WYNFORD MIDDLE SCHOOL/HIGH SCHOOL DIRECTORY

SCHOOL PHONE - 419-562-7828

MS/HS PRINCIPAL	JULIE MILLER
HS ATHLETIC DIRECTOR	TIM EHRESMAN
HS SCHOOL COUNSELOR	SHELLI ASHLEY
MS SCHOOL COUNSELOR	TIFFANY ROUSH
RESOURCE OFFICER	JO STAHL
ATTENDANCE OFFICER	PEGGY GWIRTZ

DISTRICT CALENDAR

WYNFORD LOCAL SCHOOLS
2026-2027 Calendar

Make-up Days:
If 70 hours are missed prior to these days, the following days will be make-up days: January 18 and February 15.

August 2026

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13 Professional	14 Professional	15 Professional
16	17 Teacher Work Day	18 Teacher Work Day	19 1st Day for Students	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

August 2026
17 - Teacher Work Day
18 - Teacher Work Day
19 - First Day for Students

September 2026
7 - No School - Labor Day

October 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 End of 1st Quarter	16 Teacher In-Service	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12 Parent/Teacher Conferences	13	14
15	16	17	18	19 Parent/Teacher Conferences	20	21
22	23	24	25 Conf. Day	26 Thanksgiving Day	27	28
29	30					

October 2026
15 - End of 1st Quarter
16 - No School - Teacher In-Service

November 2026
12 - Parent/Teacher Conferences
19 - Parent/Teacher Conferences
25-29 - No School - Thanksgiving Break

December 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 End of 2nd Quarter	18 Teacher In-Service	19
20	21	22	23	24	25 Christmas Day	26
27	28	29	30	31		

January 2027

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Martin Luther King Jr. Day	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2026
17 - End of 2nd Quarter
18 - No School - Teacher In-Service
21-31 - No School - Christmas Break

January 2027
1 - No School - Christmas Break
18 - No School - Martin Luther King Jr. Day (Possible Make-up Day)

February 2027

S	M	T	W	Th	F	S
	1	2	3	4 Parent/Teacher Conferences	5	6
7	8	9	10	11 Parent/Teacher Conferences	12 Teacher In-Service	13
14	15 Presidents' Day	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12 End of 3rd Quarter	13
14	15	16	17	18	19	20
21	22	23	24	25	26 Spring Break	27
28 Easter	29	30	31			

February 2027
4 - Parent/Teacher Conferences
11 - Parent/Teacher Conferences
12 - No School - Teacher In-Service / Data Day
15 - No School - Presidents' Day (Possible Make-up Day)

March 2027
12 - End of 3rd Quarter
26-31 - No School - Easter Break

April 2027

S	M	T	W	Th	F	S
				1	2 Conf. Day	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22 Graduation
23	24	25	26 Last Day	27 Teacher Work Day	28	29
30	31 Memorial Day					

April 2027
1-2 - No School - Easter Break

May 2027
22 - Graduation
26 - Last Day for Students
27 - Teacher Work Day
31 - Memorial Day

Q1—41 Days Q2—41 Days Q3—47 Days Q4— 47 Days

Board Approved: June 18, 2025

BELL SCHEDULES

Daily Bell Schedule

7:30 – 8:17.....1st Period
8:20 – 9:07.....2nd Period
9:10 – 9:57.....3rd Period
10:00 – 10:47.....4th Period
10:50 – 12:00.....5th Period
10:50 – 11:20.....High School Lunch
11:25 – 12:00.....High School Activity Period
10:50 – 11:27.....Middle School Activity Period
11:30 – 12:00.....Middle School Lunch
12:03 – 12:50.....6th Period
12:53 – 1:40.....7th Period
1:43 – 2:30.....8th Period

One Hour Early Release Bell Schedule

7:30 – 8:08.....1st Period
8:11 – 8:49.....2nd Period
8:52 – 9:30.....3rd Period
9:33 – 10:11.....4th Period
10:14 – 11:27.....5th Period
10:14 – 10:44.....High School Lunch
10:49 – 11:27.....High School Activity Period
10:14 – 10:54.....Middle School Activity Period
10:57 – 11:27.....Middle School Lunch
11:30 – 12:08.....6th Period
12:11 – 12:49.....7th Period
12:52 – 1:30.....8th Period



Two Hour Delay Bell Schedule

9:30 – 9:59.....1st Period
10:02 – 10:32.....2nd Period
10:35 – 11:05.....3rd Period
11:08 – 11:38.....4th Period
11:41 – 12:51.....5th Period
11:41 – 12:11.....High School Lunch
12:16 – 12:51.....High School Activity Period
11:41 – 12:18.....Middle School Activity Period
12:21 – 12:51.....Middle School Lunch
12:54 – 1:24.....6th Period
1:27 – 1:57.....7th Period
2:00 – 2:30.....8th Period

Two Hour Early Release Bell Schedule

7:30 – 8:00.....1st Period
8:03 – 8:33.....2nd Period
8:36 – 9:06.....3rd Period
9:09 – 9:39.....4th Period
9:42 – 10:52.....5th Period
9:42 – 10:12.....High School Lunch
10:17 – 10:52.....High School Activity Period
9:42 – 10:19.....Middle School Activity Period
10:22 – 10:52.....Middle School Lunch
10:55 – 11:25.....6th Period
11:28 – 11:58.....7th Period
12:01 – 12:30.....8th Period

DEFINITIONS

OUT-OF-SCHOOL SUSPENSION: The exclusion of a student from school and/or school activities by the building administration or the superintendent for violation of the Student Code of Conduct contained herein. No suspensions shall exceed ten (10) school days. No student while on suspension shall be on Wynford School property or at school activities without prior administrative approval.

IN-SCHOOL SUSPENSION: The exclusion of a student from the attending normal school day and/or school activities by the building administration or the superintendent for violation of the Student Code of Conduct contained herein. The student will be assigned for the school day to a

specified location for ISS. No student while in in-school suspension shall be permitted to participate in afterschool activities.

EXPULSION: The exclusion of the student from school and/or school activities by the superintendent for violation, or repeated violations, of the Student Code of Conduct contained herein. Students who are expelled will lose credit for the time in which they have been expelled. No student while under expulsion shall be on Wynford School property or at school activities without prior administrative approval.

THE STUDENT CODE OF CONDUCT: Is in effect for all school and school-related activities including school authorized transportation, clubs and organizations, athletics, etc. Students age `18 and older are not exempt from any school rules and regulations.

EXAMPLES: The examples used in this code are not intended to be all-inclusive in defining violations.

COURT REFERRAL: Students may be filed into court for chronic misbehavior, poor attendance patterns, or violations of the law when properly under the authority of school personnel.

DETENTION: Students may be required to be in school outside the regular school day with the notification of parents.

SPECIAL ASSIGNMENTS: Students may be required to perform reasonable tasks as suited to the disciplinary infraction.

BUSING: Students who violate the Student Code of Conduct on the bus or bus stops may be denied busing privileges.

WITHHOLDING OF PRIVILEGES: Special privileges such as library, hall pass, or other privileges may be withheld.

EMERGENCY REMOVAL: The removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to persons or an ongoing threat of disrupting the academic process.

DISCLAIMER

SCHOOL RULES PUBLISHED IN THIS HANDBOOK ARE SUBJECT TO SUCH CHANGES AS MAY BE NEEDED TO INSURE CONTINUED COMPLIANCE WITH FEDERAL, STATE, AND LOCAL REGULATIONS AND ARE SUBJECT TO SUCH REVIEW AND ALTERATION AS BECOMES NECESSARY FOR THE ROUTINE AND EFFECTIVE OPERATION OF THE SCHOOL. NOT ALL RULES OF BEHAVIOR CAN BE WRITTEN AND INSERTED IN A HANDBOOK, HOWEVER, WE EXPECT STUDENTS TO FOLLOW REASONABLE RULES AND NOT VIOLATE THE RIGHTS OF OTHERS.

STUDENT BEHAVIOR CODE

The following list of prohibitive behavior and possible resulting disciplinary actions are not meant to be an exhaustive list. The administration must have the latitude to handle any situation that may be considered a disruption to the educational environment of Wynford High School and Middle School.

The following behaviors are prohibited in school,at school sponsored events, bus stops, etc.	**Violation of the Code may bring the following disciplinary actions fitting the offense.**
Insubordination, refusal to obey a request of a staff member or disrespect shown to a staff member.	Detention, suspension, expulsion, etc
Swearing, obscene gestures: 1. In class or halls 2. At teacher or staff member	Detention, suspension, expulsion, etc.
Bus misbehavior	Warning, detention, suspension of bus privileges/school suspension.
Leaving school or class without permission, skipping class	Detention, internal suspension, or external suspension
Forging passes, signatures, misuse of passes	Detention, internal suspension, or external suspension
Cheating/plagiarism	Failure (Zero for recorded grade) in tests or lesson involved for all parties, possible failure for the course involved, and/or removal from the course.
Use of non-school issued electronic devices such as cell phones, I-pods, laser pointers are not permitted	Detention, confiscation of equipment, suspension
Use or possession of toys or similar items	Detention, confiscation of equipment, suspension
Writing obscenity	Detention, internal suspension, external suspension

Tardiness	Classroom discipline, detention, suspension
Excessive absenteeism	Truancy HB 410 meeting, Juvenile Court
Truancy	Truancy HB 410 meeting, Internal suspension (time doubled), juvenile court, failure, expulsion
Possession of tobacco or any substance purporting to be	Internal suspension, external suspension, expulsion
Gambling for money or valuables in any form on school grounds, school hours, or school related activities	Detention, confiscation of bets and gambling materials
Reckless operation of motor vehicles on school property or at school events. Failure to follow parking lot rules	Warning, detention, denial of driving of driving privileges, court charges filed.
Use or possession of fireworks, smoke bombs, lighters, matches, "snaps," etc. in or on school grounds	Detention(s), internal or external suspension, expulsion
Unauthorized sales, or distribution of any object, item or substance in or on school property (without consent of administration)	Warning, confiscation, detention, suspension
Fighting, hitting, unauthorized touching, or disruptive behavior with student(s) or staff member(s)	Warning, detention, internal suspension, or external suspension, expulsion, referral to police department
Public display of affection	Warning, detention, or suspension
Sexual Harassment	Suspension, expulsion, referral to legal authorities
Vandalism (destruction of school property, defacing of school property, etc.)	Work assigned, cost of repair or replacement, suspension, expulsion, referral to police
Stealing or unauthorized possession	Detention, internal or external, suspension, expulsion, referral to police department
Disruption of school or school related activities (including false alarms)	Suspension, expulsion, referral to police
Possession of alcohol, drugs, counterfeit drugs, paraphernalia or substances purporting to be, inhalants, "vape" of any kind and over the counter drugs/medication at school or events	Emergency removal, denial of activities suspension, expulsion

All food must be consumed in the cafeteria unless prior approval from the administration	Warning, detention, or suspension
Bullying, verbal or physical harassment of a student or staff member, threatening of a student or staff member at school or a school event will not be tolerated. Wynford Schools will have a "ZERO TOLERANCE" for such behavior.	Detention, internal suspension, external suspension, expulsion, referral to police
Possession, handling, transmitting, or concealing of any instrument which could be classified as a weapon or any object indistinguishable from a weapon which could cause physical harm to any person	Emergency removal, suspension, expulsion, referral to police
Continued disciplinary problems and violation of Code where other measures have failed	Referral to Juvenile Court, expulsion from school
Students must not loiter in the restrooms. They are to use the restroom for the purpose intended and leave immediately thereafter.	Detention, suspension
No student shall use hazing, which means doing any act or coercing another including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person	Detention, suspension, referral to police
Unauthorized usage of Cell Phone	Parent required to pick up phone, detention, Violation of AUP loss of phone privileges

BULLYING, HARASSMENT, INTIMIDATION, AND CYBERBULLYING

Wynford Local Schools is committed to providing a safe, respectful, and welcoming learning environment for all students. Bullying, harassment, intimidation, and cyberbullying will not be tolerated.

Bullying includes behavior that occurs in person, electronically (cyberbullying), or through any other means that substantially disrupts the educational environment or interferes with a student's educational opportunities.

If you believe you are being bullied or witness bullying, follow these steps:

Step 1 – Speak Up

If you feel safe doing so, tell the person to **stop**. Sometimes students are unaware that their behavior is hurtful, and a clear, respectful statement may resolve the situation.

Step 2 – Report the Behavior

If the behavior continues, or if you do not feel safe addressing it yourself, report the incident immediately to a teacher, school counselor, coach, bus driver, or another trusted school employee.

Step 3 – Notify the Administration

If the behavior continues or is serious in nature, notify the **Building Administration** immediately. School administrators will investigate reports of bullying in accordance with Board policy and the Student Code of Conduct.

Students may also report bullying anonymously through the District website or any other reporting method established by the District.

Retaliation against any student who reports bullying, participates in an investigation, or provides information regarding a bullying incident is strictly prohibited and may result in disciplinary action.

HARASSMENT, INTIMIDATION, OR BULLYING

1. Statement of Purpose
   - 1.1 The Wynford Local School District prohibits acts of harassment, intimidation or bullying. The district has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.
   - 1.2 Harassment, intimidation, or bullying of students or personnel by students, school personnel, or school volunteers is prohibited, whether in the classroom, or school property, on school buses or vehicles, at school-sponsored events, or in cyber-space.
2. Definition of Terms
   - 2.1 The Wynford Local School District establishes that "harassment, intimidation, or bullying" means any intentional written, verbal, graphic, or physical act or gesture that a student has exhibited toward another particular student **more than one** and the behavior both:
   - 2.1.1 causes mental or physical harm to the other student;
   - 2.1.2 is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
   - 2.2 "Harassment, intimidation, or bullying: also means electronically committed acts (i.e., acts conducted using electronic or wireless communication devices) that a student has exhibited toward another particular student more than once and the behavior both:
   - 2.2.1 causes mental or physical harm to the other student;

2.2.2 is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

2.3 "Harassment, intimidation, or bullying:" also means any intentional written, verbal, graphic, or physical act or gesture that a student has exhibited toward another particular student more than once, and based on any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; and that both:

2.3.1 causes mental or physical harm to the other student;

2.3.2 is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

2.4 A "school-sponsored activity" means any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Ohio Board of Education.

2.5 "Harassment or bullying" shall not mean any action that would constitute protected free expression under the First Amendment to the Constitution of the United States.

3. Dissemination of Policy

3.1.1 The district shall annually disseminate the policy to staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions on school buses or school-related vehicles, or in cyberspace. The policy shall appear in student handbooks and in all publications that set forth the school district's comprehensive rules, procedures, and standards of conduct for schools and students in the district.

3.1.2 To ensure staff are prepared to prevent and effectively intervene with incidents of harassment, intimidation, or bullying, the district shall incorporate information about the policy into employee training manuals and programs.

4. Complaints

4.1 Written and Oral Complaints.

4.1.1 The district requires the principal or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. Students, parents or guardians may file written complaints of suspected harassment, intimidation or bullying with any school staff member or administrator. A teacher or other school staff member who receives a written complaint shall promptly forward it (no later than the next school day) to the building principal or his/her designee for review and action.

4.1.2 Oral complaints shall also be considered official complaints. Students, parents or guardians, and school personnel may make oral complaints of conduct that they consider to be harassment, intimidation or bullying by verbally reporting to a teacher, school administrator, or other school personnel. A teacher or other school staff member who receives an oral complaint shall promptly document the complaint in writing, and shall promptly forward it (no later than the next school day) to the building principal for review and action.

4.1.3 Both written and oral complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness.

4.2 Anonymous Complaints

4.2.1 Students who make oral complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

5. School Personnel Responsibilities and Individual Intervention Strategies

5.1 Teachers and Other School Staff

5.1.1 Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed by filing a written incident report concerning the events witnessed.

5.1.2 School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "harassment, intimidation or bullying."

5.2 Administrator Responsibilities

5.2.1 Investigation

5.2.1.1 The district requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt and thorough investigation of all written and oral complaints of suspected harassment, intimidation, or bullying. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include: findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and,, when prohibited acts are verified, a recommendation of intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

5.2.2 Responding to Incidents: Disciplinary and Non-Disciplinary Interventions

5.2.2.1 Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

5.2.2.2 The Wynford Local School District recognizes that acts of harassment, intimidation, or bullying can take many forms and can vary dramatically in seriousness and impact on the targeted individual and school community. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. Disciplinary and appropriate remedial actions for a student or staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to, and including, suspension or expulsion.

5.2.2.3 In determining appropriate interventions for each individual who commits an act of harassment, intimidation, or bullying, the building principal shall give the following factors full consideration:

- The degree of harm caused by the incident(s);
- The surrounding circumstances;
- The nature and severity of the behavior;
- The relationship between the parties involved; and
- Past incidences or continuing patterns of behavior.

5.2.2.3.1 Disciplinary Interventions

5.2.2.3.1.1 When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis of disciplinary actions.

5.2.2.3.2.2 In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

5.2.2.3.2.3 Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

5.2.2.3.2.4 When verified acts of harassment, intimidation, or bullying are identified and/or when such verified acts do not reasonably require a disciplinary response, non-disciplinary interventions may be employed to deal with the identified situation.

6. Intervention Strategies for Classroom, School Building, or District

6.1 The Wynford Local School District recognizes that overall school climate and school culture might overtly or inadvertently support prohibited behaviors. Accordingly, when the district responds to an individual who has committed a verified act of harassment, intimidation, or bullying, the district should consider whether taking action beyond the individual would prevent potential problems. Additionally, the Wynford Local School District will attempt to actively involve parents, school employees, school volunteers, students and community members in the remediation of prohibited behaviors.

7. Intervention Strategies to Protect Victims

7.1 When responding to verified acts of harassment, intimidation, or bullying, the district shall consider potential strategies to protect victims from additional harassment, intimidation, or bullying, and from retaliation following a report.

8. Reporting Obligations

8.1 Reports to the parent or Guardian of the Perpetrator

8.1.1 If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

8.2 Reports to the victim and his/her parent or guardian

8.2.1 If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation or bullying.

8.3 List of verified acts of harassment, intimidation or bullying

8.3.1 The Wynford Local School District administrators shall semi annually provide the president of the district board a written summary of all reported incidents and post the summary on the district Website, if one exists. The list shall be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

9. Police and Child Protective Services

9.1 Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. The Wynford Local School District must also investigate for the purpose of determining whether there has been a violation of the Wynford Local School District Policy or procedure, even if law enforcement or CPS is also investigating. All the Wynford Local School District personnel must cooperate with investigations by outside agencies.

9.2 In addition to, or instead of, filing a bullying/harassment/intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit.

Nothing prohibits a complainant from seeking redress under any other provision of the Revised Code or common law that may apply.

10. Training

10.1

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other district policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other district and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer and parent handbooks.

10.2 Information regarding the policy on harassment/intimidation/bullying behavior shall be incorporated into employee training materials and volunteers with direct contact with students. Time spent by school employees in the training, workshops or courses shall apply toward any state or district mandated continuing education requirements.

[Adoption date: March 17, 2008]

[Re-Adoption date: January 11, 2012]

Legal Refs.: O.R.C. 3313.666 Family Educational Rights and Privacy Act of 1974

HABITUAL OFFENDER POLICY

A student may be assigned to internal or external suspension twice in any one school year. This is left up to the discretion of the administration.

1st Offense: Number of days as described in behavior code or, when applicable, at administrator's discretion.

2nd Offense: Number of days as described in behavior code or, when applicable, at administrator's discretion.

3rd Offense: Multiple offenses may result in expulsion.

Prohibited Behavior: Five separate infractions that warrant administrative detentions may result in internal suspension or external suspension.

ANTI-HAZING POLICY

It is a policy of the Wynford Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by the policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

SUSPENSION PROCEDURE

The term "suspension" means the removal of a student from the school premises and/or classroom and all related school activities for a period of time in excess of one (1) school day and up to ten (10) days.

1. Only the principals or superintendent may suspend.
2. Suspensions will not exceed ten (10) days.
3. The superintendent or principal will give written notice of the intention to suspend and the reasons why to the student.
4. The pupil will have the right to appear at an informal hearing before the principal, superintendent, or his designee and has the right to explain his actions. The hearing may take place immediately.
5. If the student wishes to appeal a decision to suspend, he must present his intention in writing within two (2) school days to the superintendent. The superintendent will set the time for the hearing.
6. An appeal student has the right to be represented at the appeal hearing.

7. A verbatim record may be kept at an appeal hearing before the superintendent.
8. The student will be notified within five (5) school days of the decision of the Superintendent to affirm, vacate, or modify the disciplinary action.
9. The student may appeal the decision of the superintendent at a public meeting of the Board of Education. Written notice must be given within two (2) school days to the treasurer who will set the time of the hearing with the Board of Education.

   A verbatim record is required at an appeal hearing before the Board of Education. The Board of Education determines the procedure for the hearing.
10. The pupil, parent, guardian, or custodial parent, may request that the appeal hearing be held in executive session.
11. Formal action to affirm, vacate or modify the disciplinary action on the appeal may only be taken in public session of the Board.
12. The decision of the Board, or their designee, may be appealed to the Crawford County Court of Common Pleas.

EXPULSION PROCEDURE

The term expulsion means the exclusion of a student from all school attendance and related activities for a period of 80 days as a maximum. If, however, the expulsion is for possession of a weapon(s) at school or school related activities or for inflicting serious physical harm to person(s) or property, then the expulsion may be for up to one calendar year.

1. Only the superintendent may expel.
2. The superintendent must give the pupil and his parents or Guardian written notice of the intended expulsion. The notice will include:
   a. reason(s) for the intended expulsion.
   b. the time and place to appear which must not be less than three (3) days nor later than five (5) days after the notice is given.
   c. the pupil or parent or representative has the opportunity to appear on request before the superintendent, or his designee, to challenge his action or to otherwise explain the pupil's actions. The administrator cannot compel such a hearing in the event the pupil and parent choose not to have a hearing.
3. Within one (1) school day of the expulsion, the superintendent will notify the parent, guardian, or custodian of the pupil, and treasurer of the Board of the action to expel.
4. This notice must include:
   a. The reason(s) for the expulsion.
   b. The right of the pupil, parent, or custodian to appeal to the Board of Education.
   c. The right to be represented at the appeal.
   d. The right to request the hearing to be held in executive session.
5. A student, parent, or custodian of the student requesting an appeal should do so in writing within two (2) school days hours to the treasurer of the Board.
6. At an appeal hearing:
   a. A verbatim record is required.
   b. The procedure will be set by the Wynford Board of Education.
   c. Formal action to affirm, vacate, or modify the disciplinary action on the appeal may only be taken in public session.

7. The decision of the Board is further appealable to the Crawford County Court of Common Pleas.

EMERGENCY REMOVAL PROCEDURE

When a student poses a continuing danger to persons, property, or an ongoing threat of disrupting the academic process, then:

- The superintendent or principals may remove the student from the premises whether it be a curricular or extracurricular activity.
- A teacher may remove the student from curricular or extra-curricular activities under his/her supervision, but not from the premises. The teacher must submit his/her reasons in writing to the principal as soon as possible.
- A due process hearing must be held within seventy-two (72) hours after removal is ordered:
  a. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing.
  b. The student must have the opportunity to appear at an informal hearing before the principal, superintendent, or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions.
  c. The person who ordered or requested the removal must be at the hearing.
  d. If there is a decision to suspend, the parent, guardian, or custodian of the pupil and the treasurer of the Board must be notified of the suspension. This notice should include:
     - The reason(s) for the suspension
     - The right of the pupil, parent, or custodian to appeal to the superintendent The right of the student to be represented at the appeal
     - The right to request the hearing on appeal be held in executive session
- The principal or superintendent may reinstate a pupil prior to the hearing for emergency removal. The teacher may request written reasons for the reinstatement. The teacher cannot refuse to reinstate.

DETENTION POLICY

Lunch detention may be assigned for violations of the Student Code of Conduct or other school expectations as determined by the administration.

Students assigned lunch detention are expected to:

- Report to the designated location on time.
- Follow all directions given by the supervising staff member.
- Remain quiet and respectful throughout the detention.
- Complete schoolwork or other assigned tasks.
- Follow all school rules while serving lunch detention.

Failure to report to or appropriately serve a lunch detention may result in additional disciplinary action.

Progressive Discipline

To encourage positive behavior and accountability, the following consequences will apply:

- **1st-3rd Lunch Detentions:** Lunch detention assigned.
- **4th Lunch Detention:** Student will be assigned **In-School Suspension (ISS)** in place of lunch detention and will be **ineligible to participate in the current quarter reward activity.**
- **5th Lunch Detention:** Lunch detention assigned.
- **6th Lunch Detention:** Student will be assigned **Out-of-School Suspension (OSS)** and will be **ineligible to participate in any remaining reward activities for the remainder of the school year.**

The administration reserves the right to modify disciplinary consequences based on the severity of the offense or a student's overall disciplinary history.

DRUG AND ALCOHOL ABUSE

Recognizing that observed and suspected use of alcohol and illicit drugs by Wynford Local Schools students is a serious concern, a program of deterrence has been instituted as a proactive approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

1. To provide for the safety of all students;
2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
3. To encourage students who use drugs to participate in drug treat programs; and
4. Prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Wynford Local Schools.

INFORMED CONSENT FOR TESTING

At the beginning of a student's school career, students and parent/guardian/custodian will complete and sign the Wynford Local Schools Code of Conduct and Expectations Informed Consent Agreement (Final Forms). No student may participate in identified extra-curricular activities and/or receive a parking permit until this form is properly executed and on file with the school. This consent form shall remain in effect for the student's entire Middle School/High School career unless they chose to formally opt out in writing.

Students who test positive for alcohol/drug use will be required to complete three additional rounds of follow-up testing to ensure that no further drug use has taken place.

POSITIVE TEST PROTOCOL

Students who test positive for alcohol/drug use will be suspended from identified extra-curricular activities (per the athletic handbook) and from driving privileges for two weeks. Students must complete the Drug Awareness/Prevention through Marion Crawford Prevention Program or through an Administration Approved Program. Refusal to participate in the program will result in further denial of these privileges.

Subsequent positive test results indicating continued usage will result in a 4 week suspension of student driving privileges and further suspension of extra-curricular activities (per the athletic handbook). Students will be required to complete an additional assessment through a certified chemical dependency counselor. Upon successful completion of the counselor's recommendations, students may return to participation.

Any further positive test results may result in the student losing driving privileges and/or athletic participation (per the athletic handbook) for the remainder of their school career.

ACTIVITIES BEFORE/AFTER SCHOOL HOURS

Students are not permitted to hold meetings for committees, organizations, or remain after school hours unless they are under the direct supervision of a responsible teacher or adult supervisor approved by the office.

Students who accept positions of responsibility on teams, the band, Royal Singers, or other organizations of the school are expected to assume responsibility of attending and participating in such groups regularly.

In the event of illness which would prevent the student from participating or performing, he or she is expected to notify the advisor, coach, or leader of the activity.

Once students arrive at school and/or leave the school building students are advised to enter/exit their cars in a timely manner and avoid LOITERING.

EMERGENCY MEDICAL AUTHORIZATION FORMS

All required emergency medical forms will be filled out in Final Forms by parents or guardians at the start of each new school year.

PRESCRIPTION MEDICATION AT SCHOOL

All students taking prescription medication at school must follow regulations as stated in Ohio Revised Code. A physician's request for the administration of medication by school personnel must be completed prior to the student using the medication at school. No student is permitted to take prescription medication on their own. The medication must be dispensed from the HS/MS office/clinic. All medication must be stored in the clinic with a copy of the prescription. A parent/physician's request form is available on the Wynford website or the school office.

LICE POLICY

Children with a live lice infestation will be sent home. Children may return to school after proper treatment and after being examined by the school nurse. The student must be examined and be nit free before being allowed to return to the classroom.

STUDENT RECORDS (FERPA)

Wynford Local Schools maintains student education records in accordance with the **Family Educational Rights and Privacy Act (FERPA)** and applicable Ohio law.

Review of Student Records

1. Parents/guardians of students under the age of 18 and eligible students (18 years of age or older) have the right to inspect and review the student's education records during regular school hours. Requests to review records should be made through the building principal or designee. Reasonable arrangements will be made to provide access to the records.
2. If a parent/guardian or eligible student believes information contained in the student's education record is inaccurate, misleading, or otherwise in violation of the student's rights, they may submit a written request to the Superintendent asking that the record be amended. If the request is denied, the parent/guardian or eligible student will be notified of the decision and of their right to request a hearing in accordance with District policy and FERPA.
3. School officials with a legitimate educational interest may access student records when necessary to perform their professional responsibilities and provide educational services to the student.

Release of Student Records

Student education records are protected by FERPA. Personally identifiable information from a student's education record will not be released without the written consent of the parent/guardian or eligible student, except as permitted by law.

The District may disclose education records without prior consent to school officials with legitimate educational interests and to officials of another school or school district in which the student seeks or intends to enroll, as permitted by FERPA and applicable law.

For additional information regarding student records and FERPA rights, parents and eligible students may contact the building principal or Superintendent.

Protection of Pupil Rights (PPRA)

Wynford Local Schools complies with the **Protection of Pupil Rights Amendment (PPRA)**, which provides parents and eligible students with certain rights regarding surveys, instructional materials, and the collection or use of information for marketing purposes.

Parents/guardians have the right to:

- Inspect surveys created by a third party before they are administered to students.
- Inspect instructional materials used as part of an educational curriculum.
- Receive notice and, when required by law, provide consent before students participate in surveys that ask about protected information, including:
    - Political affiliations or beliefs;
    - Mental or psychological problems;
    - Sexual behavior or attitudes;
    - Illegal, anti-social, self-incriminating, or demeaning behavior;
    - Critical appraisals of close family members;
    - Legally recognized privileged relationships (such as with attorneys, physicians, or clergy);
    - Religious beliefs or practices; and
    - Family income, except as required by law.

The District will provide parents and eligible students with notice of these rights in accordance with federal law. Questions regarding these rights should be directed to the building principal or Superintendent.

Artificial Intelligence (AI)

Wynford Local Schools recognizes that Artificial Intelligence (AI) tools can support learning when used appropriately. Students may only use District-approved AI tools and only when permitted by their teacher for a specific assignment or activity.

Students may not:

- Submit AI-generated work as their own.
- Use AI in a manner that violates classroom expectations, the Student Code of Conduct, or District policies.
- Enter confidential or personal student or staff information into any AI tool.
- Use AI to cheat, plagiarize, bully, harass, or discriminate against others.

Students are expected to disclose the use of AI when required by their teacher and remain responsible for the accuracy and originality of all work submitted. Misuse of AI may result in academic consequences and/or disciplinary action in accordance with the Student Code of Conduct and District policies.

NATIONAL HONOR SOCIETY

Application

- All juniors and seniors who have a cumulative high school GPA of 3.5 or above may be considered for membership for the WYNFORD HIGH SCHOOL CHAPTER OF THE NATIONAL HONOR SOCIETY.
- Notice of eligibility will be given to those who meet the GPA requirement.

- Application/Study Activity Forms will be given to each eligible student who has met the GPA requirement. Extra application pages can be picked up from the NHS advisor. Students who are eligible scholastically will be notified and informed that for further consideration for selection to the chapter, they are to complete the candidate information form/student activity form. This form outlines the candidate's accomplishments in the areas of service and leadership
- Admission is not automatic. In addition to having the required GPA, applicants must demonstrate significant accomplishment and/or participation in **ALL** areas indicated on the application form. It is necessary to have some accomplishments in **each area**. Faculty will also evaluate each candidate and will give a rating of 1-5 in a multitude of categories.
- All activities, accomplishments, etc. included in the application must have taken place during high school. Do not include anything that occurred before you were in high school. Doing so could jeopardize your chances for admission.
- Make sure your application is neat and legible.
- Your application must be turned into the Building Principal by the date specified on the application.

PLEASE NOTE: National Honor Society is a service organization. Membership is a highly sought after honor, but it requires commitment to the ideals of the organization. Your acceptance of membership will indicate your willingness to participate in National Honor Society sponsored activities, service projects, and meetings. To maintain membership in the NHS, you must maintain your GPA, fulfill your service hour requirements, be a good leader, show good character and abide by the National Honor Society bylaws.

Your application will be based on the following criteria. Please make sure you include all the information listed on the application. Failure to do so, will automatically disqualify you for acceptance into the NHS.

Scholarship:
Students will need to have a minimum cumulative GPA of 3.5 to be eligible to apply for NHS membership. You must maintain a 3.5 GPA or you may be considered for dismissal.

Service:
You will be required to have a minimum total of **15 service hours during your first year (Junior Year) or 20 service hours during your first year (Senior Year) of membership and 30 service hours your second year (Senior Year) of membership** which must be a combination of School and Community Services. Examples of **school service activities**: helping with tournaments that raise money for your school sponsored activity, helping with a community project/benefit representing a school sponsored group (example:FFA helping set up Farm & Home Show or a benefit), cleaning golf course as part of cross country, track or golf, working the concession stand for basketball, football, activities organized by a school advisor, etc.

Examples of **community service projects**: helping with benefits, blood drives, food drive, organizing the food pantry, helping with church activities, student initiated cleaning of the park, 4-H sponsored activities, Boy Scouts projects, student led and organized projects not planned by teacher/advisor, etc.

Character:
Character is not based solely on personality nor upon minor incidents unless they are repeated so as to indicate specific pattern of behavior.

- Promptly meets individual pledges and responsibilities.
- Demonstrates the highest standards of honesty, reliability, fairness and civility.
- Adheres to school rules and regulations (i.e., attendance, tardiness, truancy, academic honesty, conduct, **following student handbook**, etc.)

Leadership:
Successfully assumes responsibility and demonstrates constructive initiative in the classroom, at work, and in school or community activities. You have been or currently are an officer for at least one year of an organization such as:
Class Officer, Athletic Captain, FFA, Student Council Rep, 4-H, Scouts, Church Youth Group, etc.

WYNFORD ACADEMIC POLICIES

Incomplete – Students must make up incomplete work within two weeks of the recording of an incomplete grade on the report card unless prior arrangements have been made with his/her teacher(s)/principal. After this time period has expired, the incomplete grade may be changed to a failing mark unless prior arrangements are made with teachers and/or principal.

Students who simply refuse to make-up incomplete work may not be granted credit for course work. Example: If a student refuses to take a semester exam, he/she may not receive credit for this course.

Make-Up Credits/Summer School/In-School - Students who fail classes and/or credits at the high school level may be permitted to make-up a maximum of two full credits per year through the completion of summer school/in-school credit recovery programs and/or correspondence course work approved by the administration. This course make-up is meant for remediation purposes. All other credit make-up must be done through repetition of failed course work at Wynford High School or its affiliates. Exceptions to this rule can only be made with the prior approval of the administration.

Gifted Identification Policies- Wynford Local Schools have adopted Ohio's mandated Gifted Child Plan, which will standardize identification procedures throughout the state and will identify students with advanced learning needs in the areas of:

Superior Cognitive Ability	Specific Academic Ability
Creative Thinking Ability	Visual or Performing Arts

If you think your child would qualify for one of these programs, ask your school's counselor for the Gifted Identification Packet or talk to the Building Principal or Gifted Intervention Specialist.

PLAGIARISM

Plagiarism is a serious academic offense and students are responsible for educating themselves about it. Plagiarism is defined as representing as one's own in any academic exercise the words or ideas of another.

This includes but is not limited to:

- Quoting or paraphrasing without proper citations either in text or on a works cited page. ***Note: If the idea, not just the wording of the idea, is borrowed, it must be cited.***

- Using a past or current student's work as one's own.
- Cutting and pasting paragraphs from different websites.
- Handing in a paper from the internet.

Disciplinary actions:

The student will receive a zero for the entire assignment or portions of the assignment (according to the teacher's discretion that were plagiarized).

Repeated infractions may involve failure of or removal from the course.

All parties to plagiarism are considered equally guilty. If you share your coursework with another student and he or she plagiarizes it, you are considered as guilty as the one who has plagiarized your work, since you enable the plagiarism to take place. Under no circumstances should a student make his or her coursework available to another student unless the instructor gives explicit permission for this to happen.

CHEATING

Academic integrity is at the core of a High School and Middle School. That integrity must be held to high standards to ensure accurate academic records for all students. Students, who copy work from one another student, allow student(s) to copy their work, possess a "crib" and or cheat sheet, usage of an electronic device(s) to gain an academic advantage, etcetera are considered cheating. If a student is found in violation of cheating they will receive a zero "0" for the assignment, quiz, test, lesson, etc. The second violation the student may result in potential failure for the course and or removal from the course.

AVERAGES

At the beginning of each course, the teacher will distribute to each of his/her students a written synopsis of how grades are determined. These written grading procedures will be approved by the administration prior to their disbursement and may include conduct/effort as a necessary factor of determining grades. Each teacher must reserve the right to determine these grades due to the diverse curriculum that exists at Wynford High School.

GRADING

Grades are based upon the percentage system as interpreted and administered by individual teachers.

GRADE	Numerical Average	4.0 Non-Weighted
A	100-93	4.0
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0

C-	72-70	1.7
D+	69-67	1.3
D	66-60	1.0
F	59 or below	0
U	64-0	0
S	Passes on effor	0
I	Incomplete - Two weeks to finish grade or may result in a 0	

HOMEWORK POLICY

Homework is used to reinforce concepts that have been taught in class. You have until the test/quiz on that section to turn in late homework for reduced credit. After the test/quiz for that particular work, late work will not be accepted and homework will be marked as missing and no credit given. (Policy can be mitigated only by the Teacher and Administration due to unforeseen circumstances).

SEMESTER AND FINAL EXAM / DIAGNOSTIC ASSESSMENT POLICY

The academic year is divided into 4 nine-week periods and a grade is given at the conclusion of each nine-week grading period. In addition, an exam/diagnostic assessment may be given and a grade will be received at the conclusion of the first semester for grades 6-12 and second semester for grades 6-9 and 11-12, (10th grade students enrolled in advanced classes may have to take second semester exams). CCP classes will follow the guidelines provided by the given college, therefore may be different from Wynford's policy.

1. All exams will be completed during the scheduled exam time. All students are required to come to school during the scheduled exam times.
2. Exams may be given in the four academic core areas (mathematics, English, science and history) in grades 6-12 at the completion of the first semester and for grades 6-9 and 10 -12 at the completion of the second semester (CCP classes may follow different parameters as determined by the college).
3. In order to preserve a quiet and focused atmosphere, students are not permitted to leave the room during the scheduled exam time.
4. **Absences must be excused for makeup privileges to be granted**. High school as well as middle school administration will verify absence excuses. Unexcused absence will result in a **ZERO** for the scheduled exam missed.
5. Tardiness during exams follows the same rules as tardiness to school.
6. In the event of a family emergency, the student is responsible to reschedule the exam with a one-on-one meeting with school administration, written documentation allowing early/late exams, as well as signed teacher approval / parent approval for the scheduled exams. Failure to follow these procedures will result in a **ZERO**. (Please consult the Administration).

HONOR ROLL / MERIT ROLL

At the conclusion of every grading period, Honor Roll/Merit Roll is compiled for release to the local newspapers and placed on the school's web page.

HONOR ROLL QUALIFICATIONS:

1) No grade below "C" was received in any subject for that grading period.
2) A minimum grade-point average of 3.500.

MERIT ROLL QUALIFICATIONS;

1) No grade below "C" was received in any subject for that grading period.
2) A minimum grade-point average of 3.000.

The general formula for computing your grade-point average for purposes of Honor Roll/Merit Roll is to divide the total quality points by the total credits. Since the particulars of this procedure can become rather involved, they will be omitted here. The Guidance Dept. will list the honor and merit rolls after each grading period.

GPAs are determined at the end of each semester.

CLASS RANK

Class rank will be determined at the end of each semester beginning with any credit bearing classes and will be based upon the cumulative grade point averages. To determine the final class rank of each senior class member, the cumulative grade point average through the credit bearing classes semesters will be rounded to the nearest hundredth. A class Valedictorian and Salutatorian will be determined using this method. **If there are multiple Valedictorians, then there will be no Salutatorian.**

Academic Honors & Graduation Distinctions (Class of 2030 and beyond)

Students may earn **Cum Laude**, **Magna Cum Laude**, or **Summa Cum Laude** based on the criteria outlined below.

All requirements must be completed by the end of the final grading period of the senior year. Updates will be provided about your standing within these areas throughout your high school career.

Once students are classified into a category, students within each category will be ranked using their *unweighted* cumulative GPA.

Requirements

*Students must meet **all** requirements listed for the honor level they are pursuing.*

	Summa Cum Laude	Magna Cum Laude	Cum Laude
GPA	3.75	3.50	3.00
EOC State Test Scores	24/30 (4 avg)	21/30 (3.5 avg)	20/30 (3.25 avg)
CCP Courses	18+ hours	15+ hours	12+ hours
12 Pt Industry Credential/State License/WebXams	Yes	Yes	Yes
Foreign Language	2 Years	2 Years	2 Years
Fine Arts	1 Year	1 Year	1 Year
Tie Breaker	ACT Score	ACT Score	ACT Score

- Gray areas are either/or
- Fine Arts includes: Band, Art, Choir

HIGH SCHOOL DROP PROCEDURE

If it is necessary that a yearlong class be dropped, this must happen by the end of the second week of the first grading period. If it is necessary that a semester class be dropped, this must be done by the end of the second week of the grading period of that semester. After this time the student will no longer have the option of dropping the course and must stay in the class for the remainder of the year. Special exceptions may be made by the principal.

PIONEER STUDENTS

Pioneer students that are enrolled at Wynford through Pioneer Career and Technical Center will have ten (10) days to make a schedule change their junior and senior year. Once that time has passed the students are not permitted to come back to Wynford and must remain at Pioneer Career and Technical School for the rest of the academic school year. If a student chooses to come back to

Wynford from Pioneer their senior year that said student must make a written request to the High School Counselor/Principal for review and a decision will be made in the best interest of the student.

CLASS STANDING AND GRADING

Pupils will be promoted and classified in high school under the direction of the principal and such classification will be determined according to the following credit scale.

Freshman	Less than 5 academic credits
Sophomore	5 to 8-3/4 academic credits
Junior	9 to 13-3/4 academic credits
Senior	14 to unlimited academic credits

Courses at Wynford are credited according to state standards and local board policies.

Students must earn 21 units of credit to graduate. Students must also show competency in Algebra I and ELA 2 (score at least a 684) as well as earn 2 seals (1 state and 1 local). For information on the seals, please see Ohio Graduation Requirements on the ODE website. Students who have not met all requirements for the purpose of receiving a diploma of graduation at commencement exercises, will not be permitted to participate in the commencement ceremony. The requirements mentioned are those of Wynford High School, the State of Ohio, and the federal government.

Students must have the following credits to graduate: English (4), Social Studies including Government and Economics (3), Math (4), and (3) credits in Science including 1 credit in Physical

Science and one credit of Life Science. At least (½) credit in Health, (½) credit in Physical Education, and (1) credit in a combination of Business/Technology, Fine Arts or Foreign Language(1) credit. Starting with the Class of 2026, Personal Finance (½ credit) is also required. All other credits may come from elective coursework. High school students who complete two full school sponsored sports seasons, including cheerleading, E-Sports, and marching band, are exempt from the Physical Education requirement but still must meet the total credit requirement for graduation. All students must be enrolled in a minimum of 5 Carnegie Units per semester.

MIDDLE SCHOOL CURRICULUM REQUIREMENTS

Middle School students who fail more than one required class may be retained.

Students who fail one required class will be assigned to the next grade.

Exceptions may be made by the principal.

All Wynford Middle School Students will be required to take the following classes each year:

Math
Language Arts
Social Studies
Science
Quarter/Semester Classes to fill 7 periods

JUNIOR/SENIOR OPTION TO SELECT A NON-GRADED COURSE

In order to give Junior and Senior students an opportunity to broaden their educational horizons and to encourage them to explore other course offerings without the fear of "grade pressure," juniors and seniors will be permitted to elect one academic unit on a "pass/no pass" basis. Any non-graded option course will not affect a student's G.P.A. or class rank. Honors diploma requirements may not be taken pass/no-pass.

Qualifications:

1) A required course cannot be selected for this option.
2) This choice must be in addition to regularly scheduled classes.
3) All P/NP students are required to complete all requirements to pass that regular students must complete.

Procedures:

The decision to take a P/NP course will be made during the fifth week of the first grading period. Once a decision to take a P/NP course is made, it cannot be changed.

1) Students will pick up the P/NP application from his/her participating teacher or school counselor.
2) Secure parental permission.
3) Return signed application to the guidance office no later than 2:30 PM on the fifth Friday of the first grading period for that course.

HONORS DIPLOMA

There are six different pathways students may take to earn an Honors Diploma in the State of Ohio. Please visit the Ohio Department of Education's website to see detailed information about each pathway or contact the school.

To be recognized at graduation with honors of Cum Laude, Magna Cum Laude and Summa Cum Laude a student must have a grade point average of:

a) 3.00-3.49 for Cum Laude
b) 3.50-3.99 for Magna Cum Laude
c) 4.00 + for Summa Cum Laude

Unless deemed as “Unforeseen Circumstances” by the building administrator or superintendent, any student receiving a diploma from Wynford Local Schools must complete fifty percent (50%) of High School classes in a traditional “in house” classes.

In order to be considered a student at Wynford a student must carry five (5) credits per semester.

Any course that a student chooses to take that is not offered by Wynford will be the complete financial responsibility of the student.

Students will be held to an online attendance policy that will be given to the student at the time of registration of the class.

Students will be financially responsible for loss or damage of any equipment issued by Wynford and will be required to enter into a written agreement indicating such at the time of registration of an online class.

COLLEGE CREDIT PLUS

Specific students in grades 7-12 that may qualify for college credit/high school credit for courses taken at the college level must have a signed letter of intent turned into the guidance department by April 1st. Interested students should contact the Guidance Counselor(s) for specifics. These courses will affect the student’s overall GPA. It is required for students taking CCP courses and involved in extra-curricular(s) MUST provide the Counselor their grade sheets for the 1st Nine Week grading period and the 3rd Nine Week grading period by 2:30 pm to determine eligibility. It is also important to note that all communication through the University will solely be through the student. The student will be responsible for dropping or withdrawing from the class in the appropriate time frame and will be financially responsible for the course if they fail it.

ADD-ON COURSES

Advanced ADD-ON courses will be offered in some subject areas. ADD-ON classes shall include, Spanish III (in-house only), Advanced Chemistry, Physics, and any College Credit Plus classes in Science, Math and Foreign Language. Grades earned in these courses will earn a .025 point add-on to the students GPA for each semester the course is taken.

LEADS

Leadership, **E**ducation, **A**ttendance, **D**iscipline, **S**chool Service

LEADS events may occur throughout the year to recognize students in the following areas:

Leadership: Teachers may nominate students throughout each quarter for the quarterly drawing. The criterion is teacher driven awarded to Wynford students that display great leadership roles.

Education: All students on the honor/merit roll will be entered in the quarterly prizes.

Attendance: All students with no unexcused absences or tardies will be entered in the quarterly prizes.

Discipline: All students with no detentions, suspensions or expulsions will be entered in the quarterly prizes.

School Service: Teachers will enter student names for any type of school service (concession stands, volunteer, event service …)

BOOK FEES / LAB FEES / CLASS DUES

To be determined upon board approval.

OPEN ENROLLMENT REVOCATION

Students attending Wynford Local Schools through Open Enrollment are expected to comply with all District policies, procedures, and the Student Code of Conduct.

The District reserves the right to revoke an open enrollment placement in accordance with the Wynford Local School District Board of Education's Open Enrollment Policy and applicable Ohio law. Grounds for revocation may include providing false or misleading information on an open enrollment application or other reasons permitted under the District's adopted Open Enrollment Policy.

If an open enrollment placement is revoked, the parent/guardian may request an administrative review by the Superintendent or the Superintendent's designee in accordance with District procedures.

CAFETERIA

You will find the lunches served at Wynford both appetizing and nutritious. CAFE = Control Volume, Always Clean up, Face Forward, and Eat Politely.

1. Lunches will be paid for on a daily basis.
2. All student deposits are to be made before school or online from home. **NOT** during the designated lunch period..
3. Students are permitted to charge up to 3 lunches. After that, students will be given an Emergency Lunch until charges have been paid.
4. Ala carte items will not be permitted to be charged. Beverages, snacks and extra entree items are extras and money needs to be in your account or paid for at the time of purchase. No exceptions.
5. No cutting in line will be permitted. If caught, you will be last in line for the rest of the week. So

6. think before you “cut in line”.
7. This is a closed lunch period and all students shall eat at school. No food shall be delivered or dropped off for students, ex. Grub Hub, Door Dash, Uber Eats, etc.
8. Students are required to clean off their tables and all trash should be placed in the disposal area.
9. When finished eating, you will remain in the cafeteria until the period is over.
10. Starting 3 weeks before the end of school, students will be unable to charge anything. This is due to trying to balance all student accounts for the year end. Seniors will be given written notice and if charges are not paid this could result in holding the student’s diploma This is per the Wynford Food Charging Policy.

HALL PASSES

Students are required to use their ***STUDENT PLANNER/TEACHER PASSES*** as their hall pass.

FIRE, TORNADO, SEVERE WEATHER, AND LOCKDOWN DRILLS

All drills will be conducted according to state regulations.

SCHOOL BUS REGULATIONS

School bus transportation is provided to safely transport eligible students to and from school and school-sponsored activities. Riding a school bus is a **privilege**, not a right. Students are expected to follow all school rules, demonstrate respectful behavior, and comply with the directions of the bus driver at all times. Failure to do so may result in disciplinary action, including suspension or loss of bus riding privileges.

Bus Expectations

1. Students are under the authority of the bus driver while waiting at designated bus stops, boarding the bus, riding the bus, and exiting the bus.
2. Students must promptly follow all directions given by the bus driver or other authorized school personnel.
3. Students shall remain seated in their assigned seat, if assigned, while the bus is in motion. Students must keep the aisle and emergency exits clear at all times.
4. Students shall keep all body parts and personal belongings inside the bus while it is in motion.
5. The emergency door and emergency exits are to be used only in the event of an emergency or when directed by the bus driver.
6. Students who must cross the roadway after exiting the bus shall do so only after the bus has come to a complete stop and the driver signals that it is safe to cross. Students should always cross in front of the bus and remain alert for traffic.

7. Eating and drinking on the bus are prohibited unless approved by the Transportation Department or required for documented medical reasons.
8. Students are expected to respect the rights of others by using appropriate language, keeping the bus clean, and treating school property with care.
9. Students who intentionally damage a school bus or its equipment may be required to pay restitution and may be subject to disciplinary action in accordance with the Student Code of Conduct.
10. Students who are transported to an extracurricular activity on a school bus are expected to return on the same bus unless prior approval has been granted by the administration, coach, or advisor in accordance with District procedures.
11. After school, students who ride the bus home are expected to board promptly and in an orderly manner. Students remaining on campus will be expected to stay in designated areas until buses have departed.
12. Students are expected to conduct themselves appropriately while waiting at bus stops. Unsafe or disruptive behavior at bus stops may result in school disciplinary action and/or the loss of transportation privileges.
13. **Video cameras may be used on school buses to promote student safety, monitor student behavior, and assist in the investigation of disciplinary concerns.**

Bus Discipline

Student safety is the District's highest priority. Any behavior that disrupts the safe operation of the school bus or endangers the safety of students, the driver, or others may result in disciplinary action, including detention, suspension, restitution for damages, suspension of bus riding privileges, or other consequences as outlined in the Student Code of Conduct.

Transportation privileges may be suspended independently of other school disciplinary consequences when necessary to ensure the safe operation of the school bus.

STUDENT AUTOMOBILES

Since the Wynford District makes busing services available to all students, the use of student automobiles is to be considered a privilege which is conditional upon adherence to the following regulations:

1) All students must register their vehicles with the high school office within the first two weeks of school and purchase a parking permit to be displayed at all times. ($5)
2) A speed of 10 MPH has been established for all vehicles utilizing the parking lot.
3) Upon entering the parking lot, students are to immediately park their vehicles in the designated students parking area. DO NOT park in the area marked for handicapped unless legally authorized to do so.
4) Upon parking their vehicles, students are to immediately enter the school and are not to loiter in cars in the parking lot.
5) Students should not move their cars unless they sign out early or all buses have left the premises at the end of the school day. Students should enter their cars after school and avoid loitering.

6) Athletes with practice immediately after school WILL NOT move their vehicles until all school buses exit the campus)
7) Students **MUST** park in the district's designated student parking lot and have their pass clearly visible in the window.

LOCKERS

You were assigned a locker number and combination to open that locker when you first received your schedule. The following regulations apply to the use of your locker.

1) Keep your locker locked during your absence. You are responsible for both the condition of your locker and its contents. Do not alter the locking mechanism.
2) Do not store any items on top of the outside of the lockers.
3) If you should forget your combination or if your combination fails to unlock the locker, notify the office.
4) Your locker is the property of the Wynford Board of Education and is therefore subject to search at any time.
5) Nothing is to be left in lockers over the summer vacation.
6) Any damage/vandalism that occurs to your locker becomes your financial responsibility for items lost, damaged or stolen from lockers.

STUDENT DRESS CODE

Wynford Local School District views the dress code as a serious issue and expects parents and staff to promote the observance of this policy. In general school dress should be such that it ensures the health, welfare, safety of the members of the student body, and enhances a positive image of our students and school. **Any form of dress or grooming perceived by the administration that attracts undue attention, or violates the previous statement is unacceptable**.

1) When a student is participating in a school activity, his/her dress will not disrupt his/her performance or that of other students, or constitute a health threat to the individual or other students.
2) Students are not permitted to wear any hats, bandanas, hoods, or hair coverings to school during school hours. Exceptions may be made by the Principal. (i.e. hat day)
3) The attire shall not display any advertising, designs, patches, etc. referring to sex, alcohol, tobacco, drugs or any organization or group promoting illegal activities. The final decision on what constitutes reasonable, appropriate, or illegal shall rest with the administration of Wynford Middle/High School.
4) Clothing with potentially offensive illustrations is not acceptable. The administration reserves the right to determine what is potentially offensive and what is not.
5) Students are not permitted to wear any shirt that exposes the shoulder/armpit area, or midriff.
6) All mesh clothing must have solid clothing under the mesh garment.
7) All student's clothing must be of appropriate length, and material. The administration reserves the right to determine what is appropriate.
8) Any student's clothing with/without holes must be appropriate. The administration reserves the right to determine what is appropriate.

9) Students are not permitted to wear capes or any item worn as a cape to school.
10) Coats may not be worn during classes in the classroom unless the conditions are such that coats are needed as deemed appropriate by the classroom teacher/administration..
11) Students are not permitted to carry backpacks or large bags unless prior approval by the Principal/Administration.
12) No see through clothing is permitted at school.

Violations of the Dress Code policy will result in the following:

1st offense - warning given (by teacher/staff member that sees the violation), clothing violation will need to be immediately resolved.

2nd offense - detention issued (by teacher/staff that see the violation) and clothing violation will need to be immediately resolved

3rd offense - in school suspension (building principal) and clothing violation will need to be immediately resolved

4th offense - may be immediately assigned out of school suspension (building principal) and/or expulsion (superintendent)

STUDENT ATTENDANCE

Regular attendance is essential to student success. Students are expected to attend school each day, arrive on time, and remain in school for the entire school day unless excused. Wynford Local Schools follows all applicable Ohio attendance laws regarding excused absences, excessive absences, truancy, and attendance intervention.

Reporting an Absence

Parents/guardians should notify the **Middle/High School Attendance Office** by **7:30 a.m.** whenever a student will be absent or tardy. Messages may be left on the school's voicemail system at any time.

Upon returning to school, the student must report to the **Middle/High School Attendance Office** with appropriate documentation explaining the absence. Parent/guardian or physician notes should include:

- Student's full name
- Date(s) of absence
- Reason for the absence
- Parent/guardian signature (if applicable)

Documentation should be submitted within **48 hours** of the student's return to school. Failure to provide appropriate documentation may result in the absence being recorded as unexcused.

Excused Absences

The following are examples of absences that may be considered excused:

- Personal illness
- Illness of an immediate family member
- Death of a family member
- Religious observance
- Medical, dental, vision, or counseling appointments
- College visitation (Seniors – up to three days; Juniors – up to two days)
- Approved family vacation (up to **32.5 hours**)
- Senior Seminar Days (2 days or 13 hours during the senior year)
- One approved hunting day during Ohio's designated hunting season
- In-School Suspension
- Court appearances
- Military-connected family events, when applicable
- Other reasons approved by the **Building Administration** in accordance with Ohio law

Students are responsible for making up all assignments missed during an excused absence in accordance with classroom expectations.

Planned Absences (Blue Slips)

Students who know in advance that they will be absent from school must complete a **Blue Slip** prior to the absence.

Blue Slips are required for:

- College visitations
- Hunting
- Family vacations
- Other approved absences

The Blue Slip must:

- Be obtained from the **Middle/High School Attendance Office**.
- Be signed by the parent/guardian.
- Be signed by each teacher.
- Be approved by the **Building Administration**.
- Be submitted at least **three (3) school days** before the planned absence whenever possible.

Family Vacations

Although family vacations during the school year are discouraged, students may receive up to **32.5 hours** of excused absence for an approved family vacation provided:

- Advance written notice is given to the **Middle/High School Attendance Office**.
- A Blue Slip is completed and approved.
- The student completes and submits all missed assignments according to teacher expectations.
- The student's attendance record remains in good standing.

College Visitations

Juniors are permitted up to **two (2)** college visitation days.

Seniors are permitted up to **three (3)** college visitation days.

Additional visitation days may be approved by the **Building Principal**.

Hunting

Students may receive **one (1) excused day (6.5 hours)** during Ohio's designated hunting season provided:

- A valid hunting license is presented.
- Parent/guardian permission is provided.
- Prior approval is granted by the **Building Principal**.

Attendance Intervention

Students who accumulate excessive absences or become habitually truant, as defined by Ohio law, may be referred to the District's **Attendance Intervention Team (AIT)**.

The Attendance Intervention Team may:

- Meet with the student and parent/guardian.

- Develop an Attendance Intervention Plan.
- Monitor attendance progress.
- Recommend additional interventions.
- Refer the matter to Juvenile Court when required by Ohio law.

Attendance Limitations

In accordance with Ohio law, attendance limitations are as follows:

Habitual Truant (Unexcused Absences)

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

Excessive Absences (Excused or Unexcused)

- 38 or more hours in one school month
- 65 or more hours in one school year

Parents/guardians will receive notifications and interventions as required by Ohio law.

Attendance Consequences

Students are expected to attend school regularly and on time.

Students who accumulate **four (4) unexcused absences may be assigned one (1) day of In-School Suspension (ISS)** in addition to any attendance interventions required by Ohio law. Continued attendance violations may result in additional disciplinary action and/or referral through the attendance intervention process as required by law.

Tardiness

Students arriving late to school must report to the **Middle/High School Attendance Office** before reporting to class.

Tardiness will be considered excused or unexcused based upon the reason for the late arrival. Reasons such as oversleeping, missing the bus, or lack of transportation may be considered unexcused.

Every five (5) unexcused tardies will be converted to one (1) full day of unexcused absence for attendance purposes.

Leaving School During the Day

Students may not leave the school building during the school day without permission.

Students must:

- Sign out through the **Middle/High School Attendance Office** before leaving.
- Sign back in upon returning.

Students leaving school without permission may be considered truant.

Participation in Extracurricular Activities

To participate in a school-sponsored practice, contest, or performance held on a school day, students must be in attendance by the **end of second period** and remain in attendance for the remainder of the school day unless excused by the **Building Administration**.

Driver's License Notification

Ohio law requires school districts to notify the Ohio Bureau of Motor Vehicles when students meet attendance thresholds established by law.

Students may lose or have their driver's license or permit suspended for:

- Habitual truancy; or
- Certain suspensions or expulsions related to alcohol or drug offenses.

The District will comply with all Ohio laws regarding notification to the Ohio Bureau of Motor Vehicles.

PUBLIC DISPLAY OF AFFECTION

Any public display of affection is prohibited at school, school events, or on school property. The final decision on what constitutes an unacceptable public display of affection shall rest with the building principal or designee.

DANCE REGULATIONS

From time to time, throughout the school year, various school organizations sponsor dances at the high school. These dances are generally advertised well in advance and the amount and method of payment are usually determined by the sponsoring organization. The following rules apply:

1. Sponsoring organizations must obtain clearance for their event with the principal several weeks in advance of the proposed date. A school dance checklist is to be obtained from the office.
2. A minimum of two Wynford teachers/employees must be present at the dance. Sponsoring organizations are responsible for making arrangements with teachers.
3. Unless otherwise notified, Wynford dances are open only to Wynford High School students and their guests.
4. All guests must be of high school age through 20 years of age for a high school dance or at the discretion of the building principal.
5. Non-Wynford guests must be approved by the Principal or designee.
6. Once a student has entered the building, he will be expected to stay in the area designated for the dance and he or she will only be permitted to leave the building to go home.
7. Faculty chaperones have the authority to evict anyone who is causing a disturbance or is otherwise in violation of dance or general school regulations.
8. Dance must terminate no later than 10:00 p.m. unless prior arrangements for a later time have been made with the principal.
9. All school rules apply at these dances.
10. The Junior/Senior Prom is a formal dance. Formal attire is encouraged.

ELECTRONIC DEVICES

Any use of electronic devices, not issued or approved by the school (cellphones, smartwatches, fitbits, tablets, airpods/ear buds, etc.), are not permitted to be used at Wynford High/Middle School during normal school hours (7:30-2:30). Electronic Devices must be properly secured by students during the school day. The student will be issued an appropriate disciplinary action by the teacher/staff member that witnesses the student use of the device.

FIELD TRIPS

All students may have the opportunity to participate in educational field trips throughout the school year. Parents/Guardians will be notified of the field trip in advance. It is the Parent/Guardian responsibility to notify the appropriate school personnel if they do not wish to have their son/daughter participate. Students will not participate in field trips if they are failing any of their courses, and may not participate if disciplinary infractions are noted. Copies of student participants will be distributed to the faculty by the attendance office. All field trips must be educationally meaningful and directly related to the classroom. All classroom assignments must be arranged with teachers prior to departure. No student will be permitted to attend a field trip if he/she has exceeded the allowable number of absences for a semester or the year unless approval is granted by the principal. Students may be denied field trip privileges based on disciplinary record. A "Field Trip Permission" form must be filled out and turned into the building principal **at least** one week prior to the trip.

STUDENT FUNDRAISERS

All fundraisers must be approved by the principal and included on the fundraiser calendar if possible. No outside groups or individuals are allowed to conduct fundraisers within the school or at school events.

ATHLETIC POLICIES

All athletes must sign and adhere to the policies in the Athletic Code of Conduct and the Athletic handbook in FinalForms/Wynford Web Page/Student Planner.

WYNFORD POSITIVE BEHAVIOR INTERVENTION SUPPORTS (MIDDLE SCHOOL AND HIGH SCHOOL)

Wynford Local Schools continues to implement a positive behavior intervention and supports on a system-wide basis. (a) Wynford is committed to create a school wide, systematic approach to embed evidence based practices and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. (b) Encompass a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students. ORC 3301-35-15. The fundamental purpose of PBIS is to make our school a more effective learning environment.

WHY PBIS?

1. Reduction in problem behavior
2. Increased academic performance
3. Improved perception of safety
4. Reduction in bullying behaviors
5. Improved organization efficiency
6. Reduction in staff turnover
7. Increased perception of teacher efficacy
8. Improved Social Emotional competence

Students are recognized for their actions and behaviors on at least a quarterly basis and nominated by teachers for Perseverance, Respect, Integrity, Dependability, and Everyone Matters through the LEADS program.

PBIS EXPECTATIONS

Royal P.R.I.D.E.	Restrooms	Cafeteria	Hallways	Bus	Classroom
Perseverance	Go to the Restroom/Student Handbook sign in/out	Enter and Exit properly and avoid distractions	In control of your own behavior	Back on back, feet on floor, hands to self.	Follow individual classroom expectations Adhere to bell schedule Do your best
Respect	Flush - Take care of school property/Privacy - Leave	Walk quietly and sit in a seat that is available and stay in seat Use Level 1 voice Please and Thank You	Keep hands, feet and property to yourself Use positive language	Respect others and rules of the bus Use positive language.	Use positive and supportive language Be attentive Do your best Keep room clean
Integrity	If bathroom is damaged report to school personnel immediately - Leave	Eat your own food and throw trash away properly	Set a good example and get to you designated area	Remain in assigned seat - stay out of aisle.	Having work finished on time Do your own work Do your best
Dependability	Wash your hands/Flush - Good hygiene	Pay on time and have manners	Go directly to your destination	Eating and drinking is prohibited	Arrive on time Do you own work Participate and be attentive Do your best
Everyone Matters	Keep your hands to yourself	Make sure all students feel welcome - Treat all staff with respect	Be Kind and Courteous to others Give a helping hand	Be Kind and Courteous to others Give a helping hand to the driver.	Prepare for learning Encourage and support others Do your best