from the above-mentioned professionals to return to the sport and participation.

Part XI. IF SCHOOL IS CANCELLED:

A. No Middle School practices or activities will be held.

B. Any decision involving high school activities will be made by 12:00 pm if possible. The decision will be made by the WLS Administration with input from the Athletic Directors, Transportation Supervisor, and Varsity Coaches.

C. If practices or games are to be held, these activities will not begin until after 3:00 pm unless special weather-related circumstances exist.

D. Athletes will be notified by radio or by coaches.

E. The parents have the final decision whether the athlete attends or not. No penalties will be assessed to an athlete missing practice under these conditions.

F. If a Level II or Level III weather emergency exists in either Champaign or Logan County, no after school activity will be scheduled.

Part XII. PARENT/COACH RELATIONSHIP:

Both parenting and coaching are extremely difficult endeavors. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your child becomes involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication.

- A. Communications you should expect from your child's coach:
 - 1. Philosophy of the coach.
 - 2. Expectations the coach has for your child and all players on the squad.
 - 3. Team requirements, i.e. practice times, departure times, special equipment needed, off-season conditioning, etc.
 - 4. Procedures should your child be injured during participation.
 - 5. Discipline that results in the denial of your child's participation.
- B. Communications coaches expect from parents:
 - 1. Notification of any schedule conflicts well in advance.
 - 2. Transportation concerns.
 - 3. Specific concerns in regard to a coach's philosophy or expectations.
- C. Appropriate concerns to discuss with the coaches:
 - 1. The treatment of your child, mentally and physically.
 - 2. Ways to improve your child's performance.
 - 3. Concerns about your child's behavior.
- D. Issues not appropriate to discuss with coaches:
 - 1. Playing time
 - 2. Team strategy
 - 3. Play calling
 - 4. Other student/athletes
- E. It is sometimes difficult to accept your child's playing time or position. Coaches make judgment decisions based on what they believe to be the best for all students involved. There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of each other's position. When conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.
 - 1. Call the coach to set up a private conference. PLEASE DO NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote positive results.
 - 2. If no solution has been reached during this meeting call the Athletic Department to set up an appointment to discuss the issue.
 - 3. Only after meeting with the coach and the Athletic Department will a meeting with the Principal be arranged.



West Liberty – Salem Local Schools Acceptable Use Policy Summary and Agreement For Computer Network and Internet (and email, if approved) **

The West Liberty-Salem School District, hereafter known as the School, is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to

supervise student use of the network and internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Computer Network and Internet Acceptable Use Policy and Agreement (“Policy and Agreement”) of the School District and the Data Acquisition Site that provides Internet access to the School District.

The student and parent must review, sign, and return this Policy and Agreement as directed to be given the opportunity to have Internet access at School

If a student is under 18 years of age, he/she must have his/her parents or guardians read and sign the Policy.

The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed, or, if under 18, does not return the Policy and Agreement as directed with the signatures of the student and his/her parents or guardians.

If any user violates this Policy and Agreement, the student’s access will be denied, if not already provided, or withdrawn, and she/he may be subject to additional disciplinary action (see Failure to Follow Policy below) and to possible consequences of law.

If you have any questions about these provisions, you should contact the principal at the school (Mr. Hollar/Elementary; Mr. Johnson/Middle/High School).

Personal Responsibility

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are encouraged to report any misuse of the network to your classroom teacher or school principal. Misuse means any violation of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his/her property.

Term of the Permitted Use

A student who submits to the School, as directed, a properly signed Policy and Agreement and follows the Policy to which she/he has agreed will have computer network and Internet access during the Board-approved instructional year. To have the opportunity to have internet access each year, students and parents will need to sign a new Policy and Agreement form each year during which they are students in the School District before they are given an access account. The agreement slip will support this Acceptable Use Policy and Agreement, but the parent and student will also be asked to sign a new Policy and Agreement slip at any time this Acceptable Use Policy and Agreement must be revised to reflect not only improved procedure and safeguards but new laws (see updates below).

Purpose and Use

The School District is providing access to its computer networks. The Internet is to be used for teacher-directed activities only. If you have any doubt about whether a contemplated activity is teacher directed, please consult your teacher or building principal.

All users must abide by rules of Netiquette which include:

- Be polite.
- Use appropriate language (no swearing; vulgarities; suggestive, obscene, belligerent, or threatening language).
- Be safe. In using the computer network and Internet, Do NOT reveal personal information such as your home address and telephone number. Do NOT arrange face-to-face meetings with someone you “meet” on the computer network or Internet.

Examples of uses considered unacceptable and in violation of this Policy and Agreement include:

- Uses which are offensive to others such as accessing sites which depict pornography and/or which express hatred.
- Uses that violate the law and encourage others to violate the law.
- Uses that access controversial or offensive materials.
- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

- Uses that are commercial transactions.
- Uses that cause harm to others or damage to their property Specific Guidance.
- Don't access the Internet except when you have authorization to work on a teacher-assigned project or have otherwise been granted permission to do so.
- Don't download anything from the Internet other than text files and graphics that are not copyright protected.
- Don't disclose or share your password with others; don't impersonate another.
- Don't try to hack into another user account.
- Don't access any part of the school system set up to govern the overall school's, teachers', and other students' data and records such as the system administrator.
- Don't access chat rooms.
- Don't use access to make ethnic, sexual preference or gender-related slurs or jokes.
- Don't transmit offensive, obscene or harassing messages.
- Don't view, transmit, or download pornographic materials or materials that encourage others to violate the law: intrude into the networks or computers of others; download or transmit confidential, trade secret information, or copyrighted materials.
- Don't sell or buy anything over the Internet or attempt to do so. You should not give others private information about you or others, including credit card numbers and social security numbers.
- If approved, don't use any email other than the account issued to you by the school (note: email accounts will NOT be automatically created for each student, but will only be created for specific purposes approved by the principal).

Special Note

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors should also provide important guidelines to their students. If a student finds that other users are visiting offensive or harmful sites, he/she is encouraged to report such use to the teacher in charge or to the building principal.

Monitoring the Use of Technology

Network and Internet access is provided as a tool for your education. The School District, through tracking software, reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy and Breach of Agreement

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement: Shall at a minimum, have his/her access to the computer network and Internet terminated, which the School District may refuse to reinstate up to the maximum of the remainder of the student's tenure in the School District. A user breaches his/her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Students are subject to other disciplinary action the consequences of which will depend upon the seriousness and extent of the problem. Some violations may require the attention and assistance of law enforcement.

Warranties/Indemnification

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages, or cost (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, each user is taking full responsibility for his/her use. The user who is 18 or older and the parent(s) or guardian(s) of a user under 18 are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access, and all administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet. Included, but not limited to such claims are any fees or charges incurred through purchases of goods or services by the user. The user who is 18 or older and the parent(s) or guardian(s) of a user under 18 agree to cooperate with the School in the investigation of a user's misuse of his/her access to its computer network and the Internet. Such investigations will include misuse of a School computer and may expand to access of the School District's network from an outside source.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time-to-time to provide new or additional registration and account information or to sign a new Policy and Agreement, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy and Agreement must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the building principal to receive such information.

****For more information regarding district technology policy and bylaws, please access the Student Education Technology Acceptable Use and Safety Policy, #7540.03, by visiting www.neola.com/westliberty-oh and searching for policy 7540.03.**