

WAYNE DALE HIGH SCHOOL

STUDENT HANDBOOK

2019-2020

Mr. Jon Ritchie, Superintendent
Mr. Richard L. Roth, Principal
Mrs. Jennifer Troyer, Guidance Counselor
Mr. Chris Lapish, Athletic Director

Waynedale High School
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Apple Creek, OH 44606

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MESSAGE TO STUDENTS:

Welcome to Waynedale High School. We are happy to have you as a student and want you to know that everyone connected with our school is interested in your individual success.

The purpose of this handbook is to help both students and parents become better acquainted with the activities, procedures, student code of conduct, and academic programs at Waynedale High School.

Waynedale High School offers many opportunities to experience achievement and success. Active and enthusiastic participation will make your high school days richer and more rewarding – take advantage of these opportunities. By working together we can continue the tradition and excellence that distinguishes a graduate of Waynedale High School.

Best wishes for a successful year.

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ALMA MATER

All hail to thee we sing
Our Alma Mater ring, true loud and clear
All our hopes and fears,
We carry banners bright,
Our lofty goal in sight,
Be we ever true to thee,
Our dear Waynedale High.

Though the years come and go
Our loyalty will show,
As we say goodbye
To our Waynedale High.
Time is a lasting thing
And in you our hopes will spring;
Be we ever true to thee
Our own Waynedale High.

SCHOOL COLORS

Waynedale High School colors are brown and gold. The school mascot is the Golden Bear.



SOUTHEAST LOCAL SCHOOLS 2019-2020 SCHOOL CALENDAR

Aug. 12-16 Teacher WD (1)
 Aug. 15 Convocation Day
 Aug. 20 1st Day Students

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Feb. 14 No School – P/T Day
 Feb. 17 No School
 President's Day

Sept. 2 No School-Labor Day
 Sept. 9 No School – Fair Day

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar. 13 3rd Report Period (42)

Oct. 17 1st Report Period (41)
 Oct. 18 No School – PD Day

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Apr. 6-10 No School
 Spring Break
 Apr. 13 School Resumes

Nov. 28-29 No School
 Thanksgiving Break

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 25 No School
 Memorial Day
 May 28 4th Report Period (48)
 May 29 No School – PD Day

Dec. 2 No School – P/T Day
 Dec. 23 – Jan. 3 No School
 Winter Break

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE '20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jan. 6 School Resumes
 Jan. 10 2nd Report Period (47)
 Jan. 20 No School
 M.L. King Day

JANUARY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



178 Student Days
 4 PD Days
 2 P/T Days
 Make-up Days Will Start:
 Feb. 17
 Apr. 6-9
 May 29
 June 1-5

STAFF ROSTER

Richard Roth	Principal
Brenda Clark	Secretary
Sherrri Suttle	Secretary
Todd Barkan	Special Needs
Becky Beason	Custodian
Todd Bowers	Science
Nick Buss	Math
Val Chenevey	Cafeteria
Chris Comito	E-Learning / Library
Lucas Daugherty	Science
Julie DeMassimo	Special Needs
Sean Eppler	Choral
Kristin Geibel	Spanish
Rick Geiser	Math
Jen George	Science
Joseph Gilmore	Social Studies
Dennis Giotta	Instrumental Music
Kim Gracia	Study Hall/ ISS Monitor
Kristina Keister	Cafeteria
Chris Lapish	Athletic Director
Jennifer Lawrence	Math
Lisa Marshall	English
Justin McDowell	Social Studies
Stephanie Metzger	Family & Cons. Science
Debra Miller	Head Cook
Melissa Mowrey	German
Andy Mumaw	Head Custodian
Rachel Nerren	Aide
Becky Saurer	Art
Sarah Sheedy	Special Education
Ronda Shultzman	Art
Kevin Stacy	English
Olivia Stahl	English
Louie Stanley	CBI/WECEP
LuAnn Suppes	Cafeteria Supervisor
Nick Teter	Special Needs
Jennifer Troyer	Guidance Counselor
Jennifer Walton	Business / Technology
Carol Weaver	Cafeteria
Nick Widder	Social Studies
Eddie Wolfe	Health/PE Education
Alma Yoder	Custodian

**WAYNE DALE HIGH SCHOOL
2019-2020
BELL SCHEDULE #1**

WARNING BELL	7:25
1 st Period	7:30 - 8:13
2 nd Period	8:16 - 8:59
3 rd Period	9:02 - 9:45
4 th Period	9:48 - 10:31
5 th Lunch A	10:34 - 11:06
Lunch B	11:07 - 11:39
6 th Period	11:42 - 12:25
7 th Period	12:28 - 1:11
8 th Period	1:14 - 1:57
9 th Period	2:00 - 2:43

1 Hour Delay	Warning Bell will ring at 8:25
2 Hour Delay	Warning Bell will ring at 9:25

**ACADEMIC INFORMATION
GRADING SCALE**

A+ - 99-100	B+ - 90-91	C+ - 81-82	D+ - 72-73
A - 94-98	B - 85-89	C - 76-80	D - 67-71
A- - 92-93	B- - 83-84	C- - 74-75	D- - 65-66
			F - 0-64

REPORT CARDS AND INTERIM REPORTS

Report cards are issued four times a year on the Friday following the end of each nine weeks period. At the midpoint of each nine-week period interim reports will only be sent to students receiving a D or F or at the parents' request. The nine-week report contains a letter grade. The letter grade has the following values:

Superior	A+ = 4.4 points	Average	C+ = 2.4 points
Excellent	A = 4.0 points	Average	C = 2.0 points
Excellent	A- = 3.6 points	Average	C- = 1.6 points
Good	B+ = 3.4 points	Poor	D+ = 1.4 points
Good	B = 3.0 points	Poor	D = 1.0 points
Good	B- = 2.6 points	Poor	D- = 0.6 points
		Failure	F = 0.0

HONOR & MERIT ROLLS

Students are classified on the honor roll as follows:

All A's	Honor Roll	Luncheon & Pencil
3.50-4.0	Honor Roll	Treat & Pencil
3.00-3.49	Merit Roll	Treat & Pencil

Students who receive D's or F's will not be included on the Honor/Merit Roll. The honor roll will be placed in the local paper and posted on the bulletin board adjacent to the Library.

ACADEMIC LETTERS

Students are awarded an Academic Letter for the following:

Freshman	3.8 CUM GPA or greater	Thru 3 Nine Wks.
Sophomores	3.7 CUM GPA or greater	Thru 3 Semesters
Juniors	3.6 CUM GPA or greater	Thru 5 Semesters
Seniors	3.5 GPA or greater	Thru 7 Semesters

NATIONAL HONOR SOCIETY

1. Must be a junior or senior.
2. Must have a minimum grade point average of 3.3.
3. Must fill out an application form and hand it in.

4. Will be rated on Scholarship, Character, Service, and Leadership by the National Honor Society Committee.

GRADUATION REQUIREMENTS

<u>Subject</u>	<u>Class of '19</u>	<u>Class of '20</u>	<u>Class of '21</u>	<u>Class of '22</u>
English	4	4	4	4
Soc. Studies	3	3	3	3
Mathematics	4	4	4	4
Science	3	3	3	3
Phys. Ed.	.5	.5	.5	.5
Health	.5	.5	.5	.5
Financial Lit.	.5	.5	.5	.5
Electives*	6.5	6.5	5.5	5.5
Total	21	21	21	21

*Electives are any course that are not a core requirement, and one credit of high school fine arts from band, choir or art class. Some of the electives are requirements for Waynedale students. **Please see the course registration for the specific types of core classes that are required for graduation.**

Students will participate in a ½ hour program called 21st Century Study Skills that will be held during the 2nd half of their lunch periods. This class will provide students an opportunity to improve their reading, math, writing and study skills, as well as, better prepare them for the ACT and High Stakes Testing. Each student will receive ½ credit per semester and a pass/fail grade.

GRADUATION WITH DISTINCTION

Valedictorian / Salutatorian – Top 1 & 2 in the class as per Cumulative GPA and must have attended two years in house at Waynedale High School.
Waynedale's Top Ten – Top 10 students in the class as per Cumulative GPA.
Honors Diploma criteria set by State of Ohio.

PROMOTION REQUIREMENTS

Students will be promoted with the class they enter at Waynedale High School. Students with insufficient credits as a senior will be given an opportunity to stay an additional year to earn enough credits to graduate.

MAKE-UP WORK & EXAMS

Make-Up Work:

A student is expected to make-up work missed when his/her absence is excused. The student has the same number of days he/she has been excused

to make up their work. This is not the same policy for family vacations. The student must contact the teacher to make arrangements immediately after returning or make-up work may be denied. All make-up work is to be done by arrangement with the teacher. If no effort is made to show good intent the work missed is recorded as a zero (0). Homework requests by the office will only be collected if the student has an extended illness (3 days). We will be making every effort to post homework on the website.

EXAMS & DENIAL OF CREDIT

Students will be given exams at the end of the semester and the end of the year. Students taking year long courses must pass 2 of the 3 final marking periods. (3rd nine weeks, 4th nine weeks, final exam) or credit may be denied.

TEXTBOOKS

Most textbooks are furnished free of charge by the Southeast Board of Education. Students are expected to take reasonable care of these textbooks. If a book is damaged, lost, or stolen the student to whom it is checked out will be responsible.

STUDENT FEES

Student fees for the 2018-2019 school year will be a one time fee of \$20.00 per student and a \$10.00 technology fee. Students attending Waynedale part-time will be assessed a \$10.00 student fee. **Student fees will be turned into the high school office in a separate payment from class dues.**

CLASS DUES

Freshman Class Dues	\$15.00
Sophomore Class Dues	\$15.00

*All Fees & Dues need to be paid by the end of the 1st Nine-week grading period. If payment or arrangements to pay Fees & Dues have not been made students may be denied participation in field trips and extra-curricular activities including but not limited to: School Dances, Athletic Events and Fundraising activities.

CORRESPONDENCE COURSES

The high school office must receive final grades for students eligible for graduation no later than May 10th, 2019. If grades are not received by the aforementioned date students may not be allowed to participate in commencement exercises.

COLLEGE CREDIT PLUS

All students wishing to enroll in College Credit Plus must meet the following criteria:

- 1) Students must be enrolled in the Southeast Local School District during the entire preceding school year in order to be eligible.

- 2) The Student and parents must meet with the guidance counselor by March 30th to review program requirements. (ORC:3365.02-section 10)

ADVANCE PLACEMENT (A.P.) COURSES

All students taking an A.P. course will be required to take the A.P. test at the end of the year at a cost of approximately \$92.00.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled to be held on September 17th & 19th and February 11th & 13th. There will be no school on November 26th and February 15th due to conferences.

STUDENT SERVICES GUIDANCE SERVICES

Students have available to them the counseling services of a Guidance Counselor. All students may expect to be called in for a conference sometime during the school year. In addition, a group guidance program and a diversified testing program enhance the guidance department.

REASONS FOR VISITING THE GUIDANCE OFFICE ARE:

1. Information about college, technical school, apprenticeships, and other post high school training programs.
2. Information about career planning.
3. Selecting your high school courses. (Registration)
4. Problems at home, with a teacher, or with a fellow student.
5. Need a transcript of your grades sent to a college, trade school, or employer.
6. Scholarships and their availability.
7. Volunteer – Community projects.
8. Special needs.
9. Job information.

CHANGING COURSES

If you desire a schedule change, you must discuss this with your parents. A written explanation of why you want the change including parent and student signatures must be turned into the office. Any student withdrawing after the first ten days of school, or the first three days of the second semester will receive a grade of Withdraw/Failure.

VISITOR PROCEDURES

All visitors must report to the office and be approved. Students are not allowed to have friends visit during the lunch hour.

CAFETERIA PROCEDURES

Waynedale High School adheres to a **CLOSED** lunch policy. Students are not permitted to leave school to get lunch unless special permission by the office has been granted. Students may pack their lunch or purchase a hot meal. Students are not allowed to have others deliver restaurant or fast food items to the school during the lunch hour.

LUNCH HOUR POLICIES

Lockers & Hallways:

1. Students are permitted to go to their lockers during the change of classes. Once classes have begun students are restricted to the Lobby/Cafeteria level.
2. Students are not permitted to go to the parking lot or John R. Lea unless special permission has been granted.
3. During the lunch hour students cannot be in the hallways of the 1st or 3rd floors. The hallways adjacent to the gymnasium doors are also off limits during the lunch hour. These restrictions have been implemented so classes are not distracted or interrupted.

Restrooms:

1. Students are to use the restrooms on the Lobby/Cafeteria level by the Music room. All other restrooms are off-limits during the lunch hour.
2. Please keep the restrooms clean and in good condition.
3. Restrooms are not to be a hangout or meeting area.

Lunch Line:

1. Please do not run to get into the lunch line.
2. Students should remain in a single file line against the wall.
3. Do not cut in line or have others buy food for you or you will be asked to go to the end of the line.
4. Please do not enter the line through the cashier doors.

Lunch Room:

1. All food and drink are to be eaten/consumed in the cafeteria. Eating and drinking in the lobby are prohibited.
2. All trays and silverware need to be placed in the dishwasher window. All paper/disposable products need to be put into the garbage cans.
3. Tables need to be kept clean. Please dispose of all trash at your table.
4. Food is to be eaten not thrown. Any student caught throwing food will be disciplined appropriately.
5. If you borrow a chair please put it back with its original table when finished.

Lunch Purchases:

1. Money can be posted to the student's lunch account through "My School Bucks" on-line or at the cafeteria.

Noon Detentions:

1. Any student who is serving a noon detention during the lunch hour must report immediately following the bell to the assigned detention room.
2. Detention students will be given lunch as per detention teacher's instructions. Students in detention will be given 10 minutes to eat.

DRIVING & PARKING

Students who find it necessary to drive to school must secure a driving permit from the high school office and pay a \$10.00 fee in the office.

Cars driven to Waynedale by pupils shall be placed in the parking lot until school is dismissed. **CARS MAY NOT BE TAKEN FROM THE PARKING LOT DURING THE SCHOOL DAY WITHOUT THE PERMISSION OF THE HIGH SCHOOL PRINCIPAL.**

RULES AND REGULATIONS FOR STUDENT DRIVERS

1. All automobiles parked on the school grounds must be registered with the school. This includes WCSCC students. Parking Tags are required!
2. Parking is strictly limited to the student parking areas. **FACULTY ONLY** parking in the first row.
3. Excessive tardiness may result in loss of driving privileges.
4. All students must be licensed and covered by insurance. The school is not responsible for automobiles or its contents.
5. Driving and parking regulations are to be observed. It is considered a privilege to park on school grounds. Suspension of driving privileges, towing of vehicles and/or suspension from school may occur when students violate these regulations.
6. Students must drive directly to school, park in assigned parking areas, and vacate the car immediately.
7. Students must not enter cars or go into the parking lot during the school day without an Administrator's permission.
8. Students must drive slowly and carefully (not over 10 mph) in parking lot and (15 mph) in the outer drive. Unnecessary noises or reckless operation will not be permitted.
9. Drivers must give buses the right of way and use extreme caution around school buses.
10. Upon entering or leaving, keep to the right and observe the no-passing rule.
11. Drivers must obey the directions of personnel directing traffic.
12. Parking is provided as a convenience and privilege. School officials retain the right to examine the contents and/or search a car parked on school premises when they have reasonable belief that items contained in the car may interfere with the safe or effective operation of the school. **It is imperative there are never weapons in a car on school property.**

NOTE: Students drive and park their vehicles at WHS at their own risk. WHS does not assume responsibility for damage to vehicles or theft of personal property incurred while on school grounds.

HEALTH & CLINIC

If a student gets sick during the school day, he or she must use the office phone to call home. The office may grant permission for the student to go home if parent verification is given. No assignment will be made to the clinic for an extended period of time.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

All students taking prescription and/or non-prescription medication must have a Student Medication Request Form on file in the office. All medicine will be kept in a locked cabinet in the high school office. Students who use inhalers do need to register them with the office but they can be kept with the student.

EMERGENCY MEDICAL FORMS

Emergency medical forms need to be filled out by all students on a yearly basis. These forms are kept in the office for emergencies and made available to teachers who are taking field trips. These forms are extremely important and need to be completed no later than the 2nd week of school.

PERSONAL PROPERTY

The school cannot be responsible for the personal property of a student. Students should not bring large sums of money or other valuables to school. Valuable items should be kept on your person or left in the office.

TELEPHONE

Students are not to use cell phones during school hours (7:30-2:43) if a student is sick or has an emergency they can use the office phone. Students are not permitted to use classroom phones. If parents need to get a message to students we will make every effort to get students the message.

PDA – PUBLIC DISPLAYS OF AFFECTION

Any excessive display of affection between couples that attract undue attention or deemed inappropriate is prohibited.

PA ANNOUNCEMENTS

The public address system is used for announcements that have all-school interest. Announcements must be placed on an announcement request form and signed by the sponsor. Announcements will not be accepted unless they are on announcement forms and signed by a faculty member.

PUBLICATIONS

Waynedale High School has numerous student publications. The administration has the right to approve or disapprove any of the content.

ACCEPTABLE USE POLICY (AUP)

All students at Waynedale High School that use the computers must have an Acceptable Use Policy (AUP) form on file.

POLICIES & PROCEDURES

ATTENDANCE PROCEDURE

Research has shown that regular daily class attendance and punctuality are directly related to increased student achievement. Frequent absences or tardiness disrupt the instructional process and often cause academic failure. For these reasons, maximum attendance standards must be required and enforced.

The laws of Ohio require daily attendance of all students until the age of 18 (or 16 if approved to withdraw and work full time) ORC 3321.04.

I. Daily Absence Procedure

1. Parents/Guardians of a student who is absent from school must notify the school by 9:00 a.m. the day of the absence as required by law. ORC.3321.04
2. If the school does not receive a phone call by 9:00 a.m. we will attempt to call the parent/guardian either at home or work. (messages will be left on answering machines unless noted otherwise).
3. If parents cannot be notified by phone an attendance card will be sent home.
4. It is the responsibility of the student/parent to provide the school with a written note for all absences within 48 hours. **Failure to do so will result in an unexcused absence.**
5. Students who arrive before 9:00 a.m. will be considered Tardy
6. Students who arrive after 9:00 a.m. or leave before 12:30 p.m. will be considered ½ day absent.
7. Students leaving after 1:31 will be considered early dismissal.

II. Excused Absences

1. Personal Illness (medical excuse)
2. Absences due to an approved school activity.
3. Death of a relative.
4. Quarantine
5. Observations of religious holiday
6. Up to three (3) College visitation days – Juniors and Seniors only
7. One (1) pre-approved family vacation up to 5 days maximum.
8. Participation in the Holmes/Wayne county fair.

III. Unexcused Absences

1. All absences other than those excused absences listed above can be considered unexcused absences. All Unexcused days will need to be made up with the amount of time missed x 2.
2. Other examples include: Work, Babysitting, Hair appointments, Car wouldn't start, Overslept, Missed the bus. Etc.

IV. Minimum Attendance Requirements for Course Credit

1. Every student has a right to an education, but every student also has an obligation to attend school regularly.
2. Each student may not miss more than six (6) days per semester. Students may be denied credit and receive a grade of "F" for the semester. If it is a semester class credit can be denied.
3. Exempt days would include Medically Excused days (Dr. Note), Death of a family member, absence due to an approved school activity, Observance of a religious holiday, 3 College visitation days for either Juniors / Seniors, and Wayne/Holmes County Fair days when a student is showing.

V. Early Dismissals or Late Arrivals

1. If students are to leave school parents/guardian must contact the school via phone or a written explanation (note) specifically stating the time, date, and reason for leaving early. Any student not providing this information will not be granted permission to leave.
2. If students are late arriving to school they must report to the office to sign-in and receive an admit slip before going to class.
3. All students getting to school late or leaving school early must sign (IN/OUT) in the office.

VI. Truancy and Unexcused Absences

Wayne and Holmes County Residents

Under Ohio law, a student is considered a Habitual Truant if he/she has been absent without legitimate excuse from a public school:

- 30 or more consecutive hours
- 42 or more hours in 1 school month
- 72 or more hours in 1 school year

TARDIES

Southeast Local provides transportation to all students K-12 who choose to ride the bus each morning. Students who decide not to use school transportation must understand that school starts at 7:30 AM. All students are expected to be on time! If a student is tardy to school they must sign in the office upon getting to school. Few excuses will be accepted for being tardy and the following will occur.

1st -3rd Tardy – Warning

4th-9th Tardy – Noon Detention

10th + Tardies – ISS

DRESS CODE

Waynedale High School students are the future employees of our local business and industries. Discussion between school officials and leaders from the community has resulted in a dress code that promotes safety, security, and a positive public image. The Southeast Board of Education has adopted the following student dress code.

Requirements include and are not limited to the following:

- SHORTS** Shorts must be mid-thigh or longer. Cut-offs, ripped, patched, holey or spandex shorts are not permitted. We understand today's fashion includes "short-shorts"; however, we must set appropriate standards.
General Rule: With your hands extended at your sides, shorts must be longer than your finger tips.
- SHIRTS** -Cutoff T-shirts, Tube tops, halter tops, bare backed, low cut and tight fitting shirts are inappropriate.
-Girls' sleeveless shirts must have a min. strap width of 2". (3 fingers wide) Combinations of shirts to meet 2" minimum is not acceptable.
-All shirts must cover the mid section of the body.
-Clothing which displays obscene language or gestures, advertises or implies use of drugs, tobacco, alcohol, suggests violence or sexual activity is inappropriate.
General Rule: In a relaxed position shirts must meet the waist line of the pants/shorts.
- DRESSES** -Dresses are permitted however spaghetti strap and no back dresses are inappropriate. Hemlines need to be no shorter than mid-thigh. **General Rule:** With your hands extended at your sides, shorts must be longer than your finger tips.
- PANTS** -Pants must be worn at the waist line. They must not have holes, rips, or tears in inappropriate areas. Holes above the knees are inappropriate. Ultra tight fitting pants made of lycra / spandex are also inappropriate for everyday school attire, including yoga pants.

FOOTWEAR	-Appropriate footwear must be worn at all times. Bedroom slippers and cleats are not permitted.
UNDERWEAR	-Appropriate underwear must be worn in an appropriate manner. Garments designed, as underwear will not be worn as visible outer apparel.
OTHER Inappropriate APPAREL	Hats, headbands, gloves, coats, and jackets (other than sports coats or suit jackets) are not permitted. Jewelry or belt buckles which condone drugs, alcohol, or sex are inappropriate.
SUNGLASSES	Sunglasses are permitted only when prescribed by a physician. The appropriate prescription must be on file in the school office.
HAIR	Hair shall be of <u>natural color</u> and styled appropriately.
PIERCING	The only acceptable facial piercing will be the ears and nose piercing when flush with the skin. Eyebrow / Lip piercings and nose rings are not permitted while in school. Physical Education classes require all jewelry and piercings to be removed or credit is denied.
TATTOOS	Tattoos which condone drugs, alcohol, sex or inappropriate material will be covered up.

Violation of the dress code policy can and will be addressed by faculty members. Students will be asked to comply with the dress code immediately or they will be sent home and counted as unexcused. Students who choose not to abide by this code will be considered insubordinate and subject to disciplinary action. Final discretion concerning the dress code rests with the principal according to the Southeast Board of Education.

This student dress code represents what is believed to be reasonable rules and regulations and applies to all students anytime they represent the school in all activities.

HARASSMENT

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school related event on or off District property:

Sexual Harassment

- A. Verbal - Written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
- B. Nonverbal - Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making

sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.

C. Physical Contact

Threatened, attempted, or actual unwanted bodily contact, including patting or pinching the body.

Gender/Ethnic/Religious/Disability/Height/Weight/Harassment

A. Verbal - Written or verbal innuendoes, comments, or jokes about a person's physical characteristics, gender, ethnic, or religious background.

-Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Nonverbal - Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.

C. Physical - Any intimidating or disparaging action such as hitting, hissing, or spitting on another person.

Any student who believes that she/he is the victim of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should promptly take the following steps:

If the alleged harasser is a student, staff member, or other person associated with the District. The affected student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incidents to the Guidance Counselor or Principal.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken to prevent the continuance of the harassment or its recurrence.

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or other associated with the District.

Some forms of sexual harassment of a student by another student or staff member may be considered a form of child abuse, which will require that a report be made to proper authorities.

LOCKERS

Homeroom teachers will assign lockers. Students are encouraged to keep their lockers in good condition. UNDER NO CIRCUMSTANCES SHOULD YOU EVER KEEP MONEY OR VALUABLES OUTSIDE YOUR LOCKERS. Lockers are the property of the school and may be inspected at any time. There should be no expectation of privacy as it relates to student lockers.

ARTICLES PROHIBITED AT SCHOOL

Problems arise each year because students have articles that are hazardous to the safety of others, or interfere, in some way, with school procedure. Such items include toy guns, water pistols, radios, MP3 Players, video games, curling irons, and laser pointers. **Cell Phones** are not to be on or used during school hours. (7:30-2:43). All phones should be in lockers/purses and not visible. **Phones will be confiscated** and disciplinary actions taken, including confiscation for as long as the remainder of the school year. **Note: All electronic devices that can provide information are subject to be searched by administration if reasonable suspicion exists.**

LOST & FOUND

All lost and found articles should be taken to the main office where they can be claimed.

ASSEMBLIES

Assemblies, including pep assemblies, will be held as the need arises. All students will be seated in the gym for assemblies by class. Students will be called to the assembly over the P.A. from homerooms or a specific class period. Teachers will take students directly to the gymnasium or assigned assembly location. During all assemblies students will act and conduct themselves in a positive manner.

EXTRA-CURRICULAR ELIGIBILITY

The rules and regulations of the Ohio State High School Athletic Association govern all inter-scholastic athletics in this high school. Each team candidate:

1. Must pass physical examinations administered by a physician.
2. All athletes are required to pass a minimum of 5 classes and maintain a GPA of 1.0 or better during any given nine week period. It essential for students to schedule the appropriate number of classes for the school year. Physical Education does **not** count as a class toward eligibility.
3. Must not be under penalty of discipline.
4. Students are eligible until the age of 20.
5. Must maintain an amateur standing – no money or other items of value to be received for participating in any athletic contest at any time, including vacations.
6. All students must have school insurance or a signed and notarized insurance waiver, and an Emergency Medical Form, which must be given to the head coach prior to the season.
7. Students using or possessing alcohol, drugs, or tobacco products in any form will be subject to penalties outlined in the Athletic Handbook and may be denied the privilege of participating.

The above academic guidelines (B) will govern all other students involved in Extra-curricular activities that are non-interscholastic in nature. (Drama, Musicals, Etc.)

DRUG TESTING POLICY

The Southeast Board of Education Drug Testing Policy was formed out of a commitment and a desire to establish a truly drug and alcohol free school program. Because of the pervasive nature of drug use in our schools and in the ever-increasing influence of peer pressure, the Board of Education believes that by implementing a drug-testing program, for students in grades 9-12 who participate in extra-curricular activities, it will encourage students to remain drug/alcohol free.

The Southeast Local School District will work to educate about, to prevent, and to intervene in the use or abuse of all drugs, alcohol, and mood-altering substances by the entire student population and to implement a program of deterrence as a pro-active approach towards a drug-free school district.

The Southeast Local Schools has selected student athletes, students who participate in extra-curricular activities and students who drive to school to be included in the random drug testing pool. Since 2002, schools are able to test extracurricular activities, parking permits and almost any other activity that does not involve a grade.

PURPOSE OF THIS POLICY SHALL BE:

- a. To provide a healthy and a safe environment for all students.
- b. To discourage students from using illegal drugs and alcohol.
- c. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs/alcohol
- d. To encourage students who use drugs to seek help and/or to participate in drug treatment programs.
- e. To provide the district with positive guidelines and disciplinary policies for violations of the drug free policy.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive.

Students involved in extra-curricular activities need to be exemplary in the eyes of the community and in the eyes of other students. The drug testing and education policy is designed to create a safe, drug free environment for students and to assist them in getting help when needed. Although students risk the loss of continued participation in extra-curricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

DEFINITIONS:

Student - any individual enrolled in the Southeast Local Schools grades 9-12 who attends Waynedale High School, Wayne County Schools Career Center or any other school directly affiliated with Southeast Local Schools.

Student Driver - Any student who drives or parks his/her own vehicle on school property. All students who drive or park on school property

must registered their vehicles with the high school office and have the appropriate identification posted in their vehicle.

Extra-Curricular Activities - Any board approved activity that is non-graded and recognized by the board of education through a supplemental contract (ie: Athletics, Student Council, Academic Challenge, National Honor Society, Drama Club, Jazz Band, Pep Band, Cheerleading, etc.)

Prevention - is defined as those activities designated to motivate students to avoid chemical use.

Random Selection – a mechanism for selecting extracurricular participants for drug/alcohol testing in which each participant shall have an equal chance of being selected for testing each time selections are made.

Reasonable Suspicion – means a suspicion based on specific personal observations including, but not limited to, appearance, speech, body odors, behavior, or other physical or observable traits of a student.

Positive Result – the presence of alcohol, nicotine, an illegal drug or their metabolites.

Medical Vendor – The medical office or company that the Board of Education selects to carry out this policy of testing.

Chain of Custody Form – a preprinted form provided by the testing laboratory that records all contact with the urine specimen, from initial collection through the final certification of the test result.

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

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

Split Specimen – an original urine specimen that is split into two separate samples.

Season- In-season start dates will begin as published by the school or sanctioning organization and continue until completion of the banquet for that activity in the District.

Illicit Drugs - Any controlled substance that a person may not legally sell, offer to sell, possess, give, exchange, use, distribute, or purchase under Ohio Revised Code Chapter 2925 or Federal Law, any harmful intoxicant as defined in Ohio Revised Code Section 2925.01, and anabolic steroids. This definition also includes all prescription drugs obtained without authorization and all

prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided in the prescription or by the manufacturer.

Alcohol – Any intoxicating liquor, alcohol, beer, wine, mixed beverage, or malt liquor/beverage, as defined in Ohio Revised Code Section 4301.01. This definition includes any liquid or substance, such as “near beer,” which contains alcohol in any proportion or percentage. This definition does not include a substance used for medical purposes in accordance with directions for use provided in a bonafide prescription by the manufacturer, and in accordance with District policy and rules related to the use of prescription and non-prescription drugs, providing the substance is (a) authorized by a medical prescription from a licensed physician and kept in the original container which shall state the student’s name and direction for use, or (b) an over-the-counter medicine.

Banned Substance – A substance defined by school policy as being banned from use by students.

Self-Referral – A self-referral is not to be used as a means of avoiding consequences of a violation of this policy. Policy violations already reported or pending violations with law enforcement cannot be “self-referred.” Students may self-refer only twice during their school career (9-12). A self-referral will not carry a penalty as far as sitting out activities/events but will be counted as a violation.

School Year – The school year is defined as that period of time that begins with the first official day of school, as determined by the board of education, and runs to the last official day of school.

RANDOM TESTING

Random testing shall be done throughout the year. Up to 20% of eligible students may be tested on a monthly basis during the school year. A student may be tested more than once per season. Any student who refuses to submit to the urine drug testing will not be allowed to practice or to participate in extracurricular activities/events in the Southeast Local School District for one calendar year. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

- a. Random selection of students:
The Principal/Athletic Director will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible students.
- b. Scheduling of random testing:
Random testing will be unannounced. The day and date will be selected by the Principal/Athletic Director and confirmed with the building administrator.

DRUGS FOR WHICH STUDENTS MAY BE TESTED:

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or any substance included in (21 U.S.C. 802 (6)), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

COLLECTION PROCESS (Urine Screens)

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

- All students must have a picture ID or be identified by the Athletic Director or Principal. No exceptions will be allowed.
- Drug testing area must be secured during the testing.
- Only lab technicians, designated school administrator and students will be witness to the test.
- Privacy must be kept for all students.
The Principal/Athletic Director is responsible for ensuring that all forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms and proper ID are completed.
- When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.
- No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.
- Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.
- Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.

- Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.
- Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)
- Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences. A retest will be required within 24 hours.
- Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.
- The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
- Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.
- With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody form to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

IF A POSITIVE TEST OCCURS:

The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

- a. The MRO determines if any discrepancies have occurred in the **Chain of Custody**.
- b. Depending on the substances found in the urine, if necessary, the MRO will contact the parent/guardian to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian will be asked to provide a copy of the prescription label, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
- e. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative and report this to the Building Principal and/or Athletic Director, initially reporting positive results by phone.

For example, a drug screen positive for codeine may be ruled negative by the MRO when he/she receives a letter from the treating physician that the student has been prescribed Tylenol © with codeine as a pain medication following tooth extraction.

Or, if a student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a friend gave the student one of his/her pills), this would likely be ruled a positive drug test by the MRO.

Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.

The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

The MRO will certify all urine drug screens as negative or positive and report by telephone positive findings in confidential manner to the Building Principal and/or Athletic Director.

An altered test or refusal to test will be treated the same as a positive test. A student who is randomly selected for testing and is absent on the day of testing will be subject to the testing procedure the next day of testing.

A student who is randomly selected for testing and misses the appointment for collection without good cause will be considered in violation of the code of conduct in accordance to the Athletic/Extra-curricular Code of Conduct.

The high school principal and/or athletic director will contact the student's parent, guardian, or custodian with the results within 24 hours of the verification by the Medical

Review Officer. The parent shall be advised that the result may be contested, and a retest may be performed on the second (split) portion of the specimen at student/parent expense. A written notification from the building principal and/or athletic director will also be sent. If a split portion is not available for a second test, then the first test will become null and void and the student athlete will be subject to testing on the next scheduled day of testing.

If the parent or student wishes to contest the results, the MRO will arrange for the split portion of the specimen to be transported to another laboratory approved by the Board of Education for testing. This will be done at the parent's or student's expense. A request for a retest must be made to the High School Principal and/or Athletic Director in writing within 5 days from the parent's first notification of the positive test result.

Any student whose test is certified positive by the MRO will be subject to penalties in accordance with the Extracurricular Code of Conduct. If a student and his/her parents contests the results of the first test, the penalty will be held in abeyance provided the District receives confirmation from the testing company that the parents and/or student has consented to the financial payment for the second test.

If a student contests the initial positive result and the second test result is negative, then the District will treat the student as if the first positive result did not occur, and no penalty will be imposed under the Code of Conduct. The district will be responsible for the payment of a second test that produces a negative result.

The First Violation

- The student will be denied participation for a minimum of 20% of the extra-curricular season and/or the equivalent of 40 days of driving privileges. If the full 20% loss of participation is not possible for that particular season/activity, the total and/or remaining percentage will carry over to the student-athlete's next sport/activity in which he/she becomes a team/individual participant. (The student-athlete must complete the entire season/activity or the penalty will be assessed on the next sports/activity season in which the student-athlete participates.)
- The student will still practice with the team/group.
- The student can travel and be with the team/group and sit on the team bench.
- The student will be able to dress for contests.
- Reinstatement is conditional and based on the documentation of completion of the **"Insight"** program or by obtaining appropriate services of an agreed upon professional assistance agency. Documentation will be provided to the Principal/Athletic Director. This will be at the expense of the student-athlete.
- **"Insight"** is generally an eight hour educational and self-awareness program to assist students in determining the role alcohol, and/or drugs play in their life. **"Insight"** must be done through an approved agency.
- The student-athlete must follow any of the recommendations from the **"Insight"** program.
- The student-athlete will allow the agency to forward to the administration the letter of completion and any related recommendations.
- A student athlete disciplined under this policy will follow additional guidelines established in the Athletic Handbook. The student will be required to submit to

the monthly random tests for the remainder of the year or to a minimum of six (6) additional test sessions.

The Second Violation

- The student is denied participation and driving privileges for one calendar year from the date of notification of the violation. Reinstatement is conditional and based on the documentation of completion of a **“Full Assessment”** program or by obtaining appropriate services of an agreed upon professional assistance agency. Documentation will be provided to the Principal/Athletic Director. This will be at the cost of the athlete.
- **“Full Assessment”** is a more in depth procedure involving an interview by a certified drug and alcohol counselor. This may include the gathering of information from family members, school personnel, or law enforcement agencies, to determine the role that alcohol, tobacco, and/or drugs is playing in that person’s life.
- The student-athlete must follow any of the recommendations from the **“Full Assessment.”**
- The student-athlete will allow the agency to forward to the administration the letter of completion and any related recommendations.
- A student athlete disciplined under this policy will follow additional guidelines established in the Athletic Handbook. The student will be required to submit to the monthly random tests for the remainder of his/her time involved in extracurricular activities and driving privileges within the Southeast Local School system

The Third Violation

- The student is permanently denied participation in extracurricular activities and banned from school driving privileges.

Violations are accumulative throughout the student's career. (Grades 9-12)

SELF REFERRALS

An athlete may give a once a year self referral, which may be done only twice in 4 years. Self referrals can only happen prior to a test. Counseling and additional testing are required and no other punitive action is taken.

Any student who tests positive will have to be tested monthly for the remainder of his/her extracurricular involvement until graduation. Testing will be done by Great Lakes Biomedical only so long as this is the company the school selects.

SOUTHEAST LOCAL SCHOOLS INFORMED CONSENT AGREEMENT

STUDENT NAME _____ GRADE _____

AS A STUDENT:

- I understand and agree that participation in extracurricular activities and driving and parking on school property is a privilege that may be withdrawn for violations of the SOUTHEAST LOCAL SCHOOLS Drug Testing Policy.
- I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.
- I understand that when I participate in any extracurricular activities and/or drive and park on school property I will be subject to random urine drug & alcohol testing, and if I refuse, I will not be allowed to practice or to participate in any extracurricular activities or to drive on school property. I have read the informed consent agreement and agree to its terms.
- I understand this agreement is binding while I am a student in the SOUTHEAST LOCAL SCHOOLS system.

STUDENT SIGNATURE

DATE

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the SOUTHEAST LOCAL SCHOOLS district drug testing policy and understand the responsibilities of my son/daughter/ward as a participant in extracurricular activities or drives and parks on school property in the SOUTHEAST LOCAL SCHOOLS district.
- I pledge to promote healthy lifestyles for all students in the SOUTHEAST LOCAL SCHOOLS system.
- I understand that my son/daughter/ward, when participating in any extracurricular activities and/or driving to and from school, will be subject to random urine drug and alcohol testing, and if he/she refuses, will not be allowed to practice or to participate in any extracurricular activities or to drive and park on school property. I have read the Informed Consent Agreement and agree to its terms.
- I understand this agreement is binding while my son/daughter/ward is a student in the SOUTHEAST LOCAL SCHOOLS district.

PARENT/GUARDIAN/CUSTODIAN SIGNATURE

DATE

PARENT GUARDIAN/CUSTODIAN PRINTED NAME

WORK PHONE

CODE OF CONDUCT

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action, which may include one or more of the following: Detention, Saturday detention, parental contact, referral to legal authorities, withhold participation in extra-curricular activities or commencement ceremony, emergency removal, in-school suspension, suspension, and/or expulsion.

EMERGENCY REMOVAL

Emergency removal in the Southeast Local School District will be done according to the provisions of O.R.C. 3313.66.

SUSPENSION – EXPULSION

Students failing to comply with the school regulations may be suspended and/or expelled. Each individual case will be judged on its own merits. Parents may request a conference during the suspension or be required to attend a conference for student's readmission to school. Suspension or expulsion may, at the discretion of the Superintendent, be carried over to the next semester or school year. Suspension will be in effect at both the home school and WCSCC. Suspension or expulsion is total removal from school and may result in the student receiving no credit for work missed during the suspension or expulsion.

Grounds for Suspension or Expulsion shall include, but not be limited to:

1. **Damage, Destruction or Defacement** of school property and or private/personal property of any Southeast employee on or off school property.
2. **Possession, Use and or Distribution** of tobacco products, narcotics, alcoholic beverages, counterfeit drugs, and or other drugs and related paraphernalia. During school or while participating in a school sponsored activity.
3. **Profane, indecent or Obscene Language:** Written or verbal, directed towards or used in the presence of school personnel or students. This shall include use of obscene gestures, immoral acts, pictures and signs.
4. **Insubordination** by refusing to comply with reasonable request or directions of school personnel. – Persistence disobedience or gross misconduct.
5. **Fighting** among two or more students or contributing to and encouraging disruptive behavior, including but not limited to fighting.
6. **Possess, Conceal, Transmit or Threaten** with a weapon or any object, which might be considered a dangerous instrument of violence or mass panic.
7. **Harassment** of another individual(s) be it physical, verbal, electronic media, extortion, or sexual in nature (see Harassment page)
8. **Theft or Unauthorized possession** of school property or equipment and the personal property of any school personnel, student or visitor.

9. **Falsifying/Cheating/Plagiarism** incidents, student records, test, grades or other correspondence directed to the school or its personnel.
10. **Reckless, Unsafe, or Unauthorized** operation of a motor vehicle. (see Driving & Parking)
11. **Truancy, Repeated Tardiness** from school, class, lunch or any other assigned activity for part or all of a day without school authorization.
12. **Any Offense** which is grounds for expulsion or that constitutes a violation of local, state or federal law. (ie. false alarms, mass panic)

BUS TRANSPORTATION RULES AND GUIDELINES

Guidelines

- ◆ Principals are to make sure that the parents' copy is sent home.
- ◆ Principals are to call home when there has been a suspension.
- ◆ The high school principals will let the board office know when there has been a suspension so the bus drivers can be notified.
- ◆ Principals will deal with bus referrals within 24 hours unless there are extenuating circumstances.
- ◆ Bus drivers will be as specific as space allows in describing the incident. Note should be made of previous actions taken by the driver. If necessary, the driver may make the report verbally. Drivers will take the students into the office in the elementary schools.
- ◆ Bus drivers will turn forms in the same day as the infraction occurs if possible and no later than the following school day. The category of the offense is to be written on the form.

ACTION

INAPPROPRIATE LANGUAGE

1st offense
2nd offense
3rd offense

GRADES 7-12

reprimand
noon detention
1 day suspension

FOLLOWING RULES

1st offense
2nd offense
3rd offense

reprimand
detention
1 day bus suspension

DISRESPECT

1st offense
2nd offense
3rd offense

3 day bus suspension
5 day bus suspension
10 day bus suspension

FIGHTING OR PHYSICAL ASSAULT

1st offense
2nd offense
3rd offense

3 day bus suspension
5 day bus suspension
10 day bus suspension

THROWING SOMETHING AT DRIVER

1 st Offense	3 day bus suspension
2 nd offense	5 day bus suspension
3 rd offense	10 day bus suspension

SMOKING/TOBACCO/OPEN FLAME/DRUGS/ALCOHOL

1 st Offense	3 day bus suspension
2 nd offense	5 day bus suspension
3 rd offense	10 day bus suspension

The principal has the discretion to add to the bus suspension any school disciplinary action deemed necessary and appropriate.

EMERGENCY PROCEDURES

FIRE DRILLS

There is no such thing as a minor fire hazard in a school building. It is impossible to exaggerate the importance of any hazard that may exist in our school.

Signal

Fire drills are signaled by the blaring of the fire alarm which sounds until the building is entirely cleared.

Correct Procedures

Students must leave the classroom and buildings as quickly and as orderly as possible. Doors and windows must be closed. NO talking is permitted during the fire drill. Walk briskly! Do not run. Use stairs designated in each room.

Re-entry

The all-clear bell will permit teachers to signal students to return to their assignments.

TORNADO SAFETY RULES

1. Seek shelter, inside if possible.
2. If in open move away from tornado's path at a right angle.
3. If there is not time to escape, lie flat in nearest depression, such as a ditch or ravine.
4. In schools, the basement or interior hallway on the lower floor is safest. If there is not time to descend, a small closet or small room with stout walls or inside hallway is the next best alternative.
5. Avoid gymnasiums or rooms with a wide roof span.
6. Additional protection is offered by taking cover under heavy furniture of workbenches.
7. Stay away from windows.
8. Avoid taking shelter in moving vehicles, such as automobiles, buses, or recreational vehicles.
9. At Waynedale the safest areas are: storage rooms, restrooms, P.E. locker rooms and science rooms.