Portsmouth West High School

Student Handbook 2026-2027



Revised/Adopted by Washington-Nile Board of Education on July 2026

PORTSMOUTH WEST HIGH SCHOOL STUDENT HANDBOOK

"This Handbook replaces all prior handbooks and other prior written material provided on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website. "

This Handbook applies to ALL PHWS students:

• On school grounds before, during and after school hours;
• At any other time when the school is being used by a school group;
• Off school grounds at a school activity, function or event;
• On a school bus, a school-sponsored vehicle, or at a school bus stop and as it relates to all District property and vehicles;
• Whenever a student represents his or her school; and
• At all times whenever a student's conduct is related to school or school activities or could have a substantial impact on school grounds and activities.

*Washington-Nile Local Schools **Culture Playbook***

Our culture is the heart of our school system. It makes Washington-Nile Local Schools a special place to learn and live, and it gives us a unique advantage. Building and sustaining the Washington-Nile culture requires intentional effort from everyone in the district. Our goal is to create an educational environment where everyone consistently engages in behaviors that produce exceptional outcomes.

Beliefs	Behaviors	Outcomes
We are West (We Above Me)	• Encourage success for all • Act with a shared purpose • Serve with compassion	**We are stronger together**
Earn it (Do the work)	• Tenaciously pursue improvement • Be coachable • Embrace challenges show true grit	**We are the best version of ourselves and we expect success**
Own it (Personal Responsibility)	• Find solutions instead of BCD • Live above the line • Step-Up/Do the right thing	**We are dependable and trustworthy**

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District Calendar 2026-2027



Time Schedule

Regular Schedule

Period 1	7:35 AM	-	8:29 AM	Student Parking Lot Doors Lock: 7:30 AM
Period 2	8:32 AM	-	9:25 AM	
Period 3	9:28 AM	-	10:21 AM	A Lunch 10:24 - 10:54
Period 4	10:24 AM	-	11:47 AM	B Lunch 11:17 - 11:47
Period 5	11:50 AM	-	12:43 PM	
Period 6	12:46 PM	-	1:39 PM	
Period 7	1:42 PM	-	2:35 PM	

One Hour Delay Schedule

Period 1	8:35 AM	-	9:17 AM	
Period 2	9:20 AM	-	10:22 AM	
Period 3	10:25 AM	-	11:07AM	
Period 4	11:10 AM	-	12:18 PM	A Lunch 11:10 - 11:40
Period 5	12:23 PM	-	1:05 PM	B Lunch 11:50 - 12:20
Period 6	1:08 PM	-	1:50 PM	
Period 7	1:53 PM	-	2:35 PM	

Two Hour Delay Schedule

Period 1	9:35 AM	-	10:10 AM	
Period 2	10:13 AM	-	10:48 AM	
Period 3	10:51 AM	-	11:26 AM	
Period 4	11:29 AM	-	12:41 PM	A Lunch 11:29 - 11:59
Period 5	12:44 PM	-	1:19 PM	B Lunch 12:11 - 12:41
Period 6	1:22 PM	-	1:57 PM	
Period 7	2:00 PM	-	2:35 PM	

Nondiscrimination Policy

A. Washington-Nile Local School District policy dictates that no student is to be discriminated against based on sex, race, color, religion, national origin, disability, or age in the educational programs, activities, admissions, or employment policies as required by Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, Executive Order 11246 and its amendments, and the Office of Civil Rights Guidelines for Vocational Education.
B. Any violation of the policy should be referred to the district Title IX Coordinator, Eric Nichols, at Portsmouth West High School, 15332 A US HWY 52, West Portsmouth, OH 45663, phone 740-858-1111.

Student Discipline

A. Discipline should be a concern of the student, the parent, the school, and the community. The Code of Conduct should serve as a deterrent to future violations and a positive reinforcement for good behavior. The student should be aware of possible punishment that might be associated with any action, gesture, or statement that is inappropriate in the educational environment while any student is under the control and/or direction of any school or school employee in the Washington-Nile Local School System. All student policies apply to all students regardless of age.
B. Levels of Discipline have been established to address the probable punishment for any rule broken on school grounds or school buses immediately before, during, or after school hours or at any school function, activity, or event on or off school grounds, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred or could have substantial impact on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee or the property of such official or employee. Handbook policies apply to students on school property – regardless of the incident.
C. The administration reserves the right to file court action independent of any school discipline.
D. **Recurring violations of rules will likely escalate to a more severe level of disciplinary action.** After a student has accumulated three (3) after school detentions per semester, he or she may be assigned to Wednesday School, or be suspended. The administration reserves the right to assign detention, Wednesday School, suspend, refer to Juvenile Court, or recommend for expulsion, without following the preceding sequence for more serious offenses. Students may be referred to Juvenile Court and/or recommended for expulsion for any additional violations of the Student Code of Conduct. The behavior of the student in school is ultimately the responsibility of the parent. Without the support and cooperation of the parents, the school's ability to educate and maintain a conducive learning environment for all children is hindered.

Student Expectations - PBIS

Portsmouth West High School, in conjunction with our Focus 3 initiative will also be implementing PBIS or Positive Behavior Intervention Supports. What this program does is attempts to identify what student expectations for behavior, attitude, and culture are and attempt to recognize students when they meet and most importantly exceed those expectations. Below is a "matrix" which identifies student expectations here at PWHS and what those behaviors look like in various areas of student life.

Portsmouth West High School

#WeAreWest - Living *Above* the Line

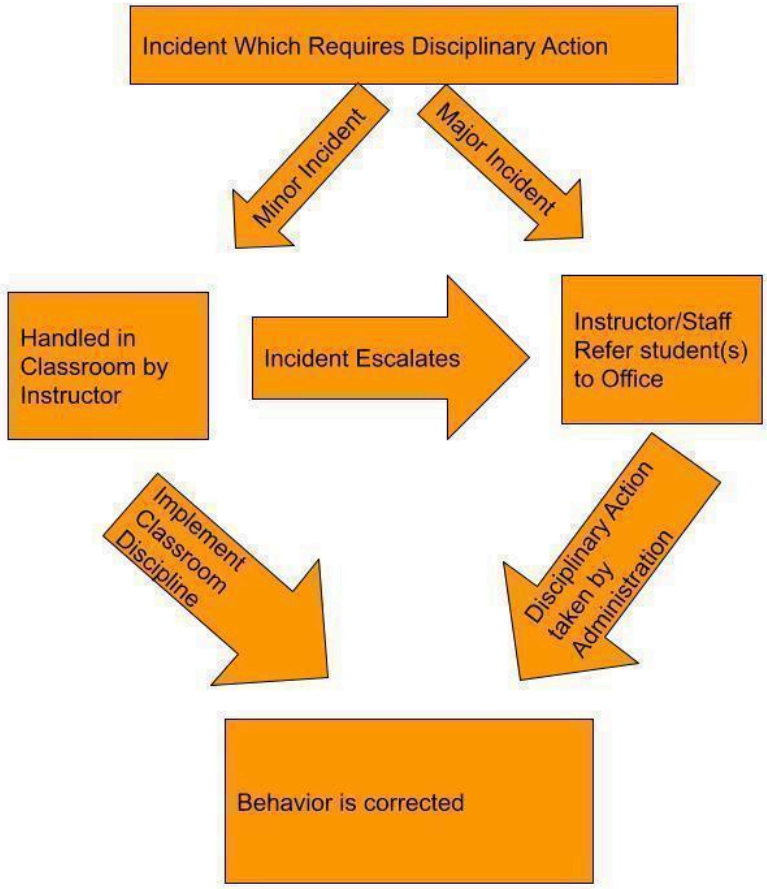
EARN IT, OWN IT

	#WeAreWest in the:		
	Classroom	***Common Areas***	***Extra Curriculars/Community***
Respect Ourselves			
	Strive to be elite	Make good food choices	Strive to be elite
	Are prepared and on time: Materials and chromebook	Wear appropriate attire	Wear appropriate attire
	Are honest	Exhibit perseverance	Practice sportsmanship
	Are in our assigned area/seat and engaged	Have a positive attitude	Promote teamwork
	Complete work on time	Accept responsibility for our choices	
Respect Others			Perform community service
	Respect others' physical and emotional space	Are patient in lunch line	Strive to be elite
	Actively participate and are encouraging and helpful	Maintain a minimum noise level	Practice sportsmanship
	Listen to teachers and other students	Walk in hallway appropriately	Cheer the team in a positive way
		Are positive and kind in speech and actions	Honor commitment
Respect the School			
	Represent with class/above the line	Speak and act positively about the school	
	Keep extra materials away, in bag or locker	Maintain a clean environment	Maintain a clean environment
	Keep our assigned area tidy	Use materials and facilities for designed purpose	Use materials and facilities for designed purpose
		Take action to improve the school	

Major v. Minor Infractions

Disciplinary action may be enacted on two different levels. Major infractions are infractions which warrant formal disciplinary action which is referred to the administration for processing and documentation. On the other hand, minor infractions may be handled in class by the teacher with no referral to administration.

- Major Infractions
    - Major infractions require intervention by administration and the implementation of the formal “levels of disciplinary action” as defined here in the student code of conduct.
- Minor Infractions
    - Examples of Minor Infractions: Talking, off task behavior, unprepared for class, etc.
    - Examples of disciplinary action related to a minor infraction include verbal reprimand, redirection, assigned seating or changes to assigned seating, a disciplinary report mailed to parent(s) or a call to parent(s). Disciplinary actions are logged in the reporting system.



Levels of Disciplinary Action

A. **LEVEL ONE:** Verbal Reprimand.

B. **LEVEL TWO:** Written assignment or detention by teacher/administrator.

C. **LEVEL THREE:** A disciplinary report written and mailed by the school; a parent-teacher conference by phone or in person with the parent advised of possible disciplinary action; or loss of privileges.

D. **LEVEL FOUR:** Referred to the principal for Wednesday Evening Alternative School, or Alternative Learning Center.

E. **LEVEL FIVE:** A parent/teacher/principal conference; advise the parent of possible Wednesday Evening Alternative School, or Suspension.

F. **LEVEL SIX:** Wednesday Evening Alternative School, Suspension by principal; the length of suspension will be decided by principal.

G. **LEVEL SEVEN:** Intervention by Juvenile Court.

H. **LEVEL EIGHT:** Intervention by superintendent for possible expulsion or Alternative School assignment.

Disciplinary Procedures

A. **Detention** – Detention may be assigned by the teacher, assistant principal or principal. Students will serve assigned detention upon receiving notification at school. If a student fails to attend detention without the prior approval of the assistant principal or principal, the student will receive a Wednesday School. A maximum of three detentions will be given for each semester.

B. **Emergency Removal from Class**
   1. If a student poses a danger to persons or property or a threat of disruption of the academic process, a teacher may remove the student from curricular or extracurricular activities under his or her supervision but may not remove a student from the premises.
   2. If deemed necessary the Superintendent, principal, or assistant principal may remove the student from curricular activities or from school premises.
   3. If a teacher makes an emergency removal, the reasons for the removal must be submitted to the assistant principal or principal in writing as soon after the removal as possible.
   4. A due process hearing must be held the next school day after the removal is ordered. The person who ordered the removal must be at the hearing. Procedures for the hearing are the same as the suspension hearing. If the assistant principal or principal reinstates a student before the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student. The student can be kept from class until the matter of the misconduct is disposed of by reinstatement, suspension or expulsion.

C. **Wednesday Evening School**
   1. Wednesday Evening School is an alternative for school misbehavior.
   2. It will be used on Wednesdays for four hours.
   3. It will be monitored by a certified staff member.

D. **Out of School Suspension**
   1. The assistant principal or principal will give written notice to the student of the intent to suspend and the reason(s) for the intended suspension. The student will have an opportunity to appear before the assistant principal or principal to challenge reasons for the intended suspension, to produce witnesses, or

otherwise explain his/her actions. If the student is to be suspended, he or she will be advised of the suspension and its duration.

2. The parent/guardian will be notified of the suspension by telephone, if possible. An official notice of the action will be mailed to the parent/guardian within twenty-four (24) hours of the suspension. The notice must include the reason(s) for the suspension, the right of the student/parent to appeal the decision, the right to be represented at the appeal, and the right to request that the hearing on the appeal be held in private. The parent/guardian, with the student, will be requested to come to school for a conference with the administrator. In no instance, will the conference be later than the date the student is scheduled to reenter school. The student suspension will be enforced during the appeals process.
3. If a student's presence poses a danger to persons or property or a threat of disruption to the academic process, the assistant principal or principal may remove the student from the premises. A due process hearing must be held the next school day after such removal is ordered.
4. A student may request any work to be missed during all suspension days. It is the student's responsibility to request work to be missed during suspension time. Any work that teachers record for grade averages during suspension days must be turned in upon the first day a student returns from suspension.
5. The administration and board of education are permitted to deny admission to any student who is currently under a period of suspension from another district in Ohio.
6. Students will not participate or attend extracurricular activities the day of suspension

E. **Alternative School**

Students who are habitual disciplinary problems may be assigned to the Alternative School for the duration of the semester or for the entire school year. CAPE will house students who have exhausted all other means of disciplinary action. Students will attend CAPE in lieu of expulsion. These students may not participate in or attend extracurricular or co-curricular school functions during the period in which they are assigned to CAPE.

F. **Expulsion**

1. Upon the recommendation of the principal, the superintendent may expel a student from school. The superintendent will give the student and his/her parent or guardian written notice of the intended expulsion.
2. Upon request, the student and parent/guardian/representative will have an opportunity to appear before the principal to challenge his/her action or to otherwise explain the student's actions. The administrator cannot order such a hearing if the student/parent chooses not to attend.
3. The written notice of intended expulsion by the superintendent will state the time and place for the student/parent to appear for the hearing. The hearing must be held neither less than three (3) days nor later than five (5) days after the notice is given.
4. An official notice of the expulsion will be mailed within twenty-four (24) hours to the parent/guardian. The notice will include the reason(s) for the expulsion, the right to be represented at the appeal, and the right to request the hearing be held in private.
5. The superintendent is authorized to expel a pupil for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property on any property owned or controlled by the board or at an interscholastic competition, extracurricular event, or any other school program or activity.
6. Superintendents are authorized to expel, for a period of one year, any pupil who brings a firearm or knife to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located in a school or on property owned or controlled by a district.
7. The superintendent has the right to initiate proceedings against a pupil who has committed an act that warrants expulsion under the board's policy, even if the student withdraws from school.
8. A student will receive failing grades for expulsion days for all daily work, tests, etc. that the teacher records for grade averages.

G. **Permanent Exclusion** – The Board of Education may seek the permanent exclusion of a student, sixteen (16) years of age or older, who is convicted of committing or adjudicated a delinquent child for committing one or more of the following acts:

1. Conveying deadly weapons or dangerous ordinance onto school property or to a school function in violation of Ohio Revised Code Section 2923.122;
2. Possessing deadly weapons or dangerous ordinance on school property or at a school function in violation of Ohio Revised Code Section 2923.122;
3. Carrying a concealed weapon on school property or at a school function in violation of Ohio Revised Code Section 2923.122;
4. Trafficking or aggravated trafficking in drugs or the sale of a controlled substance on school property or at a school function in violation of Ohio Revised Code Section 2925.03(A);
5. Murder, aggravated murder, voluntary manslaughter, or involuntary manslaughter on school property or at a school function in violation of Ohio Revised Code Sections 2903.01, 2903.02, 2903.03, and 2903.04;
6. Felonious assault or aggravated assault on school property or at a school function in violation of Ohio Revised Code Sections 2903.11 and 2903.12;
7. Rape, gross sexual imposition, or felonious sexual penetration on school property, at a school function, or when the victim is a school employee in violation of Ohio Revised Code Sections 2907.02, 2907.05, or 2907.12;
8. Complicity in any of the above offenses, regardless of whether the act was committed on school property or at a school activity.

Suspension/Expulsion Appeal Process

A. Major disciplinary actions such as suspensions/expulsion from school are used in the most serious disciplinary cases. The school principal may suspend a student up to ten (10) school days. The superintendent has the authority to expel a student for a duration of eighty (80) days. An expulsion may extend for one calendar year when the disciplinary action involves a dangerous weapon. Appeal from the suspension/expulsion will be made by the student accompanied by his/her parent/guardian in the following sequence:

1. Building principal
2. Superintendent of Schools or Designee
3. Court of Common Pleas

Student Code of Conduct

1. **Disobedience and Insubordination** – A student will comply with reasonable directions of teachers, student teachers, substitutes, teacher aides, bus drivers, principals, or other authorized school personnel. Level 1 – 8.
2. **Dishonesty and False Statements -** When speaking with staff, students will maintain honesty in all statements, students shall not make false statements. Students shall not make false accusations. Level 1-8
3. **Physical Abuse (Assault)/Fighting -** A student will not or attempt to do bodily injury to any person. Any student who is involved in a fight who refuses to quit fighting after being restrained by a teacher is subject to further suspension or expulsion. Students will not deliberately contaminate another student with any form of bodily fluids. No unauthorized touching permitted. Level 2 – 8.
4. **Disruption of School** - Students will not by use of violence, force, noise, coercion, threat harassment, intimidation, fear, passive resistance, or any other conduct cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Students will not urge other students to engage in such conduct for the purpose of causing, attempting or threatening

to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. Level 1 – 8. While we do not intend the following list to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule.

a. Occupying any school building, school grounds, or part thereof;
b. Blocking the entrance or exit of any school building, corridor, or room therein;
c. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property;
d. Making, by telephone call, letter or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds;
e. Activating or attempting to activate an emergency alarm system without an emergency, including a "911" call;
f. Preventing or attempting to prevent by physical act or verbal utterance the convening or continuing functioning of any school, class, or activity or any lawful meeting or assembly on or off the school property;
g. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
h. Except under the direct instruction of the principal, assistant principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event; or
i. Continuously making noise or acting to interfere with a teacher's ability to conduct a class or an extracurricular activity.
j. Continuously sleeping or refusal to complete assigned work.
k. Video/filming an incident such as a fight or emergency rather than seeking assistance from school personnel.

5. **Damage or Destruction of Property** a student will not cause or attempt to cause damage to school property or personal property. Level 1 – 8.
6. **Assault on or Abusive Language Toward a School Employee** – Students will not use vulgar, profane or abusive language or make a vulgar, profane or abusive gesture toward or attempt to cause physical injury or behave in a way that could cause physical injury to a school employee. Level 6 – 8.
7. **Weapons and Dangerous Instruments/Look Alike Weapons** – ORC 2923.122 makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or in any property owned by or controlled by, or to any activity held under the authority of a school. A dangerous weapon is a device which is or may be used to cause harm to another person including but limited to a club, chain, razor, chemicals, incendiary devices, knives capable of causing serious bodily injury, etc. ORC 3313.66, 3313.661 may allow for the student to be expelled for one calendar year. Level 4 – 8.
8. **Frightening: Degrading: Disgraceful Acts: Hazing** – A student will not engage in any act (written, verbal, or gesture) which frightens, degrades, disgraces, or may frighten, degrade, or disgrace a teacher, fellow student, or any other person. A student shall not engage in or perform any sexual act on school premises or during school functions regardless of the location. A student shall not use any verbal or physical conduct, such as threats, bullying, slurs, innuendos, offensive conduct, touching or possession/display of electronic images or text, which has the purpose or effect of creating an intimidating, hostile or offensive educational environment for another student or faculty member. "The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or inappropriate substances, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies." It is the policy of the

Washington-Nile Local Board of Education that hazing activities of any type are inconsistent with the educational process and will be prohibited. No student, including leaders of student organizations, will plan, encourage, or engage in hazing. Hazing means the coercion of one student by another to do any act of initiation upon entry into any organization when such an act might cause mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does **not** lessen the prohibition contained in this policy. Level 2 – 8.

9. **Fire Regulations** – A student will not possess matches or cigarette lighters, burn items, or possess or light fireworks of any kind on school grounds or buses. Level 2 – 8.
10. **Profanity/Obscene Language/Obscene Gestures** – A student will use neither written nor verbal profanity, obscene language or obscene gestures in communicating with any faculty member, any other authorized school personnel, another student, or to any person. Level 2 – 8.
11. **Use/Possession of Tobacco Products/E-Cigarettes/Vaporizers -** A student will not smoke, sell or exhibit smoking materials or possess smoking materials, use or exhibit or possess smokeless tobacco on school property or at a school sponsored event. E-cigarettes and similar products are not permitted on school property or at any school sponsored events. Any tobacco, e-cigarette, or vaping products or accessories (including chargers) found on the student or student property, including vehicles, will be confiscated and the student is subject to disciplinary actions. Level 5 – 8.
12. **Assigned Areas** – A student should arrive at the assigned area on time. A student should not be out of his or her assigned area without permission. All students must obtain a pass to leave the assigned area. Level 1 – 8.
13. **Inappropriate Dress -** The school takes pride in the appearance of its students. Your dress indicates the quality of your school, your conduct, and your school work. For that reason, you are expected to maintain a neat and appropriate appearance according to the guidelines established at all curricular and extracurricular activities. Students' attire should represent that which is commonly accepted in the community, and will promote respect for authority, health and safety and discipline within the educational environment. Students who fail to comply with these appearance guidelines will sit in the school office until a change of clothing is provided or until the garment or accessory is removed. A student's absence from class caused by the student's failure to abide by the appearance guidelines will not be excused. Repeated failure to comply with the appearance guidelines may result in the application of increasing levels of discipline for each subsequent failure to comply. Level 1 – 8. Any type of dress or jewelry which endangers health and/or safety or is distracting to the educational environment as determined by administration will not be permitted, including, but not limited to the following:
    a. Hats, bandannas, headbands, etc.
    b. Garments that leave the midriff or torso bare such as half-shirts, tube tops, halters, muscle shirts, mesh or see-through shirts, etc. Tops and bottoms must overlap at all times, including when arms are raised, tops should have conservative necklines, pajamas are not to be worn.
    c. Clothing, buttons, or pins with vulgar print, sexual connotations, or suggestive words, symbols or suggestions of secret societies, or that advertises alcohol, drugs, tobacco, or firearms or any other item that may be reasonably interpreted (by an administrator) as unwanted activity or may not be appropriate for the school setting (for example, Big Johnson, Coed-Naked, Hooters, all tobacco and alcohol brands, etc.)
    d. Any clothing that promotes or can be considered to promote gang-related or criminal activity.
    e. Sweat-pants/shorts that are mid-thigh or above. Bicycle shorts are prohibited.
    f. Skirts shorter than mid-thigh or above, regardless of leggings or other undergarments.
    g. Any jewelry that may be a safety hazard.
    h. Any type of clothing that could prove to be offensive to individuals or groups.
    i. Pants with holes or tears. Pants will be pulled to the waist line/belt line. Pants need to be knee-length.

j. Chains (other than necklaces that will break when pulled), dog collars, necklaces or bracelets with spikes, etc.
k. Sunglasses
l. Hair must be worn away from the face so as to not interfere with instruction
m. Shoes must be worn at all time.

14. **Gambling, Forgery** - Gambling of any kind is prohibited. Card playing and dice games are not allowed on school property. A student will not forge a pass, parent note, permission slip, official school document, or doctor's statement. Level 1 – 8.
15. **Cheating, Plagiarism** – Looking at someone else's test or other materials, copying work from another when the work is not intended to be collaborative, obtaining a copy of tests or scoring devices, unauthorized use of materials not permitted during a test, copyright infringement, allowing another student to copy your work, putting your name on another's work, and/or sharing information during a test. Plagiarism is to use ideas or writings of another as your own, or to appropriate passages or ideas from another and use them as your own. Level 1 – 8.
16. **Conduct for Assemblies** – Assemblies are part of the educational program of the school. Students should walk, not run, to the assembly area. Students are expected to be attentive and courteous to all speakers, be considerate of those sitting in the audience, and applaud only at the proper time. Derogatory remarks, noise, and talking are prohibited. After the assembly, students should return to their appropriate rooms or follow the directions that will be given at the end of the assembly. Level 1 – 8.
17. **Conduct in Corridors/Elevator** - Because the distance between classrooms is sometimes great, traffic should move rapidly and freely. There will be no running in the halls. Elevator usage is limited to disabled or injured students or students with administrative permission. Level 1 – 8.
18. **Conduct when using Technology** - Students should abide by the guidelines of the acceptable use contract. Students are not permitted to retrieve questionable material from the internet system. Students will not be permitted to use the files or stored information belonging to another student. Students should only use devices assigned by the school district. Level 1 – 8
19. **Conduct in Restrooms** – Students going to restrooms from a class, study hall, or library must have a pass from the teacher in charge. Students are prohibited from loitering in restrooms. Level 1 – 8.
20. **Conduct on Buses -** Bus drivers have the authority to establish and enforce reasonable bus conduct guidelines that provide for the safety and convenience of the driver and the students being transported. The driver will enforce minor disciplinary actions such as assigning seats, but all major problems will be referred to the appropriate principal or assistant principal for disposition. Video cameras may be used to monitor student behavior and may be used as evidence in a student's disciplinary proceeding.
    a. Good student bus conduct is essential to the safety of all bus riders. Students who violate any of the rules are subject to the following levels of discipline: Level 1 – 8. Serious infractions may also result in the suspension of access to school transportation. It is the responsibility of the student to read and comply with the following rules listed.
        i. Observe the same conduct as in the classroom.
        ii. Be courteous. Use no profanity.
        iii. Do not eat or drink on the bus.
        iv. Keep the bus clean.
        v. Cooperate with the driver.
        vi. Do not use/possess tobacco products.
        vii. Do not be destructive.
        viii. Stay in your seat.
        ix. Keep your head, hands, and feet inside the bus.
        x. The bus driver is authorized to assign seats.
        xi. Be absolutely quiet at railroad crossings and other places of danger.

xii. Students are not permitted to bring on the bus items larger than those which can be held on the lap. Animals, glass, or liquids are not permitted.

xiii. The emission of aerosol spray or compressed air containers is not permitted.

b. Students are permitted to ride only their assigned bus, unless the parent sends a signed note that specifies bus drop off location. The note must include contact information.

21. Conduct in the Cafeteria

a. To provide the efficient use of the cafeteria, students must observe the following rules:

i. Report directly to the cafeteria with the teacher.

ii. Never step in front of a person already in line.

iii. Make the selection quickly and clearly.

iv. Move along quickly.

v. Enter your personal identification number quickly and submit small bills to the cashier.

vi. Students should not throw food or utensils.

vii. Upon finishing lunch, return the tray, silverware, garbage to the designated area – **do not** leave items on the table.

viii. Do not make loud noises or create unnecessary confusion.

ix. Do not take food out of the cafeteria.

x. Do not leave the cafeteria without permission.

b. School personnel in the cafeteria have full authority to enforce all cafeteria rules. Level 1 – 8.

22. Disrespect – Students will not act to intimidate, insult, or otherwise abuse, orally or in writing, any member of the school staff or student body. Level 3 – 8.

23. Public Display of Affection - The display of romantic gestures is prohibited to include, but not limited to kissing, hugging, and holding hands. Level 1 – 7.

24. Narcotics, Alcoholic Beverages, Drugs, and Harmful Substances - A student will not possess, use, transmit, or conceal, **or attempt to sell/purchase** any dangerous drugs, narcotics or any such substance. **A student will not possess, transmit, conceal, or attempt to sell/purchase drug paraphernalia (i.e. rolling papers, roach clips, bongs, etc…)** An observation of any individual which may be reasonably interpreted as the individual being under the influence of any mind, mood or body altering item or substance (at the discretion of an administrator) may be cause for immediate suspension from school. The odor of drugs or alcohol on the student is sufficient to render some form of disciplinary action. The Washington-Nile Board of Education shall not permit any student to offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, or any mind-altering substance while on school grounds or school facilities; at school-sponsored events; in other situations, under authority of the district or in school-owned or approved vehicles. Included in this prohibition are any substances that are presented as controlled substances, non-alcoholic beers, steroids and/or drug paraphernalia normally referred to as counterfeit or "look-alikes". The Board wishes to emphasize the following: Level 3 – 8.

a. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibilities as any other citizen to report violation of the law. The final disposition of any problem, however, will be determined by the building principal with due consideration of the welfare of students and of any other relevant factors involved.

b. Discipline will be imposed independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.

c. Students will be given a copy of the standards of conduct and the statement of disciplinary sanctions and will be notified that compliance with the standards of conduct is mandatory.

d. If conditions warrant, the administration will refer the student for prosecution and offer full cooperation in a criminal investigation. A reduction in penalty may be considered for the first offense if the student receives professional assistance. Professional assistance may include, but

not limited to, an alcohol/drug education program; assessment will follow through based on the assessment findings, counseling, outpatient treatment, or inpatient treatment.

e. Students are not to possess any prescription or over the counter drugs. This includes drugs that are prescribed to the student. Failure to follow the procedures outlined for dispensing of drugs will warrant discipline. Students with inhalers must complete medication forms in the office.

f. **Consequences** – The following procedures and consequences will be followed in dealing with Drug & Alcohol infractions. The principal will maintain all records. Any student who has previously been suspended for a drug-related offense will automatically move to **"SECOND OFFENSE"** procedures. Any student caught selling illegal substances or counterfeit substances will automatically move to **"SECOND OFFENSE"** procedures.

i. FIRST OFFENSE

1. The principal may suspend (Out of School Suspension) the student for ten (10) school days and make a recommendation for expulsion to the superintendent of schools.
2. The principal will notify the parent(s) in writing using the suspension form.
3. The principal will notify the parent(s) to arrange a conference.
4. The principal may notify law enforcement officials.
5. The ten days of suspension may be reduced to five days of suspension if the student and parent(s) agree to consult a physician or professional agency for the purpose of obtaining a program of assistance. Proof must be provided within two days.
6. The contacted physician or agency, with the client's permission, will notify the principal that the client made contact and is attending a substance abuse program. The principal will obtain a release to allow the physician or agency to release information on compliance with the school's recommendation. If the physician or agency notifies the principal that the student is not satisfactorily participating in the treatment program, the ten (10) days of suspension, and the recommendation for expulsion will be reinstated.

ii. SECOND OFFENSE

1. The principal will automatically give a ten day (10) out of school suspension.
2. The principal will notify the parent(s) in writing using the suspension form.
3. The principal will notify the parent(s) to arrange a conference.
4. The principal may notify the law enforcement officials.
5. The principal will recommend to the superintendent that the student be expelled from school.
    a. Whenever a student is suspended or expelled from school according to ORC 3313.6 for the possession of alcohol or drugs, the superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the superintendent notifies the registrar that the student has satisfied any conditions established by the superintendent. Level 4 – 8.
    b. Notification to the registrar of motor vehicles and the county judge must comply with ORC 3319.321 and with the U.S. Family Educational

Rights and Privacy Act of 1974 (FERPA) and accompanying regulations. According to Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in the county in which he resides. Approval date – June 5, 1990.

c. Refers to new Ohio Revised Code 3321.13; 4507.01. See also Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC 1232g, 34 CFR Part 99.

25. **Theft** – A student will not cause or attempt to take into possession the property of the school district or the property of any other person. (Parents are responsible for financial damage – Ohio Revised Code 3109.09, 3109.10, 2743.51). Level 2 – 8.
26. **Use of Automobiles and Parking Lots -** Student use of automobiles is a privilege. Students must register with the office any vehicle that will be driven to school through FinalForms and be issued a parking pass. Failure to register a vehicle will result in suspension of driving privileges. Parking Tags should be displayed at all times. Students must only enter/exit the campus using the main US 52 access. K-9 Resources will be conducting random contraband searches of vehicles throughout the school year. Vehicles may be searched with reasonable suspicion. Indication by a trained canine (K-9 Resources) is considered reasonable suspicion. Refusal to search the vehicle may be cause for disciplinary action which may result in suspension from school and extracurricular activities. All school policies apply to any vehicle on any property under the care, custody, and control of the school district. Driving is a privilege not a right. Driving privileges may be revoked. Breaking any of the above rules may result in one-week (5 days) loss of driving privileges. Level 1 – 8. When exercising driving privileges, students are to adhere to the following policies.
    a. Students are asked to drive in a safe non-reckless manner. Students should use the marked driving lines in all parking lots and not cross yellow parking lanes sideways to get in and out of the driving lane. Exit and entrance should be single file and not cut corners to get ahead of someone.
    b. Upon arrival, students are to immediately exit the vehicle and enter the building.
    c. Student automobiles must be parked in the student parking lot and cannot be used or accessed during school hours.
    d. Vehicles must be parked in the marked parking spaces and occupy a single space only.
    e. The driver of a vehicle is deemed to be in possession of all contents therein.
    f. Student vehicles are to yield to buses at all times.
    g. Students must come to a complete stop at stop signs.
    h. Students are NOT to drive or park their vehicle on the grass.
    i. Excessive tardiness or absences may result in the loss of driving privileges.
    j. Students “Tagging” any vehicles on school grounds will be disciplined.
    k. The student is responsible for all contents of the vehicle and may be disciplined for any contraband found in the vehicle
27. **Locker Use and School Property** – Although school authorities will respect the rights of students regarding student lockers and property, *lockers are the property of the school.* A general search of lockers and the contents of it may be conducted to repossess school property or to search for contraband. The administration will advise students before the search when possible. A search without student notification may be made in cases when the time required to notify would be crucial to the health and safety of people and where a suspected item(s) poses a clear and present danger. Items that may be used to disrupt or interfere with the educational process may be removed from student possession. Students will not use lockers for illegal or unauthorized purposes or for storing illegal or unauthorized materials. Students may not use lockers or property in a way that would interfere with school discipline or the normal operation of the school - - including the unauthorized possession or storage of another person’s property, a*ltering the function of the locker, (i.e. bending, locking devices, jamming locks.) Lockers are to*

be locked and secured at all times. Students may not use lockers or property to endanger the health/safety of other persons. Level 1 – 8.

28. **Cell Phones -** Cellular telephones must be placed in the student's locker and turned off prior to reporting to their first class. Cell phones shall remain in a student's locker until a student leaves the building for the day. Should a device be lost or stolen while on school property, administrators will not investigate the loss. Any disruption resulting from a cellular telephone may result in confiscation of the cellular phone *and assignment to Wednesday School*. Subsequent infractions will result in more severe disciplinary actions. Level 1 - 8
29. **Electronic Devices other than Cell Phones** – Possession and/or use of iPod, CD players, electronic pagers, game systems, Bluetooth headphones, personal laptops etc. are prohibited during school hours. Should a student bring a device such as this to school and the device be lost or stolen on school property, administrators will not investigate the loss. School hours include detention and Wednesday School. Possession and/or use of laser pointers is prohibited including at extracurricular events. Vandalism of computer equipment, unauthorized access to information or school records, the invasion of computer privacy, copyright violations, plagiarism, hacking, and/or other tampering with hardware or software is prohibited. The use of a computer that in any way violates the student code of conduct is prohibited. Use of devices that would disrupt computer or video equipment functions is prohibited. Level 1 – 8.
30. **Student Activities** – Student clubs, groups, or other student organizations may not schedule meetings without prior consent of the activity sponsor or principal. The sponsor is directly responsible for the conduct of all students participating in the student activity under his or her control. Level 3 – 7.
31. **Tardiness/Unexcused Half-Day Absences/Unexcused Early Dismissals** – Tardiness and unexcused partial absences are a disciplinary problem. A student who receives a combination of more than two (2) tardies/unexcused one-half day absences/unexcused early dismissals during each nine week grading period will receive a detention for each additional offense. Disciplinary action will be taken on the third offense. If a student transports themselves to school, driving privileges may be revoked until the end of the grading period upon the repeated violations during a grading period. Level 2 – 7.
32. **Skipping School/Class** – Students who do not report to their assigned area will be considered skipping class and/or school. The absence will be considered unexcused and may be referred to the attendance officer. Level 2 – 7.
33. **Repeat Violations of School Code of Conduct** – Repeated violations of the School Code of Conduct may result in expulsion from school. Level 4 – 8.
34. **Misconduct off School Property** – Disciplinary action may be taken against students involved in misconduct connected to activities or incidents which have occurred on property owned or controlled by the Board of Education or misconduct, regardless of where it occurs, if directed at a district official or employee, or the property of such official or employee.
35. **Beverages or Food** – Students may carry clear containers containing water only. Flavored waters, including water enhancements such as "Cirkul" bottles are prohibited. Any other containers of drinks (i.e. soda, water, juice, etc.) or food are not permitted in classrooms or hallways. Drinks or food will be confiscated and not returned. A doctor's note must be on file to supersede this rule. Level 1 – 8.
36. **Threats** – Any threat of violence, either verbal or written, perceived to be legitimate may result in suspension and/or expulsion from school, referral to law enforcement and mandatory counseling. Level 2 – 8.
37. **Discrimination on the Basis of Sex in an Educational Program or Activity** – Title IX of the Education Amendments Act of 1972, and its implementing regulations, prohibits discrimination on the basis of sex (including sexual orientation or gender identity), in the education programs or activities of the School District ("Title IX Sexual Harassment"). Pursuant to its Title IX obligations, the Board is committed to eliminating Title IX Sexual Harassment and will take appropriate action when an individual is determined responsible for violating its Policy on this subject. The definitions and procedures concerning Title IX Sexual Harassment may be accessed by reviewing Policy 2266. In addition to Title IX Sexual Harassment,

the Board also prohibits other forms of bullying, harassment and intimidation that are set forth in law, the Board's Policies, Administrative Guidelines and/or this handbook. (Level 1-8)

38. **Non-Title IX Discrimination Based on a Protected Class** – Behavior that does not fall within the category of Title IX Sexual Harassment may nonetheless violate other policies against discrimination based on a protected class, including sexual harassment. Specifically, the District prohibits discrimination based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws. As a result, even if a determination is made that particular behavior does not constitute Title IX Sexual Harassment as defined in Policy 2266, a student may still be disciplined for other forms of discrimination based on a protected class, including sexual harassment and/or sexual violence. The definitions and procedures concerning non-Title IX discrimination may be accessed by reviewing the appropriate District policies, including Policy 5517. For these purposes, sexual harassment is a form of sex discrimination that violates State Law, Board Policies, Administrative Guidelines and/or this handbook. (Level 1-8)
39. **Bullying, harassment, intimidation** – the following behavior is prohibited: Any intentional written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student more than once and causes mental or physical harm and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment for the student. Discipline may be administered to students who engage in cyberbullying. Students may report bullying directly to school personnel or anonymously via the bullying hotline resource accessible on the school's website. Discipline may be administered to a student who knowingly makes false reports/allegations. Students who retaliate against students or adults reporting bullying behavior may result in additional discipline. Parents will be notified in cases of confirmed bullying. Level 2 – 8.

Bullying and Other Forms of Aggressive Behavior

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

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

Harassment, intimidation, or bullying means:

A. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
B. Violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e. internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Any student or students' parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the superintendent.

The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for an intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in the Policy JFCF – Anti Harassment.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification, care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including the person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including the person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take

appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardians.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these

purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy **student abuse and neglect**, the superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the superintendent shall be followed.

[Adopted 4-21-16] State Board of Education Model Policy (2007)

Student Attendance Policies

A. All students legally enrolled in the school district must be in regular attendance as outlined in Ohio law. Regular school attendance will be defined as participation in all activities assigned to a student during specified school hours when classes are being conducted.
B. The Board seeks cooperation from parents with regard to school attendance and punctuality, particularly concerning the following:
    1. Medical and dental appointments should be scheduled during after-school hours except in cases of emergency, and
    2. The scheduling of family vacations when school is in recess.
C. The parent of any student suspended or expelled under ORC 3313.66 or who is truant or habitually absent from school may be required to participate in a parental education or training program provided by Washington-Nile Local Schools (A.R.C. G 3313.63 (A) and (B) Whoever violates this section is guilty of Parental Education Neglect, a misdemeanor of the fourth degree.
D. Students that are habitually truant may have additional consequences per Board policy.

Daily Absences

House Bill 96 was passed in June of 2025 and changed absenteeism to reflect hours and not days. As defined by law:

- Habitual Truant is:
    - o Absent 30 or more consecutive hours without a legitimate excuse;
    - o Absent 42 or more hours in one school month without a legitimate excuse; or
    - o Absent 72 or more hours in one school year without a legitimate excuse.
- Any student meeting one of these thresholds will be reported to the truancy officer and a plan put in place to remedy the situation.

A. A student will receive a total of sixty (60) hours of (roughly eight (8) days) of excused absence for the year provided he or she brings a note from his/her parent or guardian.

B. In the case of a necessary absence, the parent is requested to inform the school by telephone. When a student returns to school following any absence, a note of explanation from the parent will be required that day. Any excuse must state the exact reason (not just "illness") to meet the criteria for excused absence. If the student does not bring a note, the absence will be unexcused. Doctors' excuses and court required appearances are not included in the sixty (60) hours of "parent notes". Immediately upon return to school, each student who is absent must have each of his/her teachers sign the admission slip and make arrangements to make up work missed. It is the responsibility of the student to see the teacher(s) for any make-up work. The student is responsible for completing all work missed during an excused absence and should do so promptly. The time allowed for make-up work is equal to the time the student was absent from school with a maximum of five days.

C. After sixty (60) hours of parent notes, all excused absences must be accompanied by a doctor's excuse. An acceptable doctor's excuse must include the date and time of the appointment, the nature of the illness, the time the student left the office, and the date the student should return to school.

D. The sixty (60) hours of (eight (8)) parent notes for excused absences will include the following:
    1. Personal illness with accompanying parent note;
    2. Quarantine;
    3. Death/illness within immediate family;
    4. Compulsory legal business;
    5. Observance of religious holidays or events;
    6. Lice (two days per grading period) and
    7. The administration may approve two days for community service for activities that are not related to the school i.e. boy scouts, 4-H, children's theater etc…However, the day(s) will be considered an excused parent note absence. No more than two days per year may be used – additional days will be considered unexcused.
    8. Set of circumstances judged to be sufficient by school authorities.

E. College/Military – Recruiting day will be considered a legitimate school activity. Students must seek pre-approval from the guidance office and present verification from the college/recruiter. Students are permitted a maximum of three days per school year. A visit to Shawnee State University must be scheduled after school hours.

Early Dismissal

A. To be excused from the building during the day, a student must bring a written note signed by the parent/guardian **with contact information included on the note.** The note must be approved by the principal or assistant principal before classes begin in the morning. Upon receiving the pass to leave, the student is responsible for presenting the pass to those teachers whose classes will be missed. These absences will be considered excused/unexcused the same as other absences from school. Parent(s) are required to report to the office upon arrival at the school to complete the required form before the school may release the student. Upon returning to school, the student should obtain an admission slip from his/her homeroom teacher. The student returning from a doctor's appointment must bring a doctor's excuse and submit it to the principal's office.

B. Should possible illness occur at school, the student should obtain a pass to see the assistant principal or principal. The student will then be given appropriate attention.

C. Some examples of unacceptable excuses include shopping trips, hair appointments, car trouble, missing the bus, hunting trips, driver's license exam, vacations, babysitting, or working at home that is not an emergency.

D. Students who have reached the age of eighteen (18) must also obtain an early dismissal pass from the principal, assistant principal, or designee.

Tardies/Early Dismissals

A. Students entering school after the opening bell, but no more than half an hour after the opening bell are considered tardy. Students who are tardy should report to the office immediately. Upon receiving the tardy slip, report to class. If a student is detained by a teacher, he/she should obtain a pass from that teacher to be given immediately to the teacher of the next class.
B. A half-day absence will be deducted for the following:
    1. Entering no more than half an hour after the opening bell and attending the remainder of the day.
    2. Being present up to 2:05p.m. then leaving for the remainder of the day.
C. Students with more than two early dismissals in a quarter will be subject to disciplinary procedure.

Extracurricular and Co-Curricular Activities

Students must be present all day (arrive prior to 8:05am or leave no earlier than 2:05pm) to participate in extracurricular activities occurring on the same day. In the event a contest, practice, or event is scheduled on a Saturday or Sunday, the student must have been present for at least a half day of school on Friday. Penalty for violation of this policy may result in the students missing a corresponding practice, game, or activity scheduled. In the event that the infraction is not discovered on the day it occurs, the student may miss the next scheduled corresponding activity. Exceptions may be granted by the principal or athletic director in case of mandatory legal matters, dental appointments, doctors' excuses, or a death in the immediate family. Students that are suspended will not participate in any extracurricular activity or be present during the event/practice. If a student's suspension ends on Friday, their eligibility to play the next day will be determined by their coach.

Students Habitually Absent – Loss of Driving Privileges:

As defined by law:
Habitual Truant is:

a. Absent 30 or more consecutive hours without a legitimate excuse;
b. Absent 42 or more hours in one school month without a legitimate excuse; or
c. Absent 72 or more hours in one school year without a legitimate excuse.

Excessive Absence is:

a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Any student meeting one of these thresholds will be reported to the truancy officer and a plan put in place to remedy the situation. When the superintendent of the Scioto County School District receives information that a student of compulsory school age has been habitually absent, the following procedure will apply:

A. The superintendent will notify, in writing, the student and his parent, guardian or custodian and state that information regarding the student's absences has been provided to the superintendent, and because of that information, the student's driving privileges will be denied. Such notification will also say that the student and his parent, guardian or custodian may appear before the superintendent or designee to challenge the information provided to the superintendent.

B. The notice from the superintendent to the student must include the scheduled time, place and date of the hearing, which must be scheduled between three and five days after the notification is given. An extension may be granted by the superintendent upon the request of the student, and the parent or custodian of the new hearing time, place and date.
C. At the hearing before the superintendent or designee, the student will have an opportunity to present evidence that he has not been habitually absent without legitimate excuse. Ohio law defines "legitimate excuses" for absence from school to include, but not be limited to:
    1. Enrollment in another school or school district in Ohio or another state;
    2. Possession of an age and schooling certificate;
    3. A bodily or mental condition that prohibits attendance under ORC 3321.04 or,
    4. Participation in a home instruction program under ORC 3321.04.
D. If a habitually absent student does not appear at a hearing before the superintendent or designee, or if the student does not convince the superintendent or designee that the absences were legitimate, the superintendent must notify the registrar of motor vehicles and the juvenile judge of the county. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences, or, if a hearing for the student is held, within two weeks after the hearing. Notification to the registrar of motor vehicles and the county judge must comply with ARC 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.
E. The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license. Denial of privileges will remain in effect until the student reaches age 18 or until the denial is ended for another reason allowed by Ohio law. According to Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he resides. Adoption date – June 5, 1990.

Student Withdrawal from School – Loss of Driving Privileges

When the superintendent of the Scioto County School District receives information that a student of compulsory school age has withdrawn from school, the superintendent must, within two weeks after the withdrawal, notify the registrar of motor vehicles and the juvenile judge of the county in which the school district is found. Such notification is not necessary if a student has withdrawn because of a change of residence or the student is enrolled in and attending, according to school policy, an approved program to obtain a diploma or its equivalent.

A. Notification to the registrar of motor vehicles and the county judge must comply with ORC 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.
B. After receiving such information from the superintendent, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is canceled for another reason allowable under the Ohio law.
C. According to Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he resides. Adoption date – June 5, 1990

Legal References: ORC 3319-321, 3321.13; 4507.01 USC 1232g, 34 CFR Part 99.

Grading System

A. In grades 9 – 12, nine-week assessments will account for 15 – 25% of that grading period's average.
B. Grading Scale

95 – 100	A 4.0
93 – 94.99	A- 3.8
91 – 92.99	B+ 3.5
86 – 90.99	B 3.0
83 – 85.99	B- 2.8
81 – 82.99	C+ 2.5
76 – 80.99	C 2.0
73 – 75.99	C- 1.8
71 – 72.99	D+ 1.5
66 – 70.99	D 1.0
63 – 65.99	D- 0.8
62.99 – 0	F 0.0

The final grade will be determined using the following range:

3.81 – 4.00	A
3.6 – 3.80	A-
3.3 – 3.599	B+
2.9 – 3.299	B
2.6 – 2.899	B-
2.3 - 2.599	C+
1.9 - 2.299	C
1.6 - 1.899	C-
1.3 - 1.599	D+
0.9 - 1.299	D
0.6 - 0.899	D-
0.0 - 0.599	F

C. Any incomplete grade earned during a grading period must be made up within one month from the last day of the grading period. If the incomplete work is not made up within one month, the student's grade for that grading period will be an "F". If a student earns an incomplete grade for a final grade, the incomplete grade must be made up within one month. If this incomplete is not made up within one month, the administration reserves the right to close the grade. The student is responsible for all make-up work.
D. Finals will be comprehensive in nature and will be 20% of the final grade.

Denial of Credit

A. Students must be in attendance on a regular basis in order to receive the full benefit of the educational program. Students who are habitually absent lose valuable instructional time. In order to increase attendance and ensure adequate instructional time, a denial of credit based upon attendance will be observed.
B. A student that is absent more than seven (7) days, or 45 hours, will not receive credit for any ½ credit course that semester. A student that is absent more than fifteen (15) days, or 90 hours, will not

receive credit for any course taken during that school year. The student will be given the grade that is earned in the course with no credit associated with that grade.

C. The Board is not obligated to grant credit for college courses enrolled in by a student who has been expelled or which have been taken by the student at the time he/she was expelled.

Honor Roll

A. The criteria for placement on the honor roll are as follows:
   4.000– Straight A Honor Roll
   3.600 – 3.999 = A Honor Roll
   2.900 – 3.599 = B Honor Roll

B. All honor rolls will be based on a 4.0 grading scale. All grades will be carried out three decimal places and not rounded.

Class Rank

A. Class rank will be determined using the final grade point average. Class ranking will be computed at the end of each nine week grading period. Final class ranking for seniors will be computed at the end of the third nine-weeks grading period. Grades from each grading period will be calculated using the values listed for yearly grade averages.

B. Grades from each grading period, one through three, will be calculated for those students in contention for valedictorian or salutatorian. Post-Secondary Option students will be responsible for reporting mid-term grades for valedictorian and salutatorian calculations.

C. Candidates for the position of valedictorian and salutatorian must complete the college prep course of study, and have attended Portsmouth West High School for the final four semesters of their high school career. The College Prep course of study must include AP or CCP Social Studies, AP English Lit or CCP English 1101/1105, and at least one other AP or CCP course.

Latin Honors (Class of 2026 and Beyond)

Beginning with the Portsmouth West High School Class of 2026 we have replaced Valedictorian and Salutatorian with the following special recognition:

A. Summa Cum Laude
   a. Grade Point Average-3.8-4.0 and ACT score of 24+
   b. 2 College Credit Plus Courses
   c. 4 units of English
   d. 4 units of Math (including ALG I, Geometry, and ALG II)
   e. 4 units of Science (including 2 upper level sciences)
   f. 3 units of same foreign language or 2 of one and 2 of another
   g. 4 units of Social Studies
   h. 1 credit fine arts
   i. ½ physical education and ½ health
   j. Instruction in financial literacy and economics
   k. 2 additional credits from Math, Science, foreign language, business technology or the fine arts

l. Service hours 150

B. Magna Cum Laude
   a. Grade point average:3.5-3.79 and ACT of 22+
   b. 1 College Credit Plus Course
   c. 4 units of English
   d. 4 units of Math (including ALG I, Geometry, and ALG II)
   e. 4 units of Science (including 2 upper level sciences)
   f. 3 units of same foreign language or 2 of one and 2 of another
   g. 4 units of Social Studies
   h. 1 credit fine arts
   i. ½ physical education and ½ health
   j. Instruction in financial literacy and economics
   k. 2 additional credits from Math, Science, foreign language, business technology or the fine arts
   l. Service hours 100

C. Cum Laude
   a. Grade point average: 3.2-3.49 and ACT of 20+
   b. 4 units of English
   c. 4 units of Math (including ALG I, Geometry, and ALG II)
   d. 4 units of Science (including 2 upper level sciences)
   e. 3 units of same foreign language or two of one and two of another
   f. 4 units of Social Studies
   g. 1 credit fine arts
   h. ½ physical education and ½ health
   i. Instruction in financial literacy and economics
   j. 2 additional credits from Math, Science, foreign language, business technology or the fine arts
   k. Service hours 50

Requirements for Graduation

A. All Ohio high schools must conform to certain minimum requirements. Some requirements are mandatory by law. Required courses to graduate from Portsmouth West are English – 4 units, Heath – 2 units, Mathematics – 4 units (including Alg. I, II and geometry), Physical Education – 2 units, Science – 3 units (science courses will include physical science, biology and one other advanced science course), Social Studies – 3 units which will include American History, World History, and American Government. At least 7 elective credits to include one credit Computer Technology and one credit in Fine Arts, career technical or Foreign Language. Students must earn a total of 22 credits. Students who enter 9th grade after the Spring of 2022 will also be required to complete one course of Financial literacy.

   While only three science credits are required for graduation, seniors (excluding SCCTC students and post-secondary students) must complete a science course during their senior year. Seniors (excluding SCCTC students and post-secondary students) must also complete a math course during their senior year. English credits will include English I or English I CP, English II or English II CP, English III or English III CP, English IV, AP literature, English IV CP, or English 1101/1105. A doctor's statement must be

presented each year by students who are physically unable to participate in physical education. This statement should state the kind of disability and its probable duration.

B. No student will be permitted to take a subject before the year in which a course is being offered in the regular high school schedule. For students not receiving credit for a course due to lack of attendance, prerequisite courses must be completed before advancing to the next level.
C. Students must accumulate the required amount of credits to be eligible for a high school diploma and complete at least one of the following three test requirements:
    1. Earn an appointed, combined passing score on a series of seven end-of-course exams in English, math, physical science, or American government as part of Advanced Placement. International Baccalaureate or College Credit Plus programs can take the end-of-course exams designed for these courses instead of the state's end-of-course exams. This will avoid double testing.
    2. Earn a "remediation-free" score on a nationally recognized college admission exam, such as the ACT or SAT. The score must show that a student will not need to take high school-level review courses in college before earning college credits. Every student entering ninth grade this year, and all those beyond, will take a college admission exam in grade 11 at the state's expense.
    3. Earn an industry-recognized "credential" or state license to practice a vocation and receive a score on a job-skills test that shows the student is ready for employment.
D. In addition to credit requirements and testing requirements (section C above), students entering ninth grade after July 1st, of 2019 must also earn two of the following diploma seals.
    a. OhioMeansJobs Readiness
    b. Industry-Recognized Credential
    c. College-Ready
    d. Military Enlistment
    e. Citizenship
    f. Science
    g. Honors Diploma
    h. Seal of Biliteracy
    i. Technology
    j. Community Service
    k. Fine and Performing Arts
    l. Student Engagement
E. A student must complete all graduation requirements to participate in the graduation ceremony.
F. Graduation Dress Code: Boys and girls will wear the school approved cap and gown – no jeans, short pants, or tennis/athletic shoes are to be worn (dress or casual shoes should be worn). Boys are encouraged to wear a white shirt with a collar and tie. Girls should wear a light colored dress or dress slacks.
G. Students do not have a right to participate in the graduation ceremony or any related events including proms, class trips and any other extracurricular activities. Students may be prohibited from participating in any of the ceremonies or other events traditionally held as a disciplinary action. Disciplinary actions can be taken for last minute infractions of the code of conduct.

Diploma with Honors

The Ohio Department of Education has established criteria for awarding the diploma with honors for graduating students. Portsmouth West High School students must meet <u>all but one</u> of the following provisions:

Subject	**High School Academic Diploma with Honors**
Mathematics	4 Units
Science	4 Units, including two units of advanced science
Social Studies	4 Units
Foreign Language	3 Units, including at least 2 units in each language studied
Fine Arts	1 Unit
Grade Point Average	3.5 on a 4.0 scale
ACT/SAT Score	27 ACT/1280 SAT (excluding scores from the writing sections) *

*Writing sections of either standardized test should not be included in the calculation of this score.

Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code.

Scheduling

A. Students are required to take a class during each period for each semester. Students who participate in the College Credit Plus at SSU are the only exceptions.
B. No schedules, including flex credit, will be changed after **the first 5 days** of the year unless a student's situation meets one of the following criteria:
    1. The student does not meet the prerequisites for a chosen or required course.
    2. The student wishes to upgrade the schedule with a more challenging course. (A teacher recommendation is required.)
    3. To rectify a mistake of a course deleted or added by the counselor or computer error.
    4. Administrative discretion.
C. The College Credit Plus academically gives talented high school students the opportunity to take college courses for college/high school or college only credit. Students must apply and meet the postsecondary institution's qualifications the school year prior to participation. Additionally, Portsmouth West High School requires:
    1. Students in College Credit at SSU or dual enrollment must pass a college readiness exam.
    2. Failure or withdrawal from a college credit plus course requires that the student be responsible for payment of tuition and fees.
D. Credit Flexibility applies to any alternative coursework, assessment and/or performance that demonstrates proficiency qualified to be awarded equivalent graduation credit as applied for and **approved in advance** by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted toward student grade point average (GPA), class rank and as graduation credit in the related subject area or as an elective. Policy and Procedures for credit flexibility can be obtained from the guidance counselors. Progress grades for the grading period will be used for athletic eligibility and determination of Beta/Honors.
E. With administrative approval, a student may retake a class. However, both the original grade and any subsequent grade will appear on the transcript and be averaged with the final GPA. All credit flexibility grades will appear on the transcript. Final grades for a class will not be removed or replaced with subsequent grades.

Fees

A. The need for the assessment of fees is due to the type of activity. The required fee schedule follows:
   - Oil Painting $25.00 per semester
   - Band Fee $150.00
   - Art $15.00 per year

B. The Washington-Nile Local School District and Portsmouth West High School operate under a strict budgetary system. Students who have unmet obligations (who owe money for fundraising events, books, cafeteria charges, library fines, uniforms, etc.) cause the school to spend funds earmarked for other purchases to replace those unmet debts. It is the student's responsibility to take care of any outstanding obligations. Books, uniforms, and equipment left in lockers or hallways will be counted as owed obligations. These items must be returned directly to the teacher or coach who issued them. All obligations must be paid in the Main Office. Therefore, any student with an unmet obligation will be subject to having records held which will include grade cards, diplomas, transcripts, etc.

Guidance and Counseling

The purpose of the guidance program is to help each individual student achieve his highest growth mentally, emotionally, and socially. Counselors try to do this by:

A. Helping the new student feel at home in our school with new teachers and friends in a different setting;
B. Granting individual conferences whenever a student, a teacher, or the counselor deems it necessary;
C. Testing to help the student learn as much as possible about his capabilities;
D. Discussing concerns with any student, parent, or teacher.
E. Students should enter using the guidance entrance across from the elevator.

Student Records

A. Student files contain information necessary to record the experience of the student while enrolled in the Washington-Nile Local Schools. The information is classified by statute as general or confidential for recording purposes. Entries into files will be identified by date and source of information as routine procedure.
B. Access to records is granted to:
   1. The staff of the Washington-Nile Schools with a stated legitimate educational interest;
   2. Parents or the designated legal guardian;
   3. Students eighteen years of age or older;
   4. Court under order or subpoena, and
   5. Other persons or agencies as requested in writing by parents, guardians, or students eighteen years of age or older.
C. The law permits up to forty-five (45) days to provide access, but files will be made available at the earliest convenience by the responsible school official.
D. Files will be shared according to school regulations only when the appropriate school official, as designated by the building principal, is present to interpret the contents of the files.
E. Section 3319.321 of the Ohio Revised Code states in part:

1. No person shall release, or permit access to the names or other personally identifiable information concerning any pupil attending a public school or to any person or group for use in a profit making plan or activity;
2. No person shall release or permit access to personally identifiable information other than directory information concerning any pupil attending a public school without the written consent of the parent, guardian or custodian of each pupil who is less than eighteen years of age or older.

F. **Family Educational Rights and Privacy Act** - Parent/Guardians/Eligible Students are advised the school district has approved policies and regulations to protect certain rights with respect to the student's educational records. The legal parent/18 yr. old student has the right to: (1) inspect and review the student's educational records within 45 days of the written request (the building principal will notify the parent/eligible student of time/place where the records may be inspected), (2) the right to make a written request for amendment of the educational record identifying the part of the record they want changed and specify why the part is inaccurate (the school will advise the parent of the decision and the right to a hearing), (3) the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent the FERPA authorizes disclosure without consent (FERPA permits the transmittal of school records to school officials within the district/other districts without parent consent. The school district will exercise this legal right.) (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with requirements of FERPA.

G. **Directory Information** – Directory information includes a pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports. Weight and height of members of athletic teams, dates of attendance, date of graduation and awards received, sports and activities participated in, and the most recent educational institution previously attended.
1. This information will <u>not</u> be released for any commercial use.
2. The public will be notified annually of the categories of information considered "directory information." Parents and students more than eighteen (18) years of age will be notified annually of their rights with respect to student records.
    a. They have the right to examine the student's records.
    b. They may challenge the content of the records.
    c. They may insert in the records an explanation of any disputed information.
    d. They can see a copy of the school district's student records policy.
    e. They have a right to file a complaint with the Family Education Rights and Privacy Act Office if they believe the school district is not in compliance with the federal laws or regulations.
3. Any parent or student more than eighteen (18) years old must notify the building principal in writing within ten (10) school days if they do not wish this information released.

H. **Student Picture Publicity** – Parents/Guardians are notified students have the opportunity to be videotaped and have photographs/digital pictures taken for academic endeavors and extra-curricular activities. Examples include: academic lessons (ex. Project presentation), athletic and co-curricular activities (ex. Football, mock trial, musicals). The pictures may be shared with various media and/or posted on the school websites. Permission forms will be provided at the beginning of the school year.

I. **Protection of Pupil Right Amendment** – Parents/Guardians/Eligible Students are notified you have the right to consent to have your child participate or opt out from participating in certain school activities. These activities include: Student surveys, analysis or evaluations that concern protected information surveys or marketing surveys. The activities include: (1) political affiliations or beliefs of the student or student's parents (2) mental psychological problems of the student or student's family (3) sex behavior or attitudes (4) illegal, anti-social, self-incriminating, or demeaning behavior (5) critical appraisals of others with whom respondents have close family relationships (6) legally recognized privileged relationships, such as with attorneys, doctors, ministers (7) religious practices,

affiliations, or beliefs of the student or parents (8) income, other than as required by law to determine program eligibility. Permission forms will be provided for students to participate.

Change of Address

Changes of address or telephone numbers should be reported to the guidance department. Current students should report changes utilizing the FinalForms platform found on the school website.

Expression

The primary liberties in a student's life have to do with the processes of inquiry and learning, acquiring and imparting knowledge, and exchanging ideas. These processes require that students have the right to express opinions, to take stands, and to support causes either publicly or privately. There should be no unlawful interference by the school with these liberties or with the student's access to or expression of controversial points of view. Washington-Nile Local School District does not have policies that prevent or deny participation in conditionally prohibited prayer in public school as outlined in the No Child Left Behind Act of 2004.

Speech

A. Every student has the right to express his opinion either verbally or symbolically as long as he does not infringe upon the rights of others.
B. A student's responsibility must include personal concerns for the effect of the spoken word or symbolic expression on the personal reputation of others, and a student has the right to have his own reputation protected accordingly. Consequently, personal attacks and obscenities are prohibited.

School Sponsored Publication – Press

A. Journalism provides many experiences. In a school community, students involved in student publications will convey information with accuracy and insight so that truth will remain predominant. Such publications will operate under the concept of the First Amendment that guarantees freedom of the press except for the following:
    1. Libelous material by current legal definition,
    2. Obscenity by current legal definition, and/or
    3. Materials which incite others to damage property, physically harm others, or seriously disrupt school activities or the educational process.
B. The responsibility and authority for decisions based on the standards mentioned above are vested with the principal or to whomever he delegates this authority.
C. **Senior Pictures** – a designated photographer will take the senior pictures for the yearbook. The yearbook advisor will have final approval for all aspects of the yearbook including layout designs, contents, photos, captions, folios and ads.

Non-School Sponsored Publications

A. Students who edit, publish, and/or wish to distribute non-school-sponsored handwritten, printed, or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications and may be restricted as to the time and place of distribution or may be prohibited from distribution if the principal determines that the material is libelous or obscene according to current legal definition, or would threaten to disrupt the educational process.

Assembly

A. Students have the right to assemble peacefully. An appropriate time and place exists for the expression of opinions and beliefs. Conducting and/or participating in demonstrations that interfere with the operation of the school or classroom is/are inappropriate and prohibited.
B. All student meetings in school buildings or on school grounds may function only as part of the formal educational process or as authorized by the principal.

Regulations for Use of the Building

A. Band and music students coming into the building after school hours should use their respective outside entrance. Students should also exit from this door. Other uses of the building will not be granted.
B. Organizations other than the music organizations referred to above must arrange for use of the building by filing a request with the administration to avoid conflicts with the schedule already established by school officials.
C. Under no circumstances should students be in the teachers' lounge.
D. Extracurricular advisors should keep students in their specified area. Students are not allowed to roam unattended through the building.
E. Students must not take drinks or snacks into classrooms before, during, or after school. Snacks and drinks should be taken to the cafeteria or outside the building.
F. When school is in session, anyone entering the building after 8:00 a.m. must use the entrance by the main office.

Supervision of Student Activities

Student clubs, groups or any other student organizations will not schedule meetings without prior consent of the activity sponsor or school principal. The activity sponsor is directly responsible for the safety and conduct of all students participating in the student activity under his/her supervision. The sponsor will not arrange for any group meeting unless he or she can be present at the meeting.

Clubs and Organizations

A. **Prom -** A student must have junior or senior status to attend the junior-senior prom. The age limit for prom guests is twenty (20).
B. **Honors Club** – A student must have a 3.0 grade point average for the year which the student is being honored.

C. **Beta Club** – Students in the 10th, 11th, and 12th grade with an accumulation of 3.5 or above and meet the National Beta Club criteria will be eligible for the Beta Club. In order to graduate with Beta honors, a student must achieve Beta status by the end of the third nine week grading period of their senior year.

D. **Band** – The Portsmouth West Band is both a marching and concert band. It represents the school in such activities as football games, concerts, and civic functions. Band members earn two units of credit toward graduation for participation in the band. **Band is a one-year course. Students are not permitted to "drop" band after marching season or second semester.**

E. **Cheerleaders** – Cheerleaders are selected each spring based on the following criteria:
   1. Sports knowledge – consists of an objective written examination based on rules and regulations of basketball and football, knowledge of good sportsmanship, good conduct during athletic events, and with cheerleading practices;
   2. Cheerleading ability – each candidate will be rated by three judges selected from outside sources.
   3. After these two phases have been completed, all points will be tallied. Students receiving the highest scores will be designated squad members.

F. **Librarians** – Those students, who have a study hall and wish to volunteer as student library assistants, may be selected to help in the operation of the school library.

G. **Yearbook Staff** – The **Senatorian** staff not only produces the school's yearbook, but also participates in fundraising activities and the collecting and arranging of the materials to be published in the book. Students apply for positions on the yearbook staff and the staff members are selected by the **Senatorian** faculty advisor.

H. **Select Chorus** – The select chorus students are selected by the director of vocal music. The chorus sings by invitation for civic and church groups and for school programs.

I. **Newspaper Staff** - Any student may apply for a position on the school paper. The newspaper staff is selected from these applications by the faculty advisor to carry out the various staff duties.

J. **Student Council** – Grades nine (9) through twelve (12) will have class officers. Each class will select its own officers. The officers will consist of president, vice president, secretary, and treasurer.

K. **Key Club** – The oldest and largest service program for high school students. It's a student-led organization that teaches leadership through serving others. Members of the Kiwanis International family, Key Club members build themselves as they build their schools and communities. Any student is eligible to join the Key Club.

Athletics

A. **Eligibility Requirements for Athletic Participation** – All participants must meet the eligibility requirements set forth by the Ohio High School Athletic Association and Washington-Nile Local School District. They must pass subjects totaling a minimum of five (5) credits and attain a 1.0 grade point average in the previous grading period. Summer school credits will not apply toward athletic eligibility. If a student is removed from a sport or voluntarily quits that sport, he/she is not eligible to participate in the next sport until the season of the previous sport is completed to include open gym/field and weight training/conditioning. Additional regulations pertaining to athletics can be found in the "Athletic Handbook".

B. **Football** – Football at Portsmouth West High School begins approximately two weeks before school begins. Any student is eligible to try out. There is a varsity squad, a junior varsity squad, and a freshman squad. Boys are picked for positions on the team based on their performance on the field. All boys who have played previously, and those who are interested, are urged to participate. When school opens, practices are held after school. For further information, contact the football coaches.

C. **Soccer –** Boys and girls play a fall schedule.
D. **Basketball** – All boys and girls are eligible for varsity or reserve teams.
E. **Baseball** – Baseball begins in March when basketball season is over. Any boy may try out for the team. Practices are held after school.
F. **Volleyball** - The volleyball team plays a fall schedule.
G. **Golf** – Boys and girls are eligible for the golf team.
H. **Softball** – Softball begins in March when basketball season is over. Any girl may try out for the team. Practices are held after school.
I. **Tennis** – Boys and girls play a spring schedule.
J. **Track** – Boys and girls play a spring schedule.
K. **Cheerleaders** – Cheerleading squads participate in fall and winter sports.

Additional School and Operational Policies

A. Social Eligibility – Field trips, dances, and other in and out of school are privileges. As such students who have displayed disciplinary issues may be denied participation in these events as determined by administration.
B. EOC Exams and the CTC – In order to exit for the CTC, sophomore students must complete the summer EOC exam for any exams not passed during the spring testing window.
C. Homework – Homework is a useful tool in the learning process. Homework will be evaluated and should not be used as a punishment. Failure to do assigned work may result in parent notification and/or failing grades for the assignment.
D. Academic Assistance Before/After School – The teachers may be available for extra assistance before school and after school. A student needing extra help should inform the teacher ahead of time and request the appointment. Teachers are here for the benefit of the student. However, it is the student's responsibility to let the teacher know that help is needed.
E. Textbooks – All basic textbooks are provided by the Washington-Nile Local School District. Students are responsible for the care of the books issued to them. Lost textbooks must be paid for at the price set by the school district. Fines will be assessed for abusive use.
F. Injuries – Any injury obtained at school should be reported to a teacher, coach or the school office immediately and appropriate information filed.
G. Lost and Found – All articles found should be taken to the school office. Students who have lost an article should go to the office immediately before or after school to ask about their property.
H. Medication – If it becomes necessary for a student to take any form of medication (prescription and/or nonprescription/over-the-counter) a completed and signed medication dispensation form from the Licensed Prescriber and signed by a parent/guardian must be presented to the office. These forms are available at the school. A revised statement signed by the Licensed Prescriber must be provided to the office if any of the original information changes (i.e. dose or time medication is to be given). All medication must be received in the original/current container in which it was dispensed/purchased with the complete label intact. All medication will be kept in and dispensed through the main office. Parents should bring medication to the school. No student should bring medicine to school on the bus. Parents will need to make arrangements to pick up all medication at the end of the school year. No medication can be sent home with a student.
I. School Insurance – School insurance is available to all students. Purchase of this program is optional.
J. Telephones – The telephones in the office and classrooms are not for student use. Students should use the phone located behind the main office secretary's desk. This phone may be used before and after school.

K. **Mailboxes** – Mailboxes are provided for our teachers in the teachers' lounge. Students are not to go to these boxes for any reason.

L. **Use of Office Equipment** – Students are not allowed to use the office copy machines unless directed by a district officer for school purposes. Students may not use the copy machines for personal purposes.

M. **Student Responsibility** – Students should show pride in their school by exhibiting proper manners both in and out of school. What a student does reflects on the school. Good citizens do not: leave papers in desks or throw them on the floor, scratch or mark on desks and seats. They keep their lockers clean and orderly and respect the property of others. A clean, unmarred building is evidence of good school citizenship. Adopted by the Washington-Nile Local Board of Education August 1991.

N. **Interruptions to School** – No flowers, balloons, gifts, etc. will be accepted until 2:00 p.m. It is the school's philosophy to disrupt the school day as little as possible so that the learning process may remain intact.

O. **Inclement Weather** – In the event it becomes necessary to delay or cancel the school day due to inclement weather or other emergency circumstances, the following notification will be given: As soon as practical after the decision is made, the superintendent or designee will notify the local radio stations to broadcast the delay/cancellation and notify parents with school messenger. We will attempt to notify other radio and TV stations, but the first we will contact will be WNXT. Please listen to this broadcast, as they make the announcements on a regular schedule as they receive them. **Do not call radio stations or school personnel because they need the phone lines open to receive information from the various school superintendents.**

P. **Lunch Program** – Breakfast and hot lunches are served at school every day. Free or reduced-price meals are available for those who qualify.

Q. **Vandalism and Property Damage** - Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion or court action may be necessary. If a student should happen to damage something by accident, he should report it to a teacher or the office immediately.

R. **Vending Machines** – The vending machines will be turned off during the school day which will be from 10:15 a.m. to 12:15 p.m. Drinks and snacks are to be consumed in the cafeteria or outside. Drinks and snacks are not to be consumed in the hallway, classroom, or lobby.

S. **Valuable Items** – If it is valuable, it does not belong in school. Carry it at your own risk and do not expect classes to be interrupted to find it if it is lost or stolen.

T. **Visitor Policy**- Parents are welcome to visit the school during school hours. However, all visitors must report to the Main Office to sign-in and receive a permit through the Raptor system to visit classes and teachers. Students will not be permitted to have friends, relatives, alumni, or acquaintances visit the school and accompany them to classes. Students from neighboring school districts will not be permitted to visit during the school day.

U. **Class Officer Voting** - The following procedures will be followed for class officer nomination and voting.

- **a.** Students should select from their graduating class, one candidate for president, one candidate for vice president, one candidate for treasurer, and one candidate for secretary. Nominations will be collected digitally using a Google Form distributed to student emails.
- b. All students nominated will be placed on a digital ballot and students should vote for their choices.
- c. The names of the two students for each office receiving the highest number of votes will be placed on a digital ballot for final voting.
- d. Students will vote and results will be announced by the building principal.

V. **Football/Basketball Queen and Attendant Voting -** The following voting procedures will be followed for homecoming nomination and voting.
    a. Students will nominate one girl in their graduating class on a digital nomination form distributed to students through email.
    b. The number of girls to be voted on will be determined by the number of homerooms for that class.
    c. Ballots will be provided to students through their email.
    d. The names of the two girls receiving the highest number of votes will be placed on a ballot for final voting.
    e. Students will vote and the results will be announced by the building principal.

W. **River Days Contestant Voting -** The following procedures will be used to determine the Portsmouth West River Days representative.
    a. Any junior girl who would like her name placed in nomination should contact Ms. Russell in the main office.
    b. Candidates must have a 3.0 cumulative GPA at the time of voting.
    c. All names will be placed on a ballot and distributed to the student body.
    d. The names of the two girls receiving the highest number of votes will be placed on ballots for final voting.
    e. Students will vote and results will be announced by the building principal.

X. **Confiscated Items** - An item(s) which may be reasonably determined to be in violation of any school policy will be confiscated and turned into a school administrator. Confiscated items may carry disciplinary action for the student; may only be returned to a parent/guardian; and may be turned over to law enforcement.

Y. **Liability of Parents for Student Misconduct:** Under Ohio law, parents having custody of a minor under age 18 are liable for the student's willful damage to school or private property or the theft of such property. The Board of Education, or any other owner of property, can bring a civil action against the parents to recover compensatory damages. Any person(s) who has been willfully and maliciously assaulted by a minor may recover compensatory damages from the parent/guardian.

Z. **Search and Seizure:** The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in or on his/her possession as identified in Ohio Revised Code 9.70, 9.72:
    1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
    2. Search of an area assigned to a student should be for a specifically identified item(s) and if possible, conducted in his/her presence and with his/her knowledge.
    3. General housekeeping inspection of school property may be conducted on a periodic basis.
    4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
    5. Lockers and school desks are school property and may be searched at any time.
    6. Random searches to include all outside areas, parking lots and vehicles, by trained canines.

AA. **Food Allergies:** students with food allergies must have a doctor's order on file. The order must be updated every school year.

BB. **Immunization Law -** In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless such pupil presents written evidence that he or she has received the required immunization by such means as may be approved by the Department of Health and pursuant to the powers granted by 3701.13 of the Ohio Revised Code, Section 3313.671. A student may also be exempted from immunization if a parent or guardian objects for good cause, including religious conviction. A student who has not completed immunization may not be admitted to school, except as is consistent with the law.

For the purpose of compliance with the law, the following minimum immunizations are required:

a. Diphtheria, Tetanus, and Pertussis (whooping cough); a minimum of five doses of DPT vaccine for Kindergarten entry.
b. Polio: a minimum of four doses of polio vaccine for Kindergarten entry.
c. Measles, Mumps, and Rubella: two doses of MMR Vaccine administered after the first birthday.
d. Hepatitis B: three doses of vaccine.
e. Varicella (chicken pox): 2 doses for Kindergarten entry.
f. Effective Fall 2016 for 7th grade students: 1 dose of Tdap or Td booster vaccine and Meningococcal immunization prior to entry.
g. Students entering 12th grade must receive the Meningococcal (meningitis prevention) immunization prior to entry.

Screening Tests

Washington-Nile Local Schools provides the following screening tests to help identify possible health problems. Ohio Revised Code 3313.50

1. Hearing Screening- Grades: Preschool, K, 1, 3, 5, 9
2. Vision Screening – Grades: Preschool, K, 1, 3, 5, 7, 9
3. Speech Screening – Grades: Preschool, K, and teacher referral
4. Children new to our district without proper medical information will be screened; and also teacher

Interdistrict Open Enrollment – Student Application and Admitting Procedures

A. The Washington-Nile Local Board of Education believes that students and parents should, under certain prescribed circumstances, have the option of participating in interdistrict open enrollment. Guidelines for the transfer of students, based upon criteria established by the schools' administration and with recommendations from officials of the Ohio Department of Education are listed below. The specific criteria for this program will be consistent with ORC 3313.64 or 3313.65.
B. Any application for an interdistrict transfer must be submitted to the superintendent's office of the students' adjacent district of choice.

Policy and Compliance Statements

Counterfeit Drug Policy

A. According to **Section 22925.01** of the Ohio Revised Code, a "counterfeit controlled substance" means any of the following:
   1. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying marks used without authorization of the owner of the rights to such trademarks, trade name, or identifying mark.
   2. Any unmarked or unlabeled substance represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it;
   3. Any substance represented to be a controlled substance or is a different controlled substance than it is represented to be;

4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, markings, labeling, packaging, distribution, or the price at which it is sold or offered for sale.

B. **Section 2925.37** of the Ohio Revised Code states:
   1. No person will knowingly possess any counterfeit controlled substance.
   2. No person will knowingly make, possess, sell, and offer to sell, or deliver any substance that he knows is a counterfeit controlled substance.
   3. No person will make, possess, sell, offer to sell, or deliver any punch, die, plate, stone, or other device, knowing or having reason to know that such devices will be used to print or reproduce a trademark, trade name, or other identifying mark upon a counterfeit controlled substance.
   4. No person will sell, offer to sell, give, or deliver any counterfeit controlled substance to a person under the age of eighteen.
   5. No person will directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical psychological effects associated with the use of a controlled substance.
   6. No person will directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance. In this section, “advertise” means engaging in “advertising” as defined in division (A-12) of section 3715.01 of the Revised Code.
   7. Whoever violates Section B (1) is guilty of possession of counterfeit controlled substances, a misdemeanor of the first degree. If the offender has previously been convicted of an offense under this chapter, possession of counterfeit controlled substances is a felony of the fourth degree.
   8. Whoever violates division two or three of this section is guilty of trafficking in counterfeit controlled substances, a felony of the fourth degree. If the offender has previously been convicted of an offense under this chapter, trafficking in counterfeit controlled substances is a felony of the third degree.
   9. Whoever violates Section B (4) is guilty of aggravated trafficking in counterfeit controlled substances, a felony of the third degree. If the offender has previously been convicted of an offense under this chapter, trafficking in counterfeit controlled substances is a felony of the second degree.
   10. Whoever violates Section B (5) is guilty of promoting and encouraging drug abuse, a felony of the third degree. If the offender has previously been convicted of an offense under this chapter, promoting and encouraging drug abuse is a felony of the second degree.
   11. Whoever violates division six of this section is guilty of fraudulent drug advertising, a felony of the fourth degree. If the offender has previously been convicted of an offense under this chapter, fraudulent drug advertising is a felony of the third degree.

C. This section will not apply to a practitioner, pharmacist, an owner of a pharmacy, or other person whose conduct is according to chapters 3715.00, 4715.00, 4729.00, 4735.00, and 4741.00 of the Revised Code.

Section 504/ADA Prohibition Against Discrimination Based on Disability

A. Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and the Board will make its facilities, programs, and activities accessible to

qualified individuals with disabilities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

Attention Deficit/Hyperactive Disorder (ADHD) Service Policy

A. Students who are diagnosed with ADHD may now be classified as "Other Health Impaired" and qualify for special education services. Eligibility for these services require that the student be assessed through the Multi Factored Evaluation (MFE) process. All requests for MFE's must be initiated by the parent through the building guidance counselor.
B. Requests for "504 Plans" should be made annually through the building guidance counselor.

Use of Metal Detectors and/or Surveillance Cameras

A. The use of metal detectors and/or cameras to minimize the risk of weapons or unauthorized persons on school campuses, buses, or school activities is determined to be a desirable technique for school campus security. No student or staff member should be subject to the dangers inherent in a weapon or offensive object being conveyed onto the campuses.
B. Recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceedings or criminal proceedings, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.
C. Metal detectors may be stationary or portable as the superintendent determines. When the portable type is used, the person using the detector may be either sex, regardless of the sex of the person subject to the detection process. In no event shall it be considered an appropriate detection technique for any person to actually touch the clothing or person of the subject, either personally or with any part of the detector. Any such additional search must be justified through other policies or handbook regulations.
D. Metal detectors will be used randomly and cameras will be used routinely as determined by the building principal, buildings and grounds coordinator, or superintendent. Care will be exercised to be sure the selection process as part of a random sweep shall be demonstrably according to chance. Cameras will be routinely utilized in highly used areas, on buses, or other appropriate areas for surveillance of objects or inappropriate behavior that could cause harm to students or staff.
E. The selective use of the metal detectors shall include but not be limited to: reasonable suspicion that a weapon will be found, or reasonable personal fear based on circumstances present or past that a weapon may be present.
F. The school employee may request local, county, or state police to be present during the detection process or to review surveillance tapes on behalf of the school district. The employee shall, except when otherwise specifically ordered by an officer of competent jurisdiction, be in charge of the detection process and shall make such decisions and issue such orders to the officer as the employee deems appropriate for the circumstances. The employee may consult with the officer in making such decisions and issuing such orders and may follow, reject, or modify the recommended action.
G. In the event the detector indicates that dense metal or another object is present on or about the student's person, the employee shall, if safely feasible, request the student to indicate what metal or object is causing the alert and to remove such object for inspection. However, if the student cannot be safely allowed to remove the offending metal or object, or, having been ordered to do so, fails,

then the continuation of the alarm from the detector or camera shall constitute full probable cause to conduct a search of the student sufficient to locate the weapon or object of one were present.

H. In the event the surveillance camera indicates an unsafe, adverse circumstance, appropriate action will be taken to correct the situation, action, or behavior.

I. Nothing in this policy requires the use of a metal detector or camera, even if readily available, in preference to any other type of search.

Fundraising Activities

A. The IRS Federal Income Tax Regulations Section 1.501 (c) (20) prohibit individual fundraising accounts.

B. School personnel are prohibited from establishing individual student accounts. Fundraising must benefit the whole group regardless of whether or not the student actively participates in the fundraising activity. Profits may be used to reduce the total trip cost, but each student is required to pay the same amount for activities. A reduction due to the amount of fundraising participation is expressly prohibited.

C. Fundraising activities should not include the sale or distribution of dangerous items such as firearms, fireworks, etc.