

Student Handbook

Western Reserve High School



2026 -
2027



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Welcome

Message

Western Reserve High School 3841 US Route 20
East, Collins, OH 44826 Phone (419) 668-8470
Fax (419) 663-5916
www.western-reserve.org

School rules and procedures have been established to maintain a safe, orderly, and positive learning environment and apply equally to student conduct on and off property controlled by the district but connected to district activities. It is the responsibility of each student and parent to carefully read this handbook and become familiar with its contents. The policies and regulations outlined herein were approved and adopted by the Western Reserve Board of Education and carry legal statute as determined by law.

Western Reserve Local School District cooperates with law enforcement and public children's services agencies in the investigation of children who are reported abused and neglected under ORC § 2151.421. The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities.

Administration/Office Staff

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Careers

Ann Todd, Career Counselor atodd@western-reserve.org



Vision Mission Beliefs

Vision

Inspiring Hometown Pride, Instilling Excellence, Unlocking Pathways to Success

Mission

Empowering every student every day to learn, lead and achieve by providing a connected, safe, and innovative experience.

Beliefs

We act on our belief that all students can learn!

We accept learning as the fundamental principle of the school and examine all practices in light of their impact on learning.

We believe that all students belong to all of us.

We establish and maintain an atmosphere of mutual respect and trust.

Teaching Staff



Credit Recovery

Molly Canfield mcanfield@western-reserve.org

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Bell Schedules

WRHS BELL SCHEDULE

Time	Bell
7:25	Warning Bell
7:30 - 8:12	1st Period
8:12 - 8:22	BREAKFAST
8:22 - 9:05	2nd Period
9:08 - 9:50	3rd Period
9:53 - 10:36	4th Period
10:41 - 11:24	ENRICHMENT
11:21 - 11:54	LUNCH
11:57 - 12:42	5th Period
12:45 - 1:30	6th Period
1:30 - 2:25	7th Period

Section 1: General Information, Procedures and Policies

Western Reserve High School



2025 -
2026



Attendance

WRLSD Policy 5200

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Absences for any reason, whether excused or unexcused, reduce instructional time and have an adverse impact on student learning. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which a student has been assigned.

A student in grades nine (9) through twelve (12) may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence.

The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required);
- B. appointment with a health care provider;
- C. illness in the family necessitating the presence of the child;
- D. quarantine of the home;
- E. death in the family;
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s);
- G. attendance at a driver's education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course;
- H. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty;
- I. out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity;

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- J. such a good cause as may be acceptable to the Superintendent;
- K. medically necessary leave for a pregnant student in accordance with Policy 5751;
- L. service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725;
- M. college visitation;
- N. absences due to a student's placement in foster care, or a change in foster care placement, or any court proceedings related to their foster care status;
- O. absences due to a student being homeless.



Attendance

WRLSD Policy 5200

At the discretion of the Superintendent, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

A student may have an excused absence for medical reasons, such as personal illness or a medical visit, subject to the following rules. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic. A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or a parent call-in on the day of the absence due to illness or a doctor's visit.

Attendance at a Driver's Education Course

The District will excuse a high school student from school to attend a driver's education course that is approved by the Director of Public Safety in accordance with Chapter 4508 of the Revised Code. The student may be absent for up to two (2) hours per day on no more than four (4) days during the school year (limited to a total of eight (8) hours), provided that the absence does not occur during a core curriculum subject course. The Board deems all graded courses to be core curriculum, including, but not limited to, courses that have State-approved learning standards. Days missed do not need to be consecutive.

Students who miss school to attend a driver's education course are required to complete any missed classroom assignments.



Attendance

WRLSD Policy 5200

Religious Expression Days

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system, or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days when the student is absent for religious expression.

The District has adopted the following procedure for a student, parent, or guardian to notify the District of any grievance with regard to the implementation of this policy. A grievance must be submitted in writing to the Superintendent. The Superintendent will review the grievance and issue a written determination of whether the policy has been violated. The decision of the Superintendent is final and not subject to further appeal.

The District will notify parents and guardians annually about this policy and the procedures that they must follow to request accommodations for religious expression days.

The policy will be placed in a prominent location on the District's website and will include the contact information for an individual who can provide further information about the policy. The District will also publish a non-exhaustive list of major religious holidays, festivals, and religious observations as published by the State Superintendent for which an absence will not be unreasonably withheld or denied. The list will be provided whenever the policy is posted, printed, or distributed, and will be accompanied by a statement that declares the list is non-exhaustive and may not be used to deny accommodations to a student for a holiday, festival, or observation that is not included in the list. Nothing in this policy, and no inclusion or exclusion of a religious holiday or festival on the list posted by a District, shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.



Attendance

WRLSD Policy 5200

Parent Notification of Excessive Absences

When a student of compulsory school age is absent from school in excess of thirty-eight (38) or more hours a month or sixty-five (65) hours or more a year, the District or school shall notify the child's parent or guardian of the child's absences, in writing. Written notice will be sent within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention strategy listed in this policy may be taken.

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include, but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

The District's attendance officer shall file a complaint in the juvenile court against any student who is habitually truant unless the District or the student's school determines that the student and the student's family are making satisfactory progress in improving the student's attendance at school. If no determination of progress is made, or if the school determines that the student and the student's family have ceased to continue making progress in improving the student's attendance, the attendance officer shall proceed to file a complaint in juvenile court against the student. The complaint will allege that the child is unruly for being habitually truant, and the parent, guardian, or other person having care of the child has violated Revised Code 3321.38.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, the student may further be adjudicated as a delinquent child.

Tiered System of More Intensive Interventions and Supports

The District implements a tiered system of interventions and supports for students to increase attendance. The system is designed to provide resources to students and their families to address the root cause of student absences. More intensive interventions and support are provided to students with a greater number of absences.

Intervention Strategies

The term "chronically absent" means that a student has missed at least ten percent (10%) of the minimum number of hours required in the school year. In order to address the attendance practices of students and prevent students from becoming chronically absent, the District will implement one (1) or more of the following intervention strategies:

- A. provide counseling to the student;
- B. request or require the student's parent to attend a parental involvement program;
- C. request or require a parent to attend a truancy prevention mediation program;
- D. take appropriate legal action.

Students shall not be suspended, expelled, or otherwise prevented from attending school because of the student's absences.

Attendance



WRLSD Policy 5200

Absence Intervention Team

The District will establish at least one (1) absence intervention team (“AIT”) in each school building. The AIT will work with students at risk of becoming chronically absent and their families to improve the students’ attendance. The Superintendent will develop administrative guidelines that address AIT membership, criteria for when the AIT will work with students and families, and strategies and resources that may be utilized by the AIT to improve school attendance.

Educational Program

The Superintendent is authorized to establish an educational program for parents of truant students, which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth-class misdemeanor if found guilty. This policy was developed after consultation with the judge of the juvenile court of Huron County, with the parents, guardians, or other persons having care of the students attending school in the District, and with appropriate State and local agencies. The policy aligns with District and school improvement plans developed pursuant to State and Federal law.

Tracking Remote Attendance

Consistent with the District's remote learning plan (e.g., Blended Learning, Online Learning, etc.), the District will provide a variety of instruction models, including both teacher-led remote learning and self-directed remote learning.

Student attendance in teacher-led remote learning (synchronous web-based instruction) shall be tracked in the same manner as hourly, in-person instruction. Teachers shall determine hourly attendance by evidence of student login and log off data. Teachers are encouraged to verify meaningful attendance in a method selected by the teacher, such as an ungraded quiz at the close of a lesson, a survey or poll questions (unrelated to the lesson and unpredictable) at the end of the lesson, or asking students questions at random throughout a session.

In addition to the reasons listed at the beginning of this policy, absences from teacher-led remote learning (synchronous web-based instruction) may be considered excused under the following circumstances, with notice from a parent/guardian:

- A. temporary internet outage for individual students or households;
- B. unexpected technical difficulties for individual students or households, such as password resets or software upgrade s occurring during a teacher-led remote learning lesson;
- C. computer/device malfunction;
- D. malfunction of a District-owned device for which the District is providing technical assistance, repair, or replacement.

Attendance in self-directed remote learning (asynchronous) shall be tracked by evidence of participation, which may include, but is not limited to:

- A. daily logins to learning management systems;
- B. daily interactions with the teacher to acknowledge attendance, which may include, but are not limited to, messages, emails, telephone calls, video chats, or other formats that enable teachers to engage with students; and
- C. assignment completion.

The teacher will determine the number of hours a typical student would take to complete an assignment and report those hours of attendance when the assignment is completed. A teacher may adjust the number of hours of attendance based on the length of time the student actually spent on the assignment, as reported by the student, parent, or other person with knowledge.



General Policies

EARLY RELEASE EXCUSES/ BUS TRANSFER SLIPS

Signed notes from parents and/or guardians for arranging bus changes and early releases from school must be brought to the office before the start of school. Notes brought in after 8:00 will be verified with the parent/and or guardian by telephone. If parental consent cannot be obtained, the request may be denied.

EMERGENCY

If an emergency necessitates leaving school, the student shall report to the office. The student shall not make arrangements to leave school without the permission of the office.

MAKE-UP WORK

It is the responsibility of students who are absent for any reason to obtain their make-up work. Make-up work may consist of alternate written assignments designed to cover the classroom learning missed. Students are permitted one (1) day of make-up for every day missed. A day's absence does not excuse a student from the responsibility of completing all assignments or tests on the day of his/her return.

PARKING PASSES

Students who drive to school are required to register their vehicle with the office and display a parking pass during school hours.

PARTICIPATION IN AFTER SCHOOL ACTIVITIES

To participate or attend practice or contest, students must be in attendance by 10:30 a.m. of the school day. The principal or athletic director may make exceptions. Students who do not provide the principal or athletic director with a valid doctor or legal excuse may be considered truant.

PERFECT ATTENDANCE POLICY

The term "perfect attendance" is defined as never missing a day of school, except for (and only for) school approved field trips including job shadowing and college visits. Absences for doctor-certified illnesses or office visits, and family function (weddings/funeral etc.) are charged absences and therefore would prevent a student from having "perfect attendance."

Tardiness to the teacher's classroom will be handled by the teacher according to his/her classroom rules.

Section 2: Code of Conduct

Western Reserve High School



2025 -
2026

Code of Conduct



WRLSD Policy 5600

STUDENT DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment, and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance for violent, disruptive, or inappropriate behavior by its students.

The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

1. conform to reasonable standards of socially acceptable behavior;
2. respect the person and property of others;
3. preserve the degree of order necessary to the educational program in which they are engaged
4. respect the rights of others;
5. obey constituted authority and respond to those who hold that authority.

The Student Code of Conduct/Student Discipline Code designates sanctions for the infractions of rules, excluding corporal punishment, which shall:

1. relate in kind and degree to the infraction;
2. help the student learn to take responsibility for his/her actions;
3. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended from transportation services consistent with Board policy and the Student Code of Conduct/Student Discipline Code.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct and the sanctions which may be imposed for breach of those rules.



Code of Conduct

WRLSD Policy 5600

5600 - STUDENT DISCIPLINE

The Superintendent shall inform the Board periodically of the methods of discipline imposed by this District and the incidence of student misconduct in such degree of specificity as shall be required by the Board.

The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct/Student Discipline Code and, where required by law, to the student's due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline. If a student becomes a serious discipline problem on a vehicle, the Superintendent and/or his/her designee may suspend the transportation privileges of the student, provided such suspension conforms with due process. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 – Due Process Rights.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. If a parent cannot be contacted, the student should be detained on another day.

The following code sets forth rules prohibiting certain types of conduct either:

- A. On school grounds before, during, or after school
- B. On school grounds at any other time when the school is being used by a group.
- C. Off school grounds, on a school bus, or at a school activity, function, or event.
- D. In designated school parking areas.

Attendance and participation in extra/co-curricular events and school sponsored activities such as school dances (including Prom) are privileges. In order to establish a safe, positive, and enjoyable environment, students who violate the Code of Conduct may be denied the privilege of attending such events.

EHOVE is an extension of the Western Reserve Middle/High School program; therefore, students who elect to attend the JVS are subject to disciplinary action based upon the Code of Conduct of either the JVS and/or WR. Consequently, the 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.

Code of Conduct



HS BEHAVIOR MANAGEMENT MATRIX

August 2024 Update		1st Offense	2nd Offense	3rd Offense	4th Offense
Level One	Disruption	Verbal Warning	Written Warning	Detention	Wednesday Detention
	Dress Code				
	Insubordination/Disrespect				
	Line Jumping/Saving Spaces				
	Non-academic Use of Technology				
	Profanity/Inappropriate Language				
	Sleeping				
	Tardy to Class				
	Unauthorized Food or Beverage				
	Unprepared for Class				
Level Two	Cell Phone/Air Pods	Written Warning	Detention	Wednesday Detention	ISS
	Improper Use of Equipment and/or Supplies				
	Loitering				
	Physical Contact				
Level Three	Public Display of Affection	Wednesday Detention	ISS or OSS	OSS	OSS
	Disruption of Education				
	False Reports/Falsifying Information/Forgery				
	Missed After School Detention				
	Plagiarism/Cheating (Zero on Assessment and)				
	Roughhousing				
	Sleeping				
Level Four	Using Profane Gestures/Swearing at Staff Member	ISS	OSS	OSS with notification to law enforcement and recommend for expulsion	
	5+ Level 1 Offenses				
	Fighting				
	Insubordination Towards Administration				
	Making Threats Toward Staff or Students				
	Missed Wednesday Detention				
	Theft				
Level Five	Transmission or Possession of Illegal Data	OSS with notification to law enforcement and recommend for expulsion			
	5+ Level 2 Offenses				
	Alcohol Possession/Consumption/Distribution				
	Arson				
	Assault				
	Bullying 2nd Offense				
	Criminal Acts				
	Dangerous Threats/Inciting Panic				
	Driving Recklessly				
	Drugs/Look Alikes Possession/Consumption/Distribution				
Level Six	Weapons Use/Possession				
	Vandalism				
	1st Offense - 3 Days ISS with mandatory vape education course				
	2nd Offense - 5 Days ISS, presentation of vape information by student to faculty, behavior contract signed				
Level Seven	3rd Offense - 3 Days OSS plus referral to juvenile court				
	4th Offense - 10 days OSS plus recommendation for expulsion				

Allegations of Bullying and Hazing will be investigated and consequences assigned per WR Board policy.

Administration has the right to increase consequences based on severity up to and including emergency removal and recommendation for expulsion. See the student handbook "Code of Conduct" for more information.

School starts at 7:30a.m. Students who are tardy to their 1st period are tardy to school and must report to the office to sign in and get a pass.



Code of Conduct

WRLSD Policy 5517.01

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

This section condenses our full Bullying and Aggressive Behavior Policy (5517.01) into the essential information you need to know.

What is Prohibited Behavior?

Our policy strictly prohibits Harassment, Intimidation, or Bullying (HIB). This is defined as any intentional act—written, verbal, graphic, electronic, or physical—exhibited by a student or group of students toward another particular student more than once that:

- Causes mental or physical harm to the other student, AND
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

The policy also explicitly covers:

- Cyberbullying: Acts transmitted electronically (Internet, cell phone, etc.).
- Dating Violence: Violence within a dating relationship.
- The prohibition applies on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop.

Examples of Conduct: HIB can include physical attacks, threats, taunts, extortion, spreading rumors, exclusion, and cyberbullying (e.g., posting slurs or embarrassing photos online).

Reporting Procedures

We rely on immediate reporting to address all concerns promptly.

- Who Must Report: Any student, employee, or third party who has knowledge of or feels they have been a victim of HIB must immediately report their concerns.
- Staff Duty to Report: Teachers and other staff who witness or receive reports of suspected HIB must promptly notify the building principal/designee and file a written incident report.
- Where to Report (Step I):
 - Complaints should be presented to the building principal, assistant principal, or the Superintendent.
 - Students may also report to teachers or counselors, who will notify an administrator.
 - Information can be presented anonymously initially.

Investigation and Response

All complaints are promptly investigated by a neutral administrator.

- Parent Notification: Parents will be notified of the nature of any complaint involving their student.
- Findings and Discipline: Verified acts of HIB will result in an intervention. Disciplinary consequences for the perpetrator can range from counseling and non-disciplinary interventions to detention, in/out-of-school suspension, or expulsion for serious incidents.
- No Retaliation: Retaliation against anyone who reports, files a complaint, or participates in an investigation is strictly prohibited and is a serious violation that will result in disciplinary action. False charges are also a serious offense.
- Victim Support: We will notify the custodial parent/guardian of the victim if HIB acts against their student are verified and will take intervention strategies to protect the victim, which may include connecting them with counseling and monitoring the situation.
- Outside Agencies: Allegations of criminal misconduct or suspected child abuse will be reported to the appropriate law enforcement agency and/or Child Protective Services (CPS).

Code of Conduct



WRLSD Policy 5517.01

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- Victim Support: We will notify the custodial parent/guardian of the victim if HIB acts against their student are verified and will take intervention strategies to protect the victim, which may include connecting them with counseling and monitoring the situation.
- Outside Agencies: Allegations of criminal misconduct or suspected child abuse will be reported to the appropriate law enforcement agency and/or Child Protective Services (CPS).



Code of Conduct

5516 - STUDENT HAZING

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, teachers, of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law. Likewise, consultants, alumni, and volunteers associated with the District who fail to abide by this policy may be prohibited from continuing their involvement and/or participation in activities associated with the District and may be held personally liable for civil and criminal penalties in accordance with law.

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes apps and services (as defined by Bylaw 0100) to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

Code of Conduct



7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices ("PCDS") when they are connected to District Information & Technology Resources, including apps/services, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access apps/services and other resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of apps/services.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or IT Director may temporarily or permanently unblock access to websites or apps/services containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.



Code of Conduct

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Parents are advised that a determined user may be able to gain access to online content and/or apps/services that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information ("PII") regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor, in accordance with Federal and State law, the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs. The District will provide parents with appropriate notice – to the extent required by State law – when such monitoring takes place.

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. See Form 7540.03 F1

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school email account that they are required to use for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines..



Code of Conduct

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Use of Artificial Intelligence Tools for School Work

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) tools is strictly prohibited for the completion of school work. The use of AI tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (See Policy 7540.09 - Artificial Intelligence ("AI"))

Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:

A. Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying blind spots, and suggesting other perspectives.

B. Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.

C. Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.

D. Writing assistance: AI tools can provide feedback on a student's writing, including grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Similarly, AI tools can offer suggestions to modify tone and voice, organize a student's thinking, identify bias, suggest additional topics, and ask questions to expand the student's thinking on a topic.

E. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed captioning for spoken material).



Code of Conduct

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

When AI tools are used responsibly and effectively, they can supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them.

Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

Electronic devices

Students are to leave cell phones, air pods, and other electronic devices in their lockers.

Cell Phone Policy

- 1. First Offense:** Give the student a verbal warning. Securely store the student's cell phone in a teacher-controlled or administrator-controlled locker, bin, or drawer for the duration of the class period.
- 2. Second Offense:** Place the student's cell phone in the school's central office to be picked up by the student at the end of the day. Wednesday school will also be assigned.
- 3. Third Offense:** Place the student's cell phone in the school's central office to be picked up by the student's parent or guardian.
- 4. Fourth Offense:** Ban the student's cell phone from district property and all district sponsored events. Schedule a conference with the student's parent or guardian to discuss the student's cell phone use.

Dress Code

All students will be expected to dress and groom in a manner that is conducive to maintaining a positive school climate for learning and that demonstrates modesty and self-respect. A student shall not dress or appear in a fashion deemed inappropriate or which interferes with normal school procedures, the student's health and safety, or that of other students. Hats, sunglasses, hoods, blankets, coats, bags, and midriff-baring shirts will not be permitted in the building. Holes in jeans must be lower than finger-tip length. Tank top straps must be a minimum width of three fingers. Sleeveless shirts must have a hemmed edge.

Section 3:

School Bus Rules

Western Reserve High School



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School Bus Rules

School Bus Rules

A student shall not interfere with or disrupt the operation of a school bus through activities which pose or tend to pose a danger to the safe operation of a school bus.

CLASS I OFFENSES

1. Eating or drinking on the bus
2. Horseplay (wrestling/rough play)
3. Excessive Noise
4. Leaving seat/standing while bus is in motion
5. Throwing objects
6. Profanity and/or obscene gestures
7. Other offenses as reported by the driver or principal

CLASS I CONSEQUENCES

- First Offense – Correction by the driver. When students respond in a positive way and do not let the offense happen again, no consequences will be assigned.
- Second Offense - Warning from principal and letter to parents
- Third Offense - One to five days suspension from bus
- Fourth Offense - Up to ten days suspension from bus with possible loss of all bus service
- Fifth Offense - Loss of bus service

CLASS II OFFENSES

1. Hanging out of windows
2. Holding onto/or attempting to hold onto exterior of bus
3. Vandalism to bus - restitution will also be made
4. Physical aggression, verbal abuse, and/or harassment against any person
5. Tampering with emergency exits/equipment or unauthorized entering/leaving through emergency exits
6. Other offenses as reported by the driver or principal

CLASS II CONSEQUENCES

- First Offense - One to five days suspension from bus
- Second Offense - Up to ten days suspension from bus with possible loss of all bus service
- Third Offense - Loss of bus service Depending on severity or number of offenses, a student may lose bus service with any offense.

Section 4:

PBIS

Western Reserve High School



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PBIS

Western Reserve High School's faculty and staff are committed to the success of all students. Through Western Reserve High School's PBIS framework, school-wide behavioral expectations are taught across all environments, positive behavior is promoted through encouragement and reinforcement, and inappropriate behavior is corrected through prompting, reteaching, and opportunities to correct behavior.

Western Reserve High School's PBIS model is intended to support positive behavior and academic achievement while bring out the best in our students not only academically but also in the areas of social-emotional and behavioral growth.



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Behavior Expectations Matrix

	Respectful	Responsible	Ready
Classroom	• Use appropriate & positive language • Use appropriate volume for different activities • Listen carefully • Follow directions • Respect others & their property • Take care of your Chromebook • Return borrowed teacher supplies • Enter & exit quietly	• Complete & turn in all assignments • Do your best on all work • Stay in assigned area until dismissed • Bring all necessary materials • Take ownership of your choices • Keep classroom neat • Be honest & truthful • Use Chromebook responsibly • Follow individual teacher's rules	• Be on time • Remain in class until dismissal • Come to class with a positive attitude • Actively listen & participate • Keep cell phone in your locker
Cafeteria	• Wait your turn & maintain your spot in line • Keep hands, feet, & objects to yourself • Use appropriate language • Follow directions the first time they are given	• Keep food in café • Attend only your lunch • Use good table manners • Keep area clean & place trash and recycling in the appropriate receptacles • Remain seated until dismissed • Have lunch money ready prior to your turn to pay	• Arrive before tardy bell • Use extra time appropriately • Have an agenda/pass when coming & going • Go directly to class following dismissal
Hallways	• Keep voices at a low level • Use appropriate language • Follow directions from all school personnel • Maintain appropriate personal space	• Go directly to your destination • Monitor your time • Report problems to a staff member • Keep area clean • Always use SmartPass • Be safe & appropriate during school drills	• Take the most direct route to destination • Keep moving & stay to the right • Gather materials needed for class • Be in class before bell rings
Restroom	• Give others privacy • Keep all bathroom toiletries in their appropriate place • Clean up after yourself • Avoid physical contact & horseplay	• Wash hands after using the restroom • Use the restroom that is closest to class • Report inappropriate behavior • Always use SmartPass	• Use restroom only when needed & for the correct purpose • Use time wisely • Return promptly to class
Offices	• Enter & exit quietly • Wait patiently to be assisted • Use appropriate language • Follow directions from adults	• Be honest & respectful • Accept responsibility for choices • Always have agenda/pass	• Keep office visits to a minimum • Report promptly when called to office & return to class as quickly as possible
Study Hall & Library	• Enter & exit quietly • Keep food out except as permitted • Go directly to your assigned seat & remain there until dismissed • Be respectful to others in the room • Keep cellphones in locker • Keep hands & feet to oneself • Keep your area clean	• Arrive on time • Always have classwork, homework, or reading materials • Use downtime constructively • Follow all written & spoken directions • Respect school property • Use media center equipment appropriately • Use appropriate websites • Return books & materials on time	• Sign out to leave study hall & sign in at destination • Work on homework & missing work • Use time for preparation, organization, review, & studying
Assemblies & Events	• Listen attentively • Speak only with permission • Enter & exit in an orderly fashion • Applaud appropriately	• Follow expectations for designated event • Comply with facility rules • Focus on the presentation • Keep hands & feet to oneself	• Return to class immediately after event
Arrival & Dismissal	• Arrive in approved dress code • Follow directions from staff • Keep voices at low level • Use appropriate language • Be courteous of others during the transition time	• Put cell phone in your locker • Report to & stay in your designated area	• Arrive to school on time • Bring in and take home all work & materials • Make transportation arrangements before coming to school • Enter and exit premises promptly

Section 5: DISCIPLINE

Western Reserve High School



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DISCIPLINE



DETENTIONS

ENRICHMENT DETENTION

Students will report immediately to the designated area. There is no right of appeal from an enrichment detention.

TEACHER DETENTION

Students who violate classroom rules assigned by the teacher are subject to a teacher detention. Teacher detentions are to be served with the teacher who has assigned the detention. There is no right of appeal from a teacher detention.

AFTER SCHOOL DETENTIONS

After school detentions are assigned when a student violates part(s) of the student code of conduct. After school detentions will be held from 2:25 - 3:15 P.M. by an assigned monitor. Students are to work quietly doing homework, studying, and/or reading during this time. All students will serve their detention at their assigned time either by the teacher or administration. Practices (athletic, band etc.), appointments, etc. do not constitute reason for not attending detention. Failure to serve a detention will result in additional disciplinary action. There is no right of appeal from an after-school detention.

WEDNESDAY DETENTION

Wednesday Detention will be held from 2:25 – 5:25 as necessary. A student assigned to Wednesday detention must be on time and have all books and materials necessary to work quietly the entire time. There will be no sleeping or playing games. If a student fails to serve the assigned Wednesday detention he/she will be assigned to the Center, driving privileges may be suspended for a period of twenty (20) days. **There is no right of appeal from a Wednesday Detention.**



DISCIPLINE

CENTER FOR STUDENT-INVOLVED LEARNING

The Center for Student-Involved Learning is a classroom designed to provide an uninterrupted educational program for students who have been removed from classes, activities, and co-curricular activities. Students assigned to the Center have the opportunity to complete and receive credit for all class work assigned by the subject teacher.

Students assigned to the Center are expected to comply with the following:

1. Students are to report directly to the main office upon arrival to school and will spend the entire school day in the Center. If a student arrives late to the center, an after-school detention will be assigned. Students are to bring all needed books and materials with them to the Center.
2. Students are released at 2:20 and are to go directly to their transportation.
3. Assignments will be collected and returned to the subject teacher for credit. Students must complete all assignments to be given full credit.
4. Students will not be permitted to leave the Center unaccompanied.
5. Students are denied participation in co-curricular activities and they may not attend any scheduled event or contest, unless given permission by the Principal.
6. Students must comply with all Center rules.
7. Students who do not comply with regulations will be referred to the office and any or all of the following actions may be taken:
 - after school detention or Wednesday Detention may be assigned
 - additional days in the Center may be assigned
 - conference with parents may be scheduled
 - out-of-school suspension may be recommended
 - expulsion from school may be recommended

There is no right of appeal from an assignment to the Center for Involved Learning.

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

DISCIPLINE



DUE PROCESS RIGHTS (continued)

Students subject to suspension:

A student must be given both written notice of his/her suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision to suspend may be appealed to the superintendent or his/her designee. A student appealing a suspension is not readmitted to school pending his/her hearing unless specifically permitted by the superintendent.

Students subject to expulsion:

A student and/or his/her parents or guardians must be given notice of the intention to expel and the reasons therefore, and an opportunity to appear and respond to the charges against him/her prior to his/her designee. A student appealing an expulsion is not readmitted to school pending his/her appeal hearing unless specifically permitted by the superintendent. See board policy 5611

EHOVE DISCIPLINE ACTIONS

Any disciplinary actions assigned by the administrators of EHOVE to a student will be upheld by Western.

EMERGENCY REMOVAL

Emergency removal of a student by school authorities is permitted when that student's presence poses a continuing danger to persons or property or is an ongoing threat to the educational process either within the classroom or elsewhere on school premises. A teacher may initiate such emergency removal from curricular or extracurricular activities and may send or accompany the student to the office. The teacher must provide written reasons for such a removal. The principal or assistant principal may remove a student from the building immediately and temporarily waive the notice and hearing requirement. A hearing must be held within three (3) school days of the emergency removal of the student. Appeals of a removal may be submitted to, and will be conducted by the superintendent. Notice of the emergency removal shall be given within one (1) school day of the removal.

EXPULSION

Expulsion is a removal of a student for more than ten (10) days but not more than eighty (80) days. This may carry into the next semester or school year. The exception to the rule is when the student brings a gun or other dangerous weapon to school. In this case, expulsion may be up to one full calendar year. The student and his/her parent, guardian, or custodian will be given prior written notice of the intention to expel the student. The notice shall include the reason for the intended expulsion and notification of the opportunity of the pupil and his/her parent, guardian, custodian, or representative to appear before the Superintendent or his designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear. Within 24 hours after the time of a student's expulsion or suspension, the Superintendent or Principal shall provide written notification of the suspension or expulsion to the parent, guardian, or custodian of the pupil, and the Treasurer of the Board of Education. The notice shall include the reasons for the expulsion or suspension and notification of the rights of the pupil or his/her parent, guardian or custodian. If the student chooses to attend school at a community college, high school credit will not be given.



DISCIPLINE

NPESC ALTERNATIVE ASSISTANCE SCHOOL

This program creates a structured and supportive educational setting for identified students and may be utilized as an alternative to expulsion.

OUT OF SCHOOL SUSPENSION

A student may be suspended for up to ten (10) consecutive school days. The student will be given prior written notice including the reason for the proposed suspension. The student will be provided an informal hearing to explain his/her actions. During the period of suspension, students are excluded from classes and all school activities, and they are not permitted on school property. Students will receive credit for their assignments.

WRLSD Policy 5771 - SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

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

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The Board also authorizes the use of canines, trained in detecting the presence of drugs, when the Superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in lockers and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the building principal or those specifically designated, who shall notify the parent and seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search promoted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Section 6: Grading

Western Reserve High School



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Grading



Western Reserve Middle/High School recognizes that a system of grading student achievement should help students, parents, and teachers to better assess a student's progress toward personal educational goals and assist the student in the implementation of the educational process. Western Reserve High School's system of measuring, grading, and recording a student's progress and achievement enables the student, parents, and teacher to identify a student's strengths/weaknesses. This system also develops educational plans for the student in the areas of his/her greatest potential for success.

ATHLETIC ELIGIBILITY

Athletes in grades 9-12 must maintain a 1.5 G.P.A. and receive passing grades in a minimum of five, one credit courses or the equivalent, which count toward graduation.

CLASS SCHEDULES

All students had the opportunity to preview their schedule and make changes prior to the start of the school year. Once the school year begins, students are not permitted to change schedules or drop subjects without permission of the school counselor and the principal, but students may add courses to their schedule. Changes may be made by the school counselor because of failures or lack of credit.

GRADE POINT AVERAGE (GPA)

For the purpose of figuring Grade Point Average, the letter grades will carry the following value:

A+ ~~4.33~~ 4.00 A 4.00 A- 3.67
B+ 3.33 B 3.00 B- 2.67
C+ 2.33 C 2.00 C- 1.67
D+ 1.33 D 1.00 D- 0.67

CCP DIFFICULTY SCALE

A ~~4.33~~ 4.00
B 3.33
C 2.33
D 1.33
F 0

GRADING SCALE

A+ 100	B+ 89 – 88	C+ 79 – 78	D+ 69 – 68	F 59 – 0
A 99 – 94	B 87 – 83	C 77 – 73	D 67 – 63	
A- 93 – 90	B- 82 – 80	C- 72 – 70	~~D-~~ 62 – 60	

High school grades are by semester:

- Semesters are distinct with no influence on one another.
- Students who fail one semester will be required to make up that ½ credit.
- Quarter One (40%) plus quarter two (40%) plus exam (20%) equals one semester.
- Quarter three (40%) plus quarter four (40%) plus exam (20%) equals semester two total.

Section 7:

Graduation Requirements

Western Reserve High School



2025 -
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Graduation

GRADUATION REQUIREMENTS The following three areas must be met to be eligible for a diploma:

1. Courses.

Western Reserve Local Schools Board of Education requires 22 minimum credits to graduate with the following specific course guidelines:

- o 4 units of English/Language Arts
- o 4 units of Mathematics (Algebra I, Geometry, Algebra II, choice)
- o 3 units of Science (Physical Science, Biology, choice)
- o 3 units of Social Studies (American History, World History, Gov/Econ)
- o ½ unit each of health and physical education
- o 1 unit of fine arts
- o Financial literacy

2. Competency.

Students are required to take six End-Of-Course exams (Algebra I, Geometry, ELA II, American History, Government, and Biology). **Students must demonstrate competency in Algebra I and ELA II by scoring a minimum score of 684.** There are other pathways available if students do not demonstrate competency.

3. Readiness. Students must earn a minimum of two graduation seals, one of which must be a state-defined seal. The twelve seals include:

- | | |
|-----------------|----------------------------------|
| • Citizenship | Industry Recognized Credentials |
| • Science | Ohio Means Jobs Readiness |
| • Technology | Honor Diploma |
| • College Ready | Fine and Performing Arts (local) |
| • Military | Community Service (local) |
| • Biliteracy | Student Engagement (local) |

GRADUATION HONORS The Top 10 members of the graduating class, including Valedictorian and Salutatorian, will be the students with the highest weighted grade point averages after 7 semesters who have:

1. Been enrolled at Western Reserve during the last 4 semesters.
2. Completed graduation requirements set for the board of education and State of Ohio.

Students obtaining early graduation are not eligible.

Student scholars will be recognized based on cumulative GPA:

- Summa cum Laude 4.0+
- Magna cum Laude 3.8-3.99
- Cum Laude 3.5-3.79

Graduation



HONOR ROLL-MERIT ROLL-DISTINGUISHED HONOR ROLL

Honor Roll, Merit Roll, and Distinguished Honor Roll will be calculated each semester and include CCP course grades. Honor and Merit Roll are based on the following:

Distinguished Honor Roll 4.0 – 4.33 G.P.A.
Honor Roll 3.5 – 3.999 G.P.A.
Merit Roll 3.0 – 3.499 G.P.A.

No student can make the honor or merit roll with more than one C or any grade below. Certain classes have been weighted in the college bound curriculum in order to determine class rank at the end of the senior year.

INCOMPLETE WORK

It is the responsibility of the student to be sure that all assigned work is completed on time. If for reasons of absence (illness etc.) the student receives an I or incomplete, it is still the student's responsibility to arrange make up work with the teacher. Incompletes that are not made up within two (2) weeks automatically revert to an F. Daily work which is missed due to minor illness should be made up the following day. Long term assignments, given prior to short-term absences, are due on time.

INDEPENDENT STUDY

Independent study provides students with an opportunity for expanding personal knowledge about a subject not offered in the regular school curriculum. Students who desire to participate in an independent study course must meet with a committee consisting of the principal, counselor, supervising staff member, student, and parent to develop an educational plan. The plan will include assessments and projects to be completed for a grade. All independent study plans must be completed by the end of the 2nd full week of the semester. Only a final grade will be given at the completion of all work. Independent study courses will not be weighted.

WEIGHTED COURSES

The following courses will carry weighted grades:

- Honors Language Arts 9-12
- Human Body Systems
- Chemistry
- Pre-calculus
- Honors Geometry
- Physics
- Corresponding College Credit Plus (CCP) courses.

The full weight (0.0448) will be added to the first semester.

Section 7:

General Information

Western Reserve High School



2025 -
2026



General Information

5530.01 - DRUG AND ALCOHOL TESTING FOR ATHLETIC PROGRAMS, EXTRA-CURRICULAR ACTIVITIES AND STUDENT DRIVERS

PURPOSE

The purpose of this policy is to create an alcohol and drug-free setting for all students and District employees. It is the belief of the District that participation in any interscholastic athletics, extra-curricular activities or seeking permission and use of District facilities to park a personal vehicle is a privilege, not a right. Students who volunteer to participate in these programs are expected to accept the responsibilities granted to them by this privilege. These students as well as their parents or legal guardians must also realize that because of their choice to participate in these activities, they have a lesser expectation of privacy than do other students.

The effects of drug usage, in particular, in an educational environment are visited not just upon the users, but upon the entire student body and faculty because the educational process is disrupted and the individual's safety risk factor is increased. With regard to school athletes, participants in extra-curricular activities, and students who drive, the risk of immediate physical harm to the drug or alcohol user or those with whom the student is participating with or sharing the highway is particularly high.

As this testing is a non-curricular issue, no recording participation, of any test results either positive or negative, will appear on the student's permanent transcript or any other permanent record.

STATEMENT OF POLICY

The District prohibits the possession, use, misuse or the distribution of drugs (controlled or mood-altering substances), including anabolic steroids, "look-alikes," designer drugs, drug paraphernalia, health endangering substances, medication not registered with the health office, or alcohol on District property, school buses, or during activities under District jurisdiction. This policy encompasses all students in grades seven (7) through twelve (12) wishing to participate in any interscholastic athletic activity, extracurricular activities, and those who meet the District's guidelines to drive on campus and wish to obtain a parking permit. The policy includes those students being educated by the District under special circumstances including home schooling. The District welcomes all referenced students, with the permission of their guardians, to participate in the program. Those students who are not seeking privileges for parking, participating in athletics or extra-curricular activities will be considered voluntary participants.

Any student who enters into the program will be in the program for 365 days. If the student chooses not to participate in any more activities within this program they may be removed from this program with written letter sent to the principal of their school signed by both the student and parent or legal guardian.

The District will require any student who is submitting to testing and the student's custodial parent or guardian to consent in writing to drug testing pursuant to the District's drug testing program. Written consent shall be in the form attached to this policy as Appendix A. No student should be able to participate in any interscholastic sport, extra-curricular activities or to obtain a parking permit without such consent.

General Information



DEFINITIONS

A. Student Athlete/Cheerleader: any student participating in grades 7 to 12 athletic or cheerleading practices and/or contests or performances under the control and jurisdiction of the District, including managers, student trainers, etc.

B. Student Driver: Any student with a valid license recognized by the state of Ohio who is in grades eleven (11) or twelve (12) and who has formally requested a parking permit via the District approved process.

C. School Property: This policy covers all locations under the jurisdiction of the District including away events in or out of the state of Ohio.

D. Extra-Curricular Activity: Any non-academic school sanctioned activity in which the student voluntarily participates. Participants in these programs are not graded academically for these programs.

E. Drug/Mood Altering Substance: As used in this policy shall be defined as any controlled substance, non-controlled substances or "designer drug," "look alike" substance or health endangering substance.

- 1. Controlled Substance - A controlled substance is any drug or substance listed in the list of abused drugs published by the state of Ohio. Examples include but are not limited to alcohol, marijuana, stimulants, depressants, hallucinogens, etc.
- 2. Non-Controlled Substance - A non-controlled substance is any substance containing phenylpropanolamine, pseudoephedrine, ephedrine, or any other non-controlled substance that has or is represented to have a stimulant or depressant effect on humans. In addition to the items stated above, any product that includes chemical solvents or aerosol carcinogens is also considered a non-controlled substance.
- 3. "Designer Drug" - A controlled substance analog is a non-controlled substance which either produces the pharmacological effect or is represented to produce pharmacological effects similar to a controlled substance.
- 4. "Look Alike" Substance - A non-controlled substance whose physical appearance of the finished dosage form containing the non-controlled substance is substantially identical to any controlled substance, taking into account size, shape, color, markings or lack thereof.
- 5. Health Endangering Substance - Any substance that may be harmful to the individual.

F. Medical Review Officer (MRO): a licensed physician trained and certified in the process and interpretation of drug testing results.

G. SAMHSA: The Substance Abuse and Mental Health Services Administration: a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

H. GC/MS: Gas Chromatography/Mass Spectroscopy: a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

I. Quantitative Levels: the measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).



General Information

J. Chain-of-Custody Form: a preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

K. Drug Paraphernalia: all equipment, products and material of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injection, injecting, ingesting, inhaling, or otherwise introducing to the human body a controlled substance.

L. Sports Season: the length of each season shall be determined by the guidelines established by the Ohio High School Athletic Association (OHSAA).

M. Citizenship Standard: any student who was proven by self-admission or admission by the parent or guardian to violate the policy throughout the calendar year while off campus will be subject to suspension from all schoolsponsored athletic activities according to the offenses outlined in section K of the Procedure for Drug Testing Athletic Participants of this policy.

N. Suspension from Sport/Activity or Driving Privileges: based upon a positive result from a drug test or a violation of the current Western Reserve Substance Use/Abuse Policy, the student may observe but not be able to participate in the sport, activity or driving privileges until confirmation is received by the school that assessments have been scheduled. Observation is defined as having the individual dressed in street clothes during an event but may practice. The recommended treatment will supersede the sport/activity schedule. The suspension of activities or driving privileges, upon verification of a positive result, is immediate.

O. Adulterant/Adulteration: any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the Urine.

P. Vendor: The medical office or company selected by the School Board of Directors to carry out the policy and procedure.

EXTRACURRICULAR ACTIVITIES

Students may organize associations or groups within the school for political, social, athletic, and other lawful purposes. No group or association may deny membership to any student because of race, sex, disability, color, religion, or nationality. All extracurricular activities must have a faculty advisor and present to the principal upon request, a complete membership list, a statement of purposes, and a plan for money collection and use of funds. The affiliation of any extra-curricular group or association with any out of school association must be disclosed. No group or association may affiliate with any out of school group that advocates the use of violence or force to accomplish its end or advocates the forceful overthrowing of government. Co-curricular activities such as band, choir, FCCLA, and F.F.A take precedence over extracurricular activities. In addition, no extra-curricular group or association may affiliate with a fraternity, or sorority, or with an out of school association that is formed for unlawful purposes. The administration or faculty advisor may ban any event, program, project, or activity of these associations and groups if such an event would clearly and imminently threaten the safety, health or the education of students. Class officers and Student Council members must be in attendance at least 50% of the regular school day at WRHS to hold an office.

To participate in a practice or contest, students must be attendance by 10:30 a.m. of the school day to participate. The principal or athletic director may make exceptions.

General Information



FIELD TRIPS

The following policies shall govern all school trips:

1. Parental permission slips must be completed and emergency medical forms must be obtained from the office.
2. All school rules must be followed.
3. Faculty members are in complete charge of all students.
4. Administration may deny attendance on a field trip if the student is deemed to have unacceptable grades, behavior, or attendance.
5. Make up work is to be submitted upon return.
6. At times it may be necessary to charge a fee for the trip.

FIRE, TORNADO, AND SCHOOL SAFETY DRILLS

Fire and/or tornado drills are conducted to help prevent injuries and deaths during an emergency. During a fire drill, students should walk, not run, along the route posted in each room. In case of a tornado drill instructions should be followed that are posted in each classroom. It is necessary for students to remain quiet during the drills in order to hear emergency instructions. When outside the building, move approximately 150 feet away from the building and keep walks and driveways clear for emergency traffic.

ILLNESS

Students who become ill at school will be asked to call their parents/and or guardians and the ill student will be released from school. The parent and/or guardian must sign the student out in the office. If a parent/and or guardian cannot be reached, students will only be released to others listed on the student's emergency medical form.

INSURANCE

A company selected each year by the Board of Education provides accident insurance through the school. Applications to purchase insurance are available in the office. Students who participate in inter-scholastic sports must purchase this insurance if they do not have full coverage through some family-covered program.

LOCKERS

Lockers are loaned to students for and are the property of the Board of Education and therefore may be entered by the administration at any time. Students who must stay after school are to take coats and books with them because sections of the building may be closed. Keep lockers locked at all times. Students should not disclose combinations to anyone. Sharing lockers is strongly discouraged. It is recommended that items of value not be stored in lockers. The Board of Education does not provide insurance or assume responsibility for items missing or stolen. Book bags will not be permitted in classrooms or cafeteria; they must be kept in lockers.

LOST AND FOUND

All lost and found articles should be turned in to the office. Unclaimed articles will be sent to a charitable organization.



General Information

MEDICATION

The total responsibility for dispensing or administering any medication, rest solely with the parent(s) and their child. A form must be signed by a physician and on file in the office before medication will be dispensed. Non-prescription drugs will not be administered by school personnel unless form is on file. Parents/and or guardians may bring and administer the non-prescription or prescription drugs to their son/and or daughter as needed.

MODEL CIVILITY POLICY

Preamble: The purpose of this policy is to provide rules of conduct for parents, other visitors to schools and school district employees. It is the intent of the school board to promote mutual respect, civility and orderly conduct among district employees, parents and the public. It is not the intent of the school board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the school board encourages positive communication and discourages disruptive, volatile, hostile or aggressive communications or actions.

Expected level of behavior: School and school district personnel will treat parents and other members of the public with courtesy and respect. Parents and other visitors to schools and school district facilities will treat teachers, school administrators, other school staff and district employees with courtesy and respect.

Unacceptable/disruptive behavior: Disruptive behavior includes, but is not limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public; using loud or offensive language, swearing, cursing or display of temper; threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation; damaging or destroying school or school board property; any other behavior that disrupts the orderly operation of a school, a school classroom or any other school board facility; and abusive, threatening or obscene e-mail or voice messages.

Parent recourse: Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should report such behavior to the attention of the staff member's immediate supervisor.

Authority of school personnel to direct persons to leave school or school board premises: Any individual who (1) disrupts or threatens to disrupt school or school district operations (2) threatens or attempts to do or does physical harm to school board personnel, students, or others lawfully on a school or school board premises;(3) threatens the health or safety of students, school board personnel, or others lawfully on a school or school board premises;(4) intentionally causes damage to school, school board property or property of others lawfully on a school campus or school board premises;(5) uses loud or offensive language or who without authorization comes on school or other school board facility, may be directed to leave the school or school board premises by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement.

General Information



Authority to deal with persons who are verbally abusive:

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school or school board premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave, the director or other authorized personnel shall seek the assistance of law enforcement and request the law enforcement takes such action as deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

SCHOOL FEES

Student class fees are handed out with the first interim report. The school district also understands fees may be a financial burden so payments will be accepted to meet your budget. A waiver form is available through the Board of Education office. To set up payment arrangements suitable for both parties, contact the main office. All fees K-12 must be paid prior to graduation or participation in graduation ceremonies will be denied and transcripts and diploma will be withheld.

SECURITY OF PERSONAL PROPERTY

Theft may occur at school as it does elsewhere; however, by applying preventive measures it can be kept minimal. It is advisable that students not have large sums of money in possession; share hall or physical education lockers; leave any locker unlocked; leave valuables, purses, books, etc., unattended in the cafeteria, restrooms, etc. Once a theft does occur, recovery of stolen items is very difficult. Without eyewitnesses or positive evidence, it is next to impossible. Remember to apply preventive measures and use common sense.

SIGNS AND POSTERS

All signs and posters for any event must be approved by the principal before they can be displayed.

SPORTS

A full program of inter-scholastic sports is conducted throughout the year. Students may try out for the following teams: Fall: football, cross-country, volleyball, golf, cheer Winter: basketball, wrestling, cheer Spring: baseball, softball, track

TEXTBOOKS

The student shall be assessed fines for lost or damaged textbooks. Textbooks that are lost or not returned will be assessed at the replacement cost. If the book needs to be rebound, a \$5.00 fee will be assessed on an individual basis.

VISITORS

Visitors including parents must sign in the office and obtain a visitor badge.



General Information

WORK PERMITS

Work permits may be picked up in the office.

WORK RELEASE

Students eligible for work release must do the following:

1. Student must have a GPA of 2.5 or higher
2. Student must have no grades below a "C"
3. Student must have no suspensions (in school or out of school)
4. Student must show proof of employment, work records, and have a valid work permit if under the age of 18.
5. Student must have a good attendance record. Students must not be absent more than five (5) days for the remainder of the school year (excluding field trips, college visitations, and family vacations)
6. Student must have completed graduation requirements.

Any student not following the above rules will be removed from work release privileges. A work release student who receives out of school suspension or a center assignment will lose work release privileges for a nine (9) week period. Any work release student who is assigned a Wednesday detention will lose work release privileges until the Wednesday detention is served.

CRISIS/ABUSE HOTLINES

- National Suicide Prevention Lifeline 1-800-273-8255
- Huron County Mental Health & Addiction.....1-800-826-1306 or text HOPE to 741741
- First Call for Help... 1-800-499-8817
- National Runaway Switchboard... 1-800-621-4000
- Huron County Sheriff 419-668- 6912
- Wakeman Police Dept 440-839-2511
- Shelter for Domestic Violence... 1-800-931-7233
- Huron County Children Services 419-668-8126
- Rape, Abuse, and Incest National Network... 1-800-656-4673
- DRUG & ALCOHOL ABUSE Huron County Mental Health & Addiction... 1-800-826-1306 or text HOPE to 741741
- National Drug Abuse Treatment 1-800-262- 2463
- Huron County Health Department 419-668-1652
- Teen Line 1-877-419-7233

Students may utilize the "Bullied? Speak Up!" and "Stay Safe. Speak Up!" buttons on the school website at www.western-reserve.org

Meet Our District Leadership Team



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Thank You

At Western Reserve High School, our students are at the heart of everything we do. We extend our sincere thanks to our families, staff, and community partners for standing alongside our students as they learn, grow, and discover their potential. Your encouragement, support, and commitment help create an environment where Roughriders are challenged to do their best, support one another, and take pride in who they are and who they are becoming. Together, we are building a school community rooted in respect, responsibility, and pride—one that prepares our students for success beyond our walls. Thank you for being an essential part of the Western Reserve journey. #WeR

Contact Information :

☎ 419 - 668 - 8470

📍 [Western Reserve High School](#)

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