Children First
Preparing for the Future
Learning for a Lifetime
(Adopted by the Woodridge Board of Education)

Woodridge High School
4440 Quick Road
Peninsula, Ohio 44264
Main Office Phone:
(330) 929-3191
Guidance Office Phone:
(330) 929-5133
Fax: (330) 928-5036
School Hours: 7:40 A.M. to 2:34 P.M.
Office Hours: 7:00 A.M. to 3:30 P.M.

WHS Office Personnel
Mr. Joel Morgan Principal
Mr. Raymond Braunscheidel Assistant Principal
Mr. Nicholas Mayer Athletic/Activities Director
Mrs. Cecilia Frammartino-Kotlyn School Counselor
Mr. Chris Vassalotti School Counselor
Mrs. Mary Neff School Secretary
Mrs. Ann Marie Rausch School Secretary
Mrs. Heidi Cannella Guidance Secretary

Website: www.woodridge.k12.oh.us
FinalForms https://woodridge-oh.finalforms.com
Twitter @WoodridgeWHS
Twitter Guidance @GuidanceWHS
Twitter Athletics @WoodridgeATH

Board Office Personnel
Mr. Walter Davis Superintendent
Mr. Tom Morehouse Treasurer
Mrs. Kristen Jagger Director of Academic Services
Mrs. N’ecole Ast Director of Pupil Services
Nicole Kiser Supervisor of Transportation
Mr. Eric Unangst Director of Technology
School Calendar 2018-2019

August 15  First day of School
September 3  Labor Day*
October 12  NEOEA Day*
November 22 & 23  Thanksgiving Break*
November 26  No School*
December 19  Teacher Records Day*
December 20  Winter Break Begins*
January 1  Winter Break Ends*
January 21  M.L.K. Jr. Day*
February 18  Presidents’ Day*
March 25-29  Spring Break*
April 19  Good Friday*
April 22  No School
May 23  Last day of School
May 24  Teacher Records*

*Indicates no school for all Students (BP# 8000)

WELCOME

Welcome to Woodridge High School. We are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students’ rights, responsibilities and consequences for misbehavior. Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their children. Teachers will also review this Handbook with students at the beginning of the school year. Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact an administrator.

Joel Morgan, Principal

FORWARD

The student handbook was developed to answer many of the commonly asked questions you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal. This handbook supersedes all prior material on the same subjects. The handbook has been adopted by the Board of Education May, 2018.
High School Faculty 2018-2019 school year

Mrs. Stephanie Abood                      Foreign Language
Mrs. Jessica Antal                        Special Education
Ms. Katherine Arbogast                    Foreign Language
Ms. Jessica Basile                        Foreign Language
Mr. Reuben Bellisario                     Special Education
Ms. Chelby Benson                        Art
Mr. Jeffrey Decker                        Math
Mrs. Athena Demetriades                   Special Education
Mr. Dennis Dever                          Social Studies / Career Based Intervention
Mr. Eric Ervin                           English
Mr. Rich Ettinger                        Science
Mrs. Natalie Forman                      Social Studies
Mrs. Cecilia Frammartino-Kotlyn          School Counselor
Mr. Tim Gammell                           Industrial Arts
Ms. Ty-Ann Gray                          Physical Education
Mr. Doug Greenleaf                       Science
Mrs. Theresia Hartz                      English / Newspaper
Mr. Kevin Hearty                         Social Studies
Mr. Todd Jones                            Auto Collision
Mrs. Heidi Kaminicki                      Small Group/Library Instructor
Mrs. Lois Keener                          Art
Mrs. Susan Keyes                          English as Second Language
Mrs. Kimberly Knapp                       English
Ms. MaryAnn Krawczonek                    Math
Mr. Kyle Krstolic                         Instrumental Music
Mrs. Laurel Labbe                         Vocal Music
Mr. Charles Laurence                      Science
Mrs. Rose Marsh                           English
Mr. Mike Massey                           Physical Education
Mr. Jeremy Maxa                           Social Studies
Mr. Matt Milosovic                        Science
Mrs. Leah Norris                          Family Consumer Science
Mrs. Theresa Novak                        Special Education
Mrs. Kim Ochsenbine                       Math
Mrs. Cynthia Preising                     English
Mr. John Rodkey                           English
Mrs. Miranda Rockhold                     Math
Mrs. Lauren Salyer                        Special Education
Ms. Kelly Sasavicz                        ISR
Mr. Beau Schluem
Mrs. Allison Schneider
Mrs. Heather Schramm
Mrs. Noleen Snyder
Mrs. Heidi Kaminicki
Mrs. Jennifer Strauss
Mr. Eric Tilson
Mr. Chris Vassalotti
Mrs. Johnna Vineyard
Mr. Dave Weaver
Mrs. Megan Zimmerman

Social Studies
Science
Math
Special Education
Library Tutor
Special Education
Spanish
Guidance Counselor
Business Education
Science
Special Education

BOARD OF EDUCATION
Mr. Tammy Heffernan President
Mr. Jeff McHugh Vice President
Mrs. Jan Flasco Board Member
Mrs. Marilyn Hansen Board Member
Mr. David Lydic Board Member

EQUAL EDUCATION OPPORTUNITY
It is the policy of this District to provide an equal opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal complaint must be made in writing to the school district’s Compliance Officer, at 4411 Quick Road, Peninsula, Ohio 44264. The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal education. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

GENERAL INFORMATION

ACADEMICS
Report Cards / Progress Book
The Woodridge Local Schools believe that report cards give students and parents an important understanding of the student’s progress and these are issued at the end of each nine week grading period. Interim Reports are no longer issued during the mid-point of the quarter. Parents can access their children’s grades through the use of Progress Book throughout the school year. All parents and students have the opportunity to register for Progress Book. For registration information, or any other questions, please call the high school office at (330) 929-3191. Report cards are issued every nine weeks. (BP#s 5420-5421)
Grades

Woodridge High School has a standard grading procedure as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher. Parents are kept informed about progress through the use of Progress Book, conferences, report cards, telephone calls, emails, and notes sent home.

The school uses the following grading system each nine (9) weeks:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-97</td>
</tr>
<tr>
<td>A</td>
<td>96-93</td>
</tr>
<tr>
<td>A-</td>
<td>92-90</td>
</tr>
<tr>
<td>B+</td>
<td>89-87</td>
</tr>
<tr>
<td>B</td>
<td>86-83</td>
</tr>
<tr>
<td>B-</td>
<td>82-80</td>
</tr>
<tr>
<td>C+</td>
<td>79-77</td>
</tr>
<tr>
<td>C</td>
<td>76-73</td>
</tr>
<tr>
<td>C-</td>
<td>72-70</td>
</tr>
<tr>
<td>D+</td>
<td>69-67</td>
</tr>
<tr>
<td>D</td>
<td>66-63</td>
</tr>
<tr>
<td>D-</td>
<td>62-60</td>
</tr>
<tr>
<td>F</td>
<td>59-0</td>
</tr>
</tbody>
</table>

Graduation Requirements

Normally, a student will complete graduation requirements in four years. Beginning with the Class of 2018, students will need to earn a total of 21 credits. A student enrolled in special education provided by WHS may be exempted from state assessments. Such an exemption is made by the I.E.P. Team. The student may still need to earn the required credits indicated by the I.E.P.

The Ohio Department of Education has issued graduate requirements for all Ohio public high school students. ODE graduation requirements will be provided by school counselors. ODE graduation requirements can be found at http://education.ohio.gov or the Woodridge High School Web Site at www.woodridge.k12.oh.us.

It is the student’s responsibility to maintain contact with his/her counselor to insure that his/her graduation requirements are being met.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by Board of Education and the State of Ohio. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. However, a student may be denied participation in the ceremony of graduation when personal conduct so warrants. Graduation ceremony is a privilege, not a right.

Selection of Valedictorian / Salutatorian for Woodridge High School

Woodridge High School will recognize as the class valedictorian the highest academically achieving student. The student having the second highest cumulative grade point average would then be recognized as the class salutatorian. To be considered for valedictorian / salutatorian honors, a student would need to meet the requirements of the Honors Diploma for Woodridge High School as established by the state of Ohio. The valedictorian/salutatorian candidate would need to be initially and continuously enrolled as a full-time student during his or her final three semesters at Woodridge High School. Should there be a tie for either the valedictorian or salutatorian, each student would be recognized.

The Honors Diploma Requirements are the following:

College Preparatory Curriculum

Graduating class: (Must meet 7 out of the 8)

- 4 units of English
- 4 units of Math, including Algebra I, II and Geometry
- 4 units of Science, including Physics and Chemistry
• 4 units of Social Studies
• 3 units of Foreign Language or 2 units each of two Foreign Languages
• 1 unit of Fine Arts
• 3.5 grade point average

Career/Technical Curriculum
Graduating class: (Must meet 6 out of the 7)
• 4 units of English
• 4 units of Math, including Algebra I, II and Geometry
• 4 units of Science, including Physics and Chemistry
• 4 units of Social Studies
• 4 units of Career/Technical education curriculum
• 3.5 grade point average
• 27 ACT, 1210 SAT

Honor and Merit Rolls
Students who achieve a nine week grade point average of 3.5 or higher qualify for the Honor Roll. Those whose average ranges from 3.0 to 3.499 earn the Merit Roll. All grades are used to determine the grade point average and are calculated by computer. (BP# 5451)

Progress Book
Progress Book is the Woodridge online classroom management system. The system monitors student progress by combining a grade book with updated assignments, as well as current grades, points, and percentages. The program will also track attendance; and it provides easy parent / student / and teacher communication tools. All parents and students have the opportunity to register for Progress Book. For registration information, or any other questions, please call the high school office at (330) 929-3191.

Individuals with Disabilities
Special education services are available for eligible students between the ages of three (3) and twenty-one (21). To qualify for services students must meet eligibility criteria set forth by the State of Ohio. Depending on the individual needs of the students involved, special education services may be provided within the district, or through cooperation of another public school district. The extent of special education services and the location of delivery are determined by the Individual Education Program Team and are based on the students identified needs through the completion of an Evaluation Team Report. Parents having a concern that their child has a disability should contact the building principal and ask for an Intervention Assistance Team meeting to discuss their concerns. Additional information regarding special education services, confidentiality and parent rights, may be obtained by contacting the building principal or the Director of Pupil Services at 330.928.9074.

Academic Eligibility for Extra / Co-Curricular Activities and Interscholastic Athletics
The Woodridge extracurricular participation and eligibility guideline policy meets the OHSAA standards. Participation is based on eligibility requirements by passing the equivalent of five (5) one credit courses and maintain a 1.5 G.P.A for the previous grading period.

Conditional eligibility status has been created for students who meet the requirement of passing the equivalent of five (5) one credit courses at the end of each grading period, but have below a 2.0 GPA for the grading period. Those students conditionally eligible will be required to attend 2 hours of homework assistance center (H.A.C.) per week to continue to participate in the extracurricular activity. (BP# 2430.02)

When scheduling classes, it is therefore recommended, that a student interested in the extracurricular program enroll in six classes each semester. The Guidance Office can furnish you with the Ohio High School Athletic Association’s “Athletic Eligibility Information Bulletin."
ARRIVAL / DISMISSAL

Arrival
The WHS Office will be open from 7:00 A.M. until 3:30 P.M. on school days. All high school students have the privilege to ride school buses to and from school. Buses begin arriving at school at 7:10 A.M. and depart to take students home at 2:34 P.M. Parents who plan to drive their student to school should arrive after 7:15 A.M. All students should report to the cafeteria upon arrival. Students will be dismissed to their locker for their first period class at 7:35 A.M.

Dismissal
1. School is dismissed at 2:34 p.m. Students are not to be in the hallway until dismissal bell rings.
2. If students are being picked up, parents are to park in the main parking lot. Students will walk out during regular dismissal for pick up. Please do not disrupt the bus patterns in the front turn around during this time. If their ride is not on time, the student is to wait in the main lobby.
3. Students are not to remain after school unless they are participating in a supervised school activity and have their parents’ permission.
4. Any student with an early dismissal is required to follow the guidelines of the district attendance policy.

Outside Doors
For the safety of our students and staff, locked doors are to remain locked. Students should never open the door to an outside person. All students and staff arriving after the 7:40 a.m. starting time must gain entry through the main office buzzer system. Violators are subject to disciplinary action.

Video Surveillance Equipment
Woodridge High School reserves the right to utilize video surveillance equipment in all public areas, interior and exterior, on school property and on school buses to maintain a safe and secure environment of students and staff. Students are duly informed that their behavior may be monitored on school property and/or adjacent property by school cameras. To maintain student privacy, school personnel have sole viewing rights. Video recording may be used as evidence by administration and police in any situation involving the violation of any rule, regulation, or policy. The tapes are the exclusive property of the Woodridge Local Schools.

Visitors to WHS
All visitors must, by State Law, report immediately and directly to the High School Main Office to explain their purpose for being on school property. Visitors will be required to surrender their car keys upon entering the building. This policy has been implemented in order to protect the students and educational environment of the school. Woodridge High School is a closed campus. No student visitors, including former Woodridge students, will be permitted during the school day. Parents are always encouraged to visit our school. Please stop in the main office to obtain a visitor’s pass.

Safe School Helpline
In an ongoing effort to maximize the safety of our school community, WHS has implemented the Safe School Helpline for your use. It is designed to assist you in reporting any wrongdoing that impacts our school, our students, or our staff - anonymously, so as to protect your privacy.

To utilize the system, simply call from a touch-tone phone and dial 1.800.4.1.VOICE, ext. 359 or (1.800.418.6423) to leave your information. Your message will not be traced and you will not be identified. The Safe School Helpline Team will transcribe and email or fax your message to school officials in order for appropriate action to be taken. You can also make reports using the internet at www.safeschoolhelpline.com or by texting (enter 66746, then type TIPS).

ATHLETICS - INTERSCHOLASTIC SPORTS
WHS offers a wide variety of teams for all students so they may develop athletic skills while learning
responsibility and good sportsmanship. In the fall we offer: tennis, soccer, golf, football, volleyball, cheerleading, and cross-country. In the winter we offer: basketball, wrestling, bowling, and cheerleading. In the spring we offer: baseball, softball, tennis, and track and field. Participation is based on eligibility requirements by passing the equivalent of five (5) one credit courses and maintains a 1.5 G.P.A for the previous grading period.

A physical exam and accident insurance are required for all participants. Physical exams are made available to students during the spring for a nominal fee. A date and time for the physicals will be announced during the second semester. Coaches will provide additional information concerning academic eligibility, team rules, and conduct guidelines. All athletes will follow the Woodridge Athletic / Activities Handbook. Sportsmanship is expected at all times. Students represent Woodridge Local Schools on and off the field and are expected to follow proper expectations.

**Woodridge Local School CODE OF CONDUCT**

**Grades 9-12**

The Woodridge Local Schools Code of Conduct is applicable to students in any school sponsored, co-curricular activity in grades 9-12 at Woodridge High School in which the students participate as players, members, performers, officers, and/or chairpersons, including choral music activities and instrumental music during the marching and competition seasons.

Students must realize that both the WHS Code of Conduct and the school district discipline policy will be enforced in those situations when both are applicable.

**Philosophy**

1. The Woodridge Local School District believes that extra class and school activities are a privilege and a part of the general school program.
2. We believe students have no absolute right to participate in co-curricular activities, but a privilege that is strongly encouraged. The additional time and requirements of such activities demand each student attain and maintain his/her best possible physical and mental condition.
3. We recognize the use and abuse of mind-altering chemicals as well as alcohol and tobacco is a significant health problem for adolescents, against the law, and will affect the development of the skills necessary to successfully participate in co-curricular activities.
4. We believe co-curricular activities make school more rewarding. Adherence to certain codes of behavior and academic standards enhances an individual’s quality of life.

**Eligibility**

Any restrictions and/or guidelines due to a student being ineligible will be made available to all students in writing when a student begins his/her participation in an activity.

1. All students participating in any co-curricular activity shall be consistent with those established by the OHSAA (Ohio High School Athletic Association) and by the Woodridge Board of Education.
2. Participation restrictions due to ineligibility shall be consistent for all students.
3. The athletic director and principal’s designee shall be directly responsible for enforcing all eligibility matters.
4. At least once a year the principles of eligibility will be explained to the faculty.
5. The status of the academically ineligible student:
   a. An ineligible student may be permitted to practice and/or attend meetings. The student would not be permitted to hold an office or a position of leadership.
   b. The student shall not participate in any type of contest, public performance, or any other activities sponsored by the co-curricular program. Denial of participation will not affect academic standing.
   c. If the principal, athletic director and/or coach/advisor feel a student should not be practicing
with the activity because of citizenship, attitude or academic work, the student may be denied this privilege.

d. Coaches/advisors, with the approval of the athletic director or principal, may place other restrictions on a student who has been determined to be ineligible.

**GENERAL REGULATIONS**

Daily attendance is mandatory. A student must be in attendance to participate in practice, competition or public performance held on a school day unless approved by a building administrator (i.e. college visitations, funerals, school business, doctor’s appointment). A student must arrive to WHS by 9:00 a.m. in order to practice or participate in a contest or performance. Any student who has an excessive tardy problem to school - on the day of or day after a performance - could be denied participation in future performances. Financial obligations resulting from equipment fees, replacement of lost or stolen equipment, and/or unpaid balance from sales projects, must be paid prior to participation in any present or future co-curricular program activity. It is expected that students avoid social functions where drugs, alcohol or tobacco products are being used in violation of criminal law or the co-curricular code of conduct.

Students who have charges pending, have been charged, or are under the jurisdiction of the courts may be denied participation for the duration of the court jurisdiction. The denial of participation penalty would be invoked by the Code of Conduct Review Committee. The only exception would be vehicular violations that do not include alcohol or drugs.

A coach/advisor shall have the right to remove any student from immediate participation in any sport/co-curricular activity under the coach/advisor’s supervision if the student’s presence poses a danger to persons or property or an ongoing threat of disrupting school; travel, on any school provided transportation; or any school-sponsored activity held on or off school property.

All students will travel to and from school events with their respective team or group. Should unusual circumstances arise, the coach/advisor may permit, with administrative approval, an alternative mode of transportation for individual students. A parent transportation request can be obtained at the AD office or from the coach/advisor. Approval will only be considered when the transporting member is the parent or guardian. Approval will not be considered for friends or other family members.

**Scope of the Code of Conduct**

The **tobacco, alcohol, and other drug and non-school major misconduct (Referred to as TAOD)** provisions of the Woodridge Local School’s Code of Conduct are year-round. Violations of the policy that result in school consequences (for example: suspension, expulsion, etc.) begin for students at the start of the 9th grade. Violations of the policy that result in Co-curricular consequences are included in the Athletics/Co-curricular Code of Conduct which is in effect from the beginning of the student’s 7th grade year through graduation of High School (either the first official day of practice as outlined by the OHSAA for fall student athletes, or the first day of school for winter and/or spring athletes and continues until graduation from Woodridge High School. Any employee of the Woodridge Local School District may report an observed violation to the appropriate administrator (athletic director or principal).

Any law official can report any violations of the Code of Conduct to the appropriate administrator. Upon the reporting of a potential violation, the appropriate administrator will work to investigate the allegation before any implementation of the Code of Conduct will be enforced.

Students will not be permitted to avoid the application of this Code of Conduct by virtue of the timing of the infraction. If a violation occurs at or near the end of a sport season or activity, or if the student is not “in season” at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next “in-season” sport or activity in which the student is a regular participant in high school, i.e., a sport or activity. Students (except freshmen) suspended under this rule may not avoid the consequences of a denial of participation by trying out or participating in a new sport or activity in which they have never been a member nor participated in during high school (grades 9-12). In such cases, the suspension would apply to the next sport or activity in which the student has been a
member or participated in during previous high school seasons.

**Expectations and Reasonable Conduct**

Students not only represent themselves but also their family, their school and their community. Since participation is a **privilege**, it is important that students and parent/guardians be aware of the rules and expectations. A violation of the Code of Conduct may result in the denial of the privilege to participate in a co-curricular activity. The student or parent/guardian may appeal the decision to the coach/advisor or the athletic director. An appeal hearing will be scheduled in a timely manner.

The Woodridge Local Schools recognize that the safety and welfare of individual students, clubs, organizations, and teams are a priority. Therefore, students will not engage in any acts of criminal activity such as, but not limited to, vandalism, assault and battery, hazing, theft, or other disruptive conduct.

Students are also expected to behave appropriately during school and co-curricular activities. Detrimental actions include, but are not limited to: insubordination, repeated absenteeism, fighting, sexual harassment (verbal or physical), sexual misconduct, negative/apathetic attitude, unsportsmanlike conduct, lying, and inappropriate language or gestures. Recognizing the varying degrees of severity, the type of misconduct and a student’s previous record of conduct, each situation will be considered individually. The coach/advisor and/or the appropriate administrator will determine appropriate consequences, which may include denial of participation or dismissal from the team/activity. The student will have the right to due process with the coach/advisor and/or appropriate administrator. A written record of the incident will be filed with the appropriate administrator.

**NOTE:** Students must realize that both the Code of Conduct and the school district discipline policy will be enforced in those situations when both are applicable.

**General Regulations**

1. If the student is placed on an out-of-school suspension, the student is not permitted to practice or compete in any competition or public performance for the duration of the out-of-school suspension period. A student that has been placed on suspension will not be able to attend a practice, competition/performance in their respective sport or activity on the same day that disciplinary action has been taken by the school.

2. Daily attendance is mandatory so all students can maintain the academic standards required for participation. A student must be in attendance to participate in practice or participate in competition or public performance held on a school day unless approved by a building administrator (i.e. college visitations, funerals, school business, doctor’s appointment). In order to comply with the attendance standards all students must be in school by 9:00 am in order to practice or participate in a contest or performance. Any student that has an excessive tardy problem to school on the day of, or day after a performance, could be denied participation in future performances.

3. Students who have not turned in uniforms or equipment from other programs owe fees from missing equipment or uniforms, will not be permitted to participate for another team/co-curricular until their prior financial obligations have been resolved.

4. It is **STRONGLY RECOMMENDED** that students avoid social functions where drugs, alcohol or tobacco products are being used in violation of criminal law or the athletic code of conduct.

5. Students who have charges pending, or have been charged, may be denied participation from athletics or activities. The denial of participation penalty would be invoked by the athletic director or the principal. The only exception would be vehicular violations that do not include alcohol or drugs.

6. A coach/advisor shall have the right to remove any student from immediate participation in any athletic/co-curricular activity under the coach/advisor’s supervision if the student’s presence poses a danger to persons or property or an ongoing threat of disrupting school; travel on any school provided transportation; or any school-sponsored activity held on or off school property.
7. Other than in very unusual circumstances, all students will travel to and from school events with their respective team. Should unusual circumstances arise, the coach/advisor may permit, a student to leave a school sanctioned event with a parent or guardian. A written note from the parent must be submitted to the coach or advisor indicating that the parents or guardians will be transporting the student from the school event. **At no time is a student allowed to be transported unless it is by his or her parent or guardian.** There will be no exceptions.

**Attendance at School**

A student must be in school by 9:00 am and remain in school for the rest of the day in order to practice or compete/perform that day. Absences due to field trips, and school related activities, would not prevent a student from practicing or participating in their school activity or sport.

Students are expected to be in school the day following an athletic contest or event. It is an unexcused absence for sleeping in the next day.

**Major Misconduct Policy**

Violations of the Major Misconduct Policy are based on each school year and season for the student. Any consequences or penalties levied against a student will be in effect for that school year or season. When a new school year commences, students may begin the year without any restrictions or previous actions being held against them, except in the case when there is a carry-over of a restriction from the previous year.

1. Any student in a Woodridge High School or Woodridge Middle School co-curricular activity will be subject to disciplinary action if he/she commits any of the following offenses:
   a. Failure to abide by the discipline code as adopted by the Woodridge Local School Board of Education, which results in a suspension, either in or out of school.
   b. Acts of unsportsmanlike conduct during the particular sports season or activity in which the student is involved, such as fighting, or verbal abuse of officials, other students, coaches, advisors, or spectators for which the student is ejected from the team, squad, or activity by game or school officials.

2. Any violations of the stated policy during the season in which the student competes will result in the following:
   a. Failure to abide by either the WHS or WMS discipline policy, which results in an assignment to the In School Restriction room, may result in the student not being permitted to practice or compete/perform in any competition/performance for the duration of the in-school detention period.
   b. Failure to abide by the WHS or WMS discipline policy, which results in an out-of-school suspension, will result in the following:

   **First Offense**
   A student suspended out-of-school for the first time will be denied participation for all contests/performances during the duration of the suspension period while they are in season. In addition to games, contests/performances missed during a suspension period, the student will miss a minimum of 10% of the contests/events (season or tournament) based on the number of regular season scheduled events during their particular sport/co-curricular season. Also, the coach/advisor of the sport or co-curricular activity may extend the denial of participation for the student upon their return to the team/activity at his or her own discretion.

   **Second Offense**
   A student suspended out-of-school for the second time while in season or participating in a co-curricular event during the school year will be denied participation for 20% of the contests/events (season or tournament), based on the number of regular season/scheduled events.

   **Third Offense**
A student suspended out-of-school for the third time will be denied participation for the remainder of their sports' or co-curricular(s) season during the school year.

**MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

**TOBACCO/NICOTINE, ALCOHOL, AND OTHER DRUG, POLICY**

*(Referred to as TAOD)*

Students participating in (or planning to participate in) any activity will not at any time possess, use, sell, offer to sell, deliver, conceal, consume, be under the influence of, nor have on their breath, any drug, counterfeit drug, drug paraphernalia, alcohol, tobacco/nicotine, or anabolic steroid. Medication authorized by a licensed physician is not considered a violation of this provision.

The provisions of the TAOD policy are in effect for all students participating in co-curricular activities year round. Regardless of the timing of an infraction, a student will face consequences as prescribed by the Code of Conduct. When a new school year commences, students may begin the year without any restrictions or previous actions being held against them, except in the case when there is a carry-over of a restriction from the previous year.

**TOBACCO/NICOTINE**

Students shall not use or have in their possession tobacco in any form, as defined in the student handbook.

a. **First Tobacco/Nicotine Offense**

A student found in violation for the first time will be denied participation for 20% of the contests/events (season or tournament), based on the number of regular season/scheduled events. Should the infraction occur at the end of a season, part or all of the denial of participation will carry over to the next sports/co-curricular season that the student participates.

If the student agrees to attend an approved smoking / tobacco/ nicotine cessation program approved by the school district, and successfully completes that program, then the penalty is reduced to 10%. In order to use this option, the student must enroll and attend the next scheduled class or program. The cost of the program will be the responsibility of the student and their parent or guardian. The school is not financially responsible for any costs to the student or their family.

b. **Second Tobacco/Nicotine Offense**

A student found in violation for the second time will be denied participation for 50% of the contests/events/activities (season or tournament), based on the number of regular season/scheduled events.
c. **Third Tobacco/Nicotine Offense**
A student found in violation for the third time will be denied participation from any athletic/co-curricular activity for one calendar year from the date of the violation.

The administration has the authority to skip steps and invoke a more stringent penalty for continued violations of the TAOD policy in successive years.

**DRUG OR ALCOHOL POSSESSION AND/OR USE**
Students shall not possess and/or use any controlled or counterfeit substance, including but not limited to narcotics, hallucinogenic, alcohol, steroids, marijuana, and/or paraphernalia related to any of these substances.

a. **First Drug or Alcohol Offense**
A student found in violation for the first time will be denied participation for 100% of the contests/events (season or tournaments), based on the number of regular season/scheduled events.

If the student elects to attend the Saturday Family Workshop offered through the Sixth District Compact, the Insight Program, or an approved program by the administration; and successfully completes the program, the student will be able to participate in 50% of their sports’/co-curricular season.

b. **Second Drug or Alcohol Offense**
A student found in violation for a second time will be denied participation for one calendar year from the date of the violation. In addition, the student will be required to have an assessment and complete the recommendations made by that assessment from an agency that has been approved by the administration.

c. **Third Drug or Alcohol Offense**
A student found in violation for the third time will be denied participation indefinitely.

**DRUG OR ALCOHOL SALE OR DISTRIBUTION**
Students shall not be involved in the sale or distribution of drugs and/or alcohol. This includes collecting money or facilitating the collection of money for the purpose of purchasing drugs or alcohol and bringing drugs or alcohol to a party.

a. **First Drug or Alcohol Sale or Distribution Offense**
A student found in violation will be denied participation for one calendar year from the date of violation. The student is required to attend the Insight Program, Saturday Family Workshop, or other approved program through the administration, and successfully complete the program. Failure to participate in or to not successfully complete one of the approved programs will result in a denial of participation determined by building principal.

b. **Second Drug or Alcohol Sale or Distribution Offense**
A student found in violation the second time will be denied participation for one calendar year from the date of the second violation.

c. **Third Drug or Alcohol Sale or Distribution Offense**
A student found in violation a third time will be denied participation permanently.

The administration has the authority to skip steps and invoke a more stringent penalty for continued violations of the TAOD policy in successive years.

**DUE PROCESS PROCEDURES**

1. All students will receive notice of the rules under which they are operating. Upon receipt of the Code of Conduct the students, their parents or guardians, are responsible for reading and abiding by these rules and regulations.

2. Should a student be in violation of the Code of Conduct, their coaches / advisors, the athletic director, or building administrator will conduct an investigation and hearing based on the
violation of the Code of Conduct. After this hearing, the appropriate coach / advisor, athletic
director, or building administrator will inform the student of their disciplinary consequences
as prescribed by the Code of Conduct.

3. The student or parent has the right to appeal the decision of the coach / advisor or the athletic
director to the building principal. An appeal hearing will be scheduled in a timely manner
after receiving notice of the appeal.

4. If a student and their parents or guardians wish to appeal the decision of the principal, they
may do so to the school superintendent. A letter requesting an appeal must be submitted
to the superintendent no later than three (3) days following the decision of the principal. A
meeting will be scheduled in a timely manner.

5. The decision rendered by the superintendent is final.

SELF-REFERRAL

It is our goal as a school district is to work in conjunction with the student and his/her family. The
following is an opportunity that might allow students/school personnel to work together in order
to make the process of helping the student more effective.

Our greatest goal is to foster an open and honest relationship with students concerning the use
of alcohol, tobacco, or other drugs. To encourage this, the Code of Conduct will follow these
guidelines when dealing with self-referral situations:

1. If a student or his/her parent/guardian come forward with a violation of the TAOD policy to
an administrator and asks for assistance concerning a violation of the policy (prior to any
school or law official verifying or witnessing a violation of the TAOD) then there will be no
denial of participation in the activity. The self-referral, however, is still considered a violation
for the purpose of accumulation of violations.

2. Any student who confides in a teacher, advisor, coach, clergy or any other adult about a
violation, prior to verification or witnessing by any school or law official, of the TAOD
(exception of distribution) and that person informs an administrator then that student would
follow the self-referral steps.

3. If the student violates the TAOD policy for a second time this will be considered a second
offense to the TAOD policy, and they will serve the appropriate consequence.

Steroids

The improper use of anabolic steroids may cause serious or fatal health problems, such as heart
disease, stroke, cancer, growth deformities, infertility, personality changes, server acne, and
baldness. According to the Ohio Revised Code (section 3313.752 and 3707.50) possession, sale,
or use of anabolic steroids without a valid prescription is a crime punishable by a fine and
imprisonment. The school penalty for use of steroids would fall under the penalties for illegal drug
usage.

Hazing

Harassment, intimidation, or bullying toward a student by other students is strictly prohibited and will
not be tolerated. Harassment, intimidation, or bullying means any intentional written, verbal, graphic,
or physical act that a student or group of students exhibits toward another particular student(s) and
the behavior causes mental or physical harm to other student(s) and is sufficiently severe, persistent
or pervasive that it causes and intimidating, threatening, or abusive educational environment for
other student(s).

Incidents/reports of hazing shall be brought to the attention of school Administration. Each
incident/report will be investigated and appropriate action will be taken.

The Administration will determine a course of action, which may include anything from a verbal
warning to a permanent denial of participation depending on the offense.

Harassment, intimidation or bullying also means electronically transmitted acts (i.e., internet, e-mail,
cellular telephone, personal digital assistance (PDA), or wireless hand-held device that a student(s)
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).

Ejection from a Contest

The OHSAA has adopted (summer 1994) a policy to address athletes and coaches who are ejected from a contest for unsportsmanlike conduct or a flagrant foul. It stipulates that any athlete who is ejected from a contest will be denied participation for the next 2 contests in all sports but football (one in football). The school will adhere to the guidelines of the Ohio High School Athletic Association regarding the denial of participation in athletic contests for students who have been ejected from a contest. The school may also impose its own consequences for the student-athlete which may include, but is not limited to the denial of participation in any or all athletic activities.

An athlete under suspension may not sit on the team bench, enter the locker room, ride the team bus, or be affiliated with the team before, during, and after the contests.

If the occurrence is in the last game of the season, the penalty does carry over to the next sports season in which the athlete participates.

A student who is ejected a second time shall be suspended for the remainder of the season in that sport.

In some cases the school will increase the penalty. A reason for an additional school penalty would be blatant misconduct.

ADDITIONAL RULES BY COACHES/ADVISORS

All head coaches or activity advisors may publish specific rules unique to their programs that are not covered in these general rules. This published set of training rules or organization rules must be filed with the athletic director/principal. A copy of all rules in effect must be given to each student at the beginning of the program or season; the coach or advisor may ask the students and/or parents to sign the rules and the signed forms kept with the specific coach/advisor.

Eligibility

Any restrictions and/or guidelines due to a student being ineligible will be made available to any students upon their request in writing when a student begins his/her participation in an activity.

1. The academic eligibility requirements for all students participating in any athletic activity shall be consistent with those established by the OHSAA (Ohio High School Athletic Association) and by the Woodridge Local Schools’ Board of Education.

2. Participation restrictions due to ineligibility shall be consistent for all students within each activity.

3. The athletic director and his or her designee shall be directly responsible for enforcing all eligibility matters.

4. At least once a year the requirements for eligibility will be made available to the faculty.

5. The status of the academically ineligible student:
   a. An ineligible student may be permitted to practice and/or attend meetings with the permission of the coach or advisor, and it is the discretion of the coach or advisor to allow an ineligible student the ability to practice or attend an activity. The student would not be permitted to hold an office or a position of leadership.
   b. The student shall not participate in any type of contest, games or performance. Ineligible students are NOT allowed to dress in a team uniform during scrimmages or games, and are required to wear attire that meets team guidelines (such as a jersey or appropriate team shirt or jacket).
   c. If the principal, athletic director and/or coach/advisor feel a student should not be practicing
with the activity because of citizenship, attitude, or academic work, the student may be
denied this privilege.

d. Coaches/advisors, with the approval of the athletic director or principal, may place other
restrictions on a student who has been determined to be ineligible.

6. Students who have received below a 2.0 GPA during the grading period will be required to attend
the Homework Assistance Center.

a. Students receiving below a 2.0 GPA in a class will attend HAC two hours per week.
b. A student who does not complete their required HAC hours for each week, will not be allowed
to participate the following week in their respective sport (both practices and games)

ATTENDANCE (Board Policy 5200)

School Attendance Policy

The educational program offered by this district is predicated upon the presence of the student and
requires continuity of instruction and classroom participation. Attendance shall be required of all
students enrolled in the schools during the days and hours that the school is in session or during the
attendance sessions to which s/he has been assigned. In accordance with statute, the superintendant shall require notification from the parent of each student of compulsory school age
or from an adult student who has been absent from school or from class for any reason. The
Woodridge Local School Board of Education reserves the right to verify such statements and to
investigate the cause of each single absence or prolonged absence.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the
student is enrolled in at least five (5) units of instruction, as defined by state law, per school year. In
accordance with statute, the superintendent shall require, from the parent of each student of
compulsory school age or from an adult student who has been absent from school or from class for
any reason, a written statement of the cause for such absence. The Board of Education reserves the
right to verify such statement investigate the cause of each single absence of prolonged
absence. Repeated infraction of board policy on attendance may result in suspension or expulsion.

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

A. Personal illness (a written physician’s statement verifying the illness may be
required)
B. Illness in the family necessitating the presence of the child
C. Quarantine of the home
D. Death in the family
E. Necessary work at home due to absence or incapacity of
   parent(s)/guardians(s)
F. Observation or celebration of a bona fide religious holiday
G. Out-of-state travel (up to a maximum of twenty-four (24) hours per school year
   that the student’s school is open for instructions).
H. Such good cause as may be acceptable to the superintendent
I. Medically necessary leave for a pregnant student in accordance with Policy
   5715
J. Service as a precinct officer at a primary, special or general election in
   accordance with the program set forth in Policy 5751

Attendance need not always be within the school facilities, but a student will be considered to be in
attendance if present at any place where school is in session by authority of the board. The board
shall consider each student assignment to a program of other guided learning experiences to be in
regular attendance for the program provided that s/he reports to such staff member s/he is assigned
for guidance at the place in which s/he is conducting study, and regularly demonstrates progress
toward the objective of the course of study. The superintendent may excuse a student over fourteen
(14) years of age from attendance at school for a future limited period for the purpose of performing
essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the superintendent be renewed for five (5) additional
days. At no time, however, shall such excuse cause a student to be absent from school for a period
of more than ten (10) consecutive days. At the discretion of the superintendent or his/her designee,
a student may be excused for a longer period of time than 10 (10) days if a child’s parent or guardian
has recently died or become totally or partially incapacitated and there is no older brother or sister
living in the home who is out-of-school. (The superintendent may request a certificate of a physician
attesting to the physical condition of the parent or guardian.)

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

Legitimate absence excuses of a student who is otherwise habitually truant include but are not limited
to:
A. If the student was enrolled in another school district;
B. If the student was excused from attendance in accordance with R.C. 3321.04;
C. If the student has received and age and schooling certificate.

If a student is habitually truant and the student’s parent has failed to cause the student attendance,
the board authorizes the superintendent to file a complaint with the judge and the juvenile court
and/or to take any other appropriate intervention action as set forth in this board’s policy. If a student
who is habitually truant violates the order of a juvenile courts regarding to student’s prior adjudication
as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.
If a student who is habitually truant violates the order of a Juvenile Court regarding the student’s
prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicate as a
delinquent child.

In order to address the attendance practices of a student who is habitually truant, the board
authorizes the superintendent to take any of the following intervention actions:
A. Assign the student to a truancy intervention program.
B. Provide counseling to the student.
C. Request or require the student’s parent to attend a parental involvement program.
D. Request or require a parent to attend a truancy prevention mediation program.
E. Notify the Registrar of Motor Vehicles of the student’s absences.
F. Take appropriate legal action.

Assignment to an alternative school (Note: If the district has established an alternative school, it must
appear as an alternative intervention strategy.) The superintendent is authorized to establish an
educational program for parents of truant students which is designed to encourage parents to ensure
that their children attend school regularly. Any parent who does not complete the program is to be
reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor
if found guilty.

The superintendent shall develop administrative guidelines that:
establish proper procedures to the student and his/her parents are provided the opportunity to
challenge the attendance record prior to notification and that such notification complies with R.C.
3321.13 (B)(2);
A. establish a school session which is in conformity with the requirements of the rules of the
state board;
B. govern the keeping of attendance records in accordance with the rules of the state board;  
C. identify the habitual truant investigate the cause(s) of his/her behavior, and consider  
modification of his/her educational program to meet particular needs and interests;  
D. provide students whose absence has been excused an opportunity to make up work they  
missed and receive credit for the work, if completed;  
E. refer a student for evaluation who, due to a specifically identifiable physical or mental  
impairment, exceeds or may exceed the district’s limit on excused absence to determine  
eligibility either under the Individuals with Disabilities Act (IDEA) or Section 504 of the  
Rehabilitation Act of 1973, or other appropriate accommodation.

Whenever a student of compulsory school age has sixty (60) consecutive houses in a single month  
or ninety (90) hours of unexcused absence from school during the school year, she/he will be  
considered habitually absent. The board authorizes the superintendent to inform the student and  
his/her parents, guardian, or custodian of record of excessive absence as well as the district’s intent  
to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of Juvenile Court of the  
student’s excessive absence.

R.C. 3313.664, 3317.034, 3321.01 et seq., 332’.13 (B)(2), 3321.19, 3321.191  
R.C. 3321.22, 3321.38, 3323.041, 3331.05  
A.C. 3301-35-03(G), 3301-47-01, 3301-69-02

Emergency School Closing

If the school must be closed or delayed due to inclement weather, or other conditions, every effort  
will be made to post the closing on our school website, as well as notify local radio and television  
stations by 6:00 am. The radio and television stations that will be notified in the event of a closing  
or late start will be listed in the Bugle. Notification will also be through the telephone and the internet.  
Please go to the school’s website for further information about adding phone numbers, or email  
addresses to this system. When our schools are open, your child’s attendance is expected.

Excused Absences — 10 Days

The Ohio Revised Code considers the following factors to be reasonable excuses for time missed at  
school:

A. Personal Illness (a written physician’s statement verifying the illness may be required).  
B. Illness in the family necessitating the presence of the child.  
C. Quarantine of the home.  
D. Death in the family.  
E. Necessary work at home due to the absence or incapacity of parent(s) / guardian(s).  
F. Observation or celebration of a bona fide religious holiday.  
G. Such good cause as may be acceptable to the Superintendent.

Medical, Dental and Legal Appointments (documented)

A. Medical, dental and legal appointments that cannot be scheduled after school hours and are  
necessary to be scheduled during the school day will be excused. Documentation must be  
provided by the physician’s office, dentist’s office or court stating the date and time of the  
appointment, and be turned into the school office within 24 hours of the appointment date, or  
upon the students return to school.  
B. In instances of chronic or irregular absence reportedly due to illness, the school administration  
may request a physician’s statement certifying such absences as justifiable.

Family Vacation

While we always encourage activities that give families time together, we do want to stress the  
importance of school attendance for students. We ask that family vacations be planned for days
when school is not in session. However, if vacations are taken during the school year, parents/guardians are responsible for notifying the school. **All vacation days will be counted toward the student’s ten day limit.** Students are to make arrangements with the classroom teacher for all makeup work necessary to receive academic credit for the time they were on vacation. Students are not permitted to take exams prior to scheduled times. Makeup tests may be given within a week after the student’s return.

*Please refer to the district calendar for testing and other important dates prior to scheduling vacation.*

**College Visitations (Post Secondary Visitations)**

A. Seniors will be allowed to visit a college, university or technical school two times during the year without being counted absent from school. Juniors will be allowed one visit during their junior year. Post secondary visitation forms must be picked up in the main office prior to the visit in order to verify the visitation.

B. Students are responsible for making up all work missed during the visitations.

C. Students with academic, attendance or discipline issues may be denied opportunities to make visitations.

**Excessive Excused Absences**

Parents may be notified by phone and or mail regarding accumulation of excused absences. These calls/letters are simply to keep you up to date on your child’s attendance. Contact may be made accordingly:

3 days excused – call home

5 days excused – call home

7 days excused – letter sent home

10 days excused – letter sent home

* If attempts to call home fail, school officials may visit the home.

Students who accumulate more than 10 absences in a school year, regardless of the reason, will be required to provide a doctor’s note, or court documentation for all subsequent absences after 10 absences from school or the absence will be unexcused.

Accumulation of unexcused absences will declare a student truant. The school will file a complaint against the student or parent according to the Ohio Revised Code.

**Partial School Day Absences**

When a student is absent for part of a school day for authorized appointments such as medical, required court appearances, dental, lawyer, counselor, etc. They must:

1. Sign out and/or in at the Main Office. (If the parent/guardian signs the student in or out without documentation of an authorized appointment the absence will be excused but will count against the students 10 days of absences)

2. Have a note from the doctor/dentist/court/attorney turned into the office verifying the appointment.

3. Report back to school immediately.

**Notification of Absence**

If a student is going to be absent, parents must contact the school within one hour of the beginning of school to provide a reasonable excuse. Without a phone call, a note signed by the parent must be turned in to the office upon return to school. If no notification is received within one day after return to school, all absences during that time will be considered unexcused.

**Make-up Opportunities**
A student with excused absences has the privilege of making up work that has been missed. It is the responsibility of the student to consult with the teachers to make up this work. A student has the same number of days to make up work, as the student was absent from school. Parents may also call into the school to request make-up work to be picked up. Zero (0) credit will be given for students with unexcused absences. (Exceptions may be made for major assignments – teachers and administrators will evaluate student progress and assign partial credit.)

**Tardiness to School**
The Woodridge School District provides transportation to all students who reside in the district. Those students who do not use this transportation are still required to arrive at school on time. Tardiness causes a disruption to the educational process. Please be considerate of how tardies can affect our learning environment and make every effort to be on time. Students arriving after the beginning of the school day without a doctor, dentist or court documentation, will be considered tardy. Missing the bus, getting up late, or dropped off late are not acceptable excuses for tardiness to school.

If a student arrives after 10:00 A.M. at WPS or WIS the student will be absent (1/2) day.
If a student leaves before 2:00 P.M. at WPS or WIS the student will be absent (1/2) day.
If a student arrives after 9:00 A.M. at WMS or WHS the student will be absent (1/2) day.
If a student leaves before 1:00 P.M. at WMS or WHS the student will be absent (1/2) day.

Students reported tardy for the fifth time unexcused will receive a disciplinary consequence. Unexcused tardies may result in the following:

WHS
5th Tardy: Post-school restriction (1)
7th Tardy: Friday Post-school restriction (1)
9th Tardy: In-school restriction (2)
12th Tardy: In-school restriction (3)

Each subsequent tardy will require a more severe consequence.

**Number of tardies will be calculated per school year not by semester.**

Note: High school students may have their parking privileges suspended or revoked due to excessive tardiness. High school students may also have their driver’s license suspended or may be denied the right to obtain one, due to excessive tardiness.

Note: excessive tardiness can also be considered truancy.

**Tardiness to Class**
Students tardy to class are subject to the individual classroom teacher’s rules. Students tardy to first period class are held accountable under the school’s tardy policy and not that of the teachers. After a student has been tardy to a class for the fifth time during a semester they shall be referred to the office.

**Hall Sweeps**
Students are expected to be in class on time and prepared to participate in class. The administration of Woodridge High School reserves the right to conduct announced and unannounced hall sweeps in order to ensure that students are in class. Any students found in the halls without a valid pass will be subject to disciplinary consequences.

**Calamity Days**
There will be no practices, meetings, contests, or other related activities on a day when the superintendent due to inclement weather cancels school. The only exception to this will be sectional, district, regional, or state level competition. Any special events to occur will do so at the discretion of the superintendent. Every effort will be made to notify parent/guardians, as well as local radio and television stations by 6:00 A.M.

**CARE OF PROPERTY**
Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Damage to or loss of school equipment and facilities undermines the school programs. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

CARE OF THE BUILDING

The building is clean and beautiful. The obligation of every staff member, student, and parent is to take actions that enhance and maintain this excellent facility. Students can take great pride in the knowledge that the community has provided a facility that enhances the total learning experience for each individual. Be proactive. Demonstrate positive leadership by sharing the responsibility for the care of every facet of our school. (BP# 5513)

Buses

Students will follow the district bus regulations riding to and from school as well as any extra curricular activities.

Classrooms / Locker rooms

Students will follow proper classroom expectations based on each of the teachers’ classroom management plans.

Hallways / Restrooms

Students will keep the hallways / restrooms clean and orderly. They will follow proper expectations or consequences will be given out.

Lockers

Each student receives a locker. Do not share a locker, or combinations. Please keep your locker locked at all times. Lockers are the property of the school and may be searched at any time when the school authorities have reason to do so. (BP# 5771)

Texts, Workbooks, and Materials

Each student will be supplied with textbooks purchased by the Board of Education for use in specific classes. He/she is responsible for taking good care of these books as well as any library books that may be borrowed. Students will be charged for lost or damaged books. Students may also need to purchase workbooks or other classroom materials from the school. Parents will receive notices at the beginning of the school year explaining which materials the student will need, as well as the cost. Every effort is being made to keep this cost as low as possible.

Cafeteria

Students will follow proper cafeteria expectations or the use of the cafeteria can be taken away. Lunches may be brought from home or purchased from the school. Breakfast is served from 7:15 A.M. to 7:35 A.M. Applications for free / reduced meals will be sent home with all students. Any parent who believes the family is eligible for this program should return the completed application to school as soon as possible. New application must be completed each school year. Delivery of outside (commercial) food is not permitted during the school day.

Students who bring book bags or backpacks to the cafeteria must take their book bags or backpacks with them into the cafeteria where they will be sitting. Students are not allowed to take their book bags or backpacks through the serving line. Also, they are not allowed to leave their book bags or backpacks in the hallway during lunch.

Food and Beverages

All food and beverages shall be confined to the cafeteria and be permitted during the lunch period only. In special circumstances exceptions can be made on a case-by-case basis. These exceptions require authorization by administration. Delivery of outside (commercial) food is not permitted during
the school day. Please cooperate with teachers by conforming to the individual teacher’s rules regarding gum.

**Lost and Found**

Lost items that are found are kept in a box in the cafeteria or the main office. Students are encouraged to check the box. All unclaimed items are donated to charity at the end of the semester break and at the end of the school year. Students are expected to turn in any items found to the main office.

**Use of the Telephone/Cell Phones/Electronic Devices**

The office telephone is restricted to use by students for emergencies only. Forgotten items and after school plans do not constitute an emergency. Cell phones, iPods, iPads, tablets, laptops, electronic games, laser pointers, etc. are permitted with staff supervision. There is NO EXPECTATION OF PRIVACY regarding data or information stored on any electronic device. If such device is confiscated, the school administration will exercise its right to inspect and investigate any material contained within. Evidence of violation of school rules will be used for disciplinary purposes.

Students are not permitted to wear headphones or earbuds in the hallways. Headphones and earbuds may be worn in class if authorized by a staff member.

Electronic devices that have been registered through the Woodridge Local Schools Technology Department, along with a signed AUP, may be utilized during the school day for educational purposes only and with staff member permission.

**CLINIC AND MEDICAL INFORMATION**

*Injury or Illness* occurring during the school day should be reported immediately to the supervising teacher. The teacher will issue a pass admitting students to the clinic. Students will sign in and notify the clinic personnel of the concern. The clinic does not treat home accidents or illnesses. No student who is ill is to call his/her parents and leave the building without permission.

**Control of Casual Contact Communicable Diseases and Pests**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill, exposed to a communicable disease or highly transient pests, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be for the contagious period as specified in the school’s administrative guidelines.

**Control of Non-Casual Contact Communicable Diseases and Pests**

Do not send your child to school if any of the following symptoms or conditions were present in the last 24 hours. You may be called and asked to take your child home if any of the following conditions exist.

Examples include:

- Symptoms preventing participation in school activities and requires a need for care that is greater than the clinic staff can provide without compromising health and safety of others
- Excessive tiredness, pale, difficult to wake, confused or irritable, lack of appetite
- Continuous coughing
- Fever of 100 degrees or higher
- May return to school when the temperature returns to normal (98.6) for 24 hours without the help of medication
- Abdominal pain that continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms
- Mouth sores that are weeping and/or drooling that the child cannot control unless the child’s healthcare provider states that child is not contagious
• Vomiting 2 or more times in the last 24 hours, unless vomiting is determined to be caused by a non-communicable condition and the student is able to remain hydrated and participate in school activities.
• Diarrhea: 2 or more stools above normal for student. Medical evaluation required for stools with blood or mucus.
  ○ Readmission after diarrhea can occur when the following conditions are met:
    ▪ Diapered children must have their stool contained by the diaper, even if the stool remains loose.
    ▪ Toilet trained children do not have toileting accidents.
    ▪ Healthcare provider has cleared child for readmission for all cases of bloody diarrhea and diarrhea caused by Shigella, Salmonella Yersinia, Clostridium Difficile, Cryptosporidium, Campylobacter, E. Coli, Rotavirus/Norovirus, and Giardia Intestinalis.
    ▪ Refer to ODH Communicable Disease Chart for exclusion guidelines and readmission criteria.
• Strep throat: May return to school after taking prescribed antibiotics for 24 hours.
• Scabies, lice or other parasite infections: Require treatment before returning to school. Head lice or nits requires a head check by the clinic staff and/or principal's designee in the presence of the parent/guardian for re-admittance. Parents/guardian must transport children to school on the morning of the head check.
• Purulent drainage from the eye(s) does not improve when any discharge that is present is wiped from the eye(s). If the child complains of eye pain with redness, child should see healthcare provider.
• Rash with fever or untreated infected skin patches that have weeping fluid.
The student may return to school after medical evaluation has determined not to be communicable.

Immunizations
Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

Medications Given During School
State laws and Woodridge policies (BP#5330) control giving medicine to children in school. The following procedures will be strictly followed:

Prescription drugs:
1. Each school year the parent must complete a parent permission form for each drug to be administered.
2. Each school year the physician prescribing the medication must complete a statement specifying the dosage, when it is to be given, and the date when the medication is to stop being given. If the prescription or dosage changes a new form must be completed by the parent and signed by the physician.
3. The medicine must be sent to school in the original prescription container, which is marked with the child’s name, the type of medication and dosage, and labeled with the date. The medicine must be kept locked in the office and the child is responsible for reporting to the office to receive his/her medication.
4. Teachers are not allowed, by law, to give prescription medication.

For non-prescription medicine:
1. Each year the parent must complete a parent permission form for each non-prescription drug to be administered.

2. Each school year the parent who is requesting that the non-prescription medication be given must specify the dosage, when it is to be given, and the date when the medication is to stop being given. If the non-prescription medication or dosage changes a new form must be completed and signed by the parent.

3. The non-prescription medication must be sent to school in a container marked with the child’s name, the type of medication and dosage, and labeled with the date. The non-prescription medicine must be kept locked in the office and the child is responsible for reporting to the office to receive his/her medications.

CODE OF CONDUCT
A major component of the educational program at Woodridge High School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

COMPUTER TECHNOLOGY & NETWORKS-Acceptable Use policy
The Woodridge Local School District provides technological resources to facilitate growth in productivity, communication, and collaboration. Use of technology, whether district owned or personal property must support education, academic research, and be consistent with the educational objectives of the Woodridge Local School District. Any other use is unacceptable.

The Woodridge Local School District’s buildings offer access to the Internet and internal via both wired and wireless network connections. This agreement and associated rules and regulations refer to all electronic computing, communication, recording and/or imaging devices – including but not limited to computers, tablets, cell phones, mobile devices, portable memory storage devices, online gaming devices and digital cameras as well as technology infrastructure, associated devices and software:

- Owned by, leased by or on loan to the District or any third party engages in providing services for the District.
- Any computing or telecommunications devices owned by, in the possession of or being used by district students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier type of connection including hardwired, fiber and/or wireless. 

This agreement is in effect for any school-sponsored activity at any time or any place.

The goals of this Acceptable Use Policy are to maximize the benefits of these technological resources for our school district, to encourage responsible behavior, and to protect students, staff and the community from potential harm.

Acceptable Uses of the Woodridge Computer Network or the Internet
1. First, do no harm.
2. Use technology
   - To complete educational tasks and seek academic excellence.
   - To support academic research.
   - In a manner consistent with the educational objectives of the district.
   - In a manner consistent with student handbooks, staff handbooks, and Board Policy and Guidelines.
3. Respect and Protect…
   - Privacy of self and others.
   - Hardware, software and network resources.
   - Intellectual property rights.
Unacceptable Uses of the Computer Network or Internet

1. Using technology in a manner inconsistent with the educational objectives of the district. Examples may include, but are not limited to:
   - Using the network or Internet for non-educational game playing or personal commercial purposes.
   - Using proxies, mobile ‘hot spots’ or otherwise bypassing Internet filtering.
   - Using impolite, profane, or abusive language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
   - Violating or permitting others to violate any state or federal law or municipal ordinance, such as accessing or transmitting pornography of any kind, obscene depictions, harmful materials.

2. Causing harm to others or damage to their property. Examples may include, but are not limited to:
   - Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.

3. Using technology to violate privacy and property rights of others. Examples may include, but are not limited to:
   - Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
   - Using any District computer to pursue “hacking,” internal or external to the District, or attempting to access information protected by privacy laws.
   - Using copyrighted materials without giving credit to sources.

4. Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts or other computer networks, such as:
   - Using another’s account password(s) or identifier(s).
   - Interfering with other users’ ability to access their account(s).
   - Disclosing anyone’s password to others or allowing them to use another’s account(s).

Internet Safety
The district will utilize Learning.com accounts provided by eTech Ohio for the purpose of educating students about appropriate online behavior, including interacting with other individuals on social networking sites and chat rooms, and cyber bullying awareness and response. Such training will occur for students in one grade level per building.

Tell an adult if you see something online that makes you feel uncomfortable or afraid. Don’t give personal information when you’re online, such as name, address, telephone number, and picture. Never agree to meet with an online friend. Use caution when you publish anything online. Be respectful of others and yourself.

Systems Monitoring
In accordance with the federal Childhood Internet Protection Act <CIPA>, Internet access is filtered for all users. The use of technology resources may be monitored by district, school and network administrators and their authorized employees to protect the integrity of district technological resources as well as individual compliance with this policy. Administrators may examine and use data in disciplinary actions; evidence of crime will be provided to law enforcement officials.

Penalties for Improper Use
The use of a District account is a privilege, not a right, and misuse will result in disciplinary action appropriate to the seriousness of the offense and according to district disciplinary policy.
**Disclaimer**
The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts.

*Please return form to the school where it will be kept on file. It is required for all students that will be using a computer network and/or Internet access.*

*Revised: January 2013 by the Woodridge Technology Committee.*

*Due to the rapidly changing nature of technology, updates to this policy will be posted online at www.woodridge.k12.oh.us/aup. These updates will supersede or amend the rules as stated with any printed document.*

**GUIDELINES FOR USING BRING YOUR OWN TECHNOLOGY (BYOT) AT WHS.**

1. It is inappropriate and often illegal to make any visual or audio recording without the express consent of the subject.
2. Device is never to be out in an area of privacy, such as restrooms or locker rooms.
3. Device is never to be used in hallways.
4. Device must be set to Silence at all times. Ear buds may be used only with teacher permission.
5. Possession and use of the device in class is ONLY with teacher permission.

Examples of improper use during school day:

- Surfing the internet
- Texting
- Sending / Receiving email
- Using as a calculator (without teacher permission)
- Playing video games
- Listening to music (without teacher permission)
- Recording voice, picture or video without teacher permission.

6. You may not connect to the internet via 3G or 4G connection.
7. Only students with a device registered by the Woodridge Technology Department may use their device at school.
8. Devices are brought to school and registered at the owner’s risk. The school and administration assumes no responsibility for a device’s functionality or issues resulting in lost or stolen devices.
12. Release: In consideration for the privilege of using the Woodridge Local Schools computer network, every account user releases the Woodridge Local Schools, its operators and administrators from any and all claims of any nature arising from his/her use, or inability to use, the Woodridge Local Schools Computer Network.
13. Internet safety: Woodridge Local Schools provides education for students regarding online safety and appropriate use within the district’s board approved curriculum which includes, but is not limited to, appropriate online behavior, interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. Woodridge maintains an Internet filter in compliance with the Child Internet Protection Act. When using BYOT devices at school, users will only be allowed to access the Internet through Woodridge’s public wireless network. Use of Internet connections such as 3G/4G cellular is strictly prohibited.
14. The responsibility to keep any personal BYOT device secure is the sole responsibility of the owner. Woodridge Local Schools is not responsible for any device damaged, lost or stolen. It is recommended that the device is labeled or otherwise identified before bringing to school.
15. Users and/or parents of a minor MUST complete all information on this form to use any computer
belonging to Woodridge Local Schools or participate in Woodridge BYOT program. Students must have a completed COMPUTER AND INTERNET ACCEPTABLE USE form on file in order to use any technology belonging to Woodridge Local Schools or to participate in Woodridge BYOT program.

CONDUCT AT SCHOOL EVENTS

Students planning to attend events that will be held at Woodridge High School, at other Woodridge School Buildings, or school sponsored events located off school grounds, must leave the school grounds and return when the event begins. **No student is to stay after unless permission from a principal has been given. Failure to adhere to this policy may result in denial of access to after school programs.**

CONFERENCES

Teachers and parents communicate on a regular basis either through email or phone calls. Parents may also schedule a conference with any staff member at any time that is convenient for each party. Conferences are planned for the months of October, November, and February. Conferences are scheduled in advance from 4:00 to 7:00 P.M. We encourage parents to attend. (BP# 5420)

DRIVING TO SCHOOL

We consider student driving to school a privilege. The administration at Woodridge High School realizes that students may find it more convenient to drive than to ride the bus, but in order to maintain the safety of the school and students, we must enforce certain regulations.

1. All vehicles must display a valid Woodridge parking permit in order to be parked on school property. This includes the spaces allocated for student parking at the high school, Board of Education Office (near the tennis courts and softball field only), and designated spots at Woodridge Middle School.

2. Parking permits will cost $25.00. Parking permits located at WHS will be allocated to seniors first, with remaining parking spaces to be sold to juniors based on space availability. Sophomores will be permitted to purchase parking permits if spaces are available. A student’s attendance record will determine which parking lot a student will be assigned to. Permits will be sold in May. A lost pass must be replaced at half of the cost for a newly purchased permit ($12.50).

3. Students who owe outstanding fees to the Woodridge Local Schools will NOT be allowed to purchase a parking permit until they have paid in full all of their outstanding fees and obligations.

4. Any vehicle parked on school property during school hours of 7:40 a.m. to 2:34 p.m. without a valid permit will be towed after one (1) warning. Towing expenses will be the responsibility of the owner of the vehicle.

5. The following violations may result in the loss of parking privileges for the specified time period:
   a. Leaving school without permission or proper sign out-1 to 9 weeks.
   b. Any Out of School Suspension for any reason – 9 weeks
   c. Parking without displaying proper permit or parking in the wrong space- 9 weeks
   d. Accumulating more than twelve (12) tardies to school – Semester
   e. Parking on school property without permission will be considered insubordination and the appropriate consequences will be applied.

6. Parents will be notified when a parking privilege has been suspended. Students having suspended parking privileges will not be permitted to park on school grounds and must surrender their parking hanger to the Assistant Principal for the duration of the suspension.

7. Copy of proof of Insurance and coverage is required in order to obtain a school-parking permit and must be attached to application.

8. At any time a new or different vehicle is driven to school, the Main office must be notified.

9. The speed limit on school grounds is **10 MPH**. Speeding and reckless operation of the vehicle on school grounds are reasons for immediate suspension of driving privileges.

10. Students with court ordered driving suspension will not be permitted to drive to school.
EIGHTEEN-YEAR-OLD STATUS
The position of the eighteen year old has been changed because of laws, which have granted them adult status. Eighteen year olds will be treated the same as all other students and will be expected to conform to all the school rules and regulations. The school reserves the right to file charges to the appropriate authorities. Should the student decide not to obey school rules, he/she may exercise the option to leave school. If residing at home, adult students should include their parents in their educational program.

EMERGENCY MEDICAL AUTHORIZATION
It is a school requirement that each student must have an emergency medical form filled out, signed by parents and on file in the school office. Please log on to FinalForms to electronically fill out your child’s EMA. The web address is https://woodridge-oh.finalforms.com FinalForms saves data from year-to-year, meaning that you will never need to enter the same information twice.

If there is any change in information during the year, please update the EMA on FinalForms immediately. All students must have an Emergency Medical Authorization form on file no later than September 30. Those who do not may be prohibited from attending school.

EMERGENCY PARENT NOTIFICATION
It is imperative that the school be able to contact parents during the school day. Should school have to be dismissed early due to an emergency, we will attempt to contact all parents. Parents are encouraged to include a neighbor’s name and phone number for “early dismissal” purposes on the emergency card that is to be completed at the beginning of each year. All children should be directed to report to a neighbor’s home in case of an emergency. Parents should keep the school office informed of telephone number changes that should be made on the emergency cards during the school year. It is also a good idea to leave email information for your child’s teachers.

ENROLLMENT PROCEDURES

Enrolling
Students are expected to enroll in the district in which they live. New students to the Woodridge School District are required to enroll with their parents or legal guardian. Enrollment occurs at the Board of Education Office, 4411 Quick Road, with the district registrar. When enrolling, the parents will need to bring the following: a birth certificate or similar document, court papers allocating parental rights and responsibilities, or custody (if appropriate), proof of residency, proof of immunizations. In some cases, a temporary enrollment may be permitted. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The guidance counselors will assist in obtaining the transcripts.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

Transferring
If a student plans to transfer from Woodridge High School, the parent must notify the Registrar at the Board Office. School records shall be transferred within fourteen days to the new school district. (14 days are required by missing children laws.) Parents are encouraged to contact the guidance office for specific details. All fees, fines, and obligations must be reconciled before transcripts will be released. The district registrar will be notified when withdrawal procedures are completed.

Open Enrollment
If open enrollment is an option, other arrangements need to be made to attend a school outside the student’s home district. These arrangements should be made through the home schools.

Withdrawal
No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents. A student who withdraws from school shall be reported to the Bureau of Motor Vehicles for suspension of their driver’s license, if he/she is under the age of 18.
FEES, FINES, AND CHARGES
Woodridge High School charges specific fees for certain activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where financial hardship is present. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Failure to pay fines, fees or charges may result in the withholding of grades and credits, or suspension of certain privileges.

FIELD TRIPS
Students may have the opportunity to go on field trips. Students who have received OSS prior to a field trip may be denied participation of field trips. Field trips are a privilege and can be taken away from students under certain circumstances. The circumstances will be based on criteria such as academics, discipline records, and attendance. This will be communicated in the beginning of the year to all students, staff, and parents. For many trips, teachers will ask parents to go along and help supervise. Parents who chaperon may not bring any other children along on the trip. Parents will receive a student permission form and it should be signed and returned to school. Students will not be permitted on field trips without a signed permission form. (BP# 2340)

Flexible Credit
Senate Bill 311 (the Ohio Core legislation) raised the graduation requirements for high school students, with the goal of increasing the number of students who are ready to meet the demands of our global and technological age. It included among its provisions a requirement that by March 31, 2009, the State Board of Education adopt a plan that enables “students to earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction.” (From the Ohio Department of Education). Students interested in participating in the Flexible Credit option should contact their building school counselor and administrator for further information.

GUIDANCE DEPARTMENT
School counselors are available to help all students in adjusting to school and assist any students that have school, personal or vocational questions. Students wishing to see a counselor should make an appointment through the guidance office during study hall, lunch, or before or after school. Parents are encouraged to contact the counselors for information or assistance whenever necessary by calling guidance office. Mrs. Elvitsky is the school counselor for students with the last names beginning with the letter A through the letter K. Mr. Vassalotti is the school counselor for the students whose last names begin with the letter L through the letter Z.

STATE TESTING
The State of Ohio requires students to take a variety of assessments in order to determine how effectively schools are functioning. Information regarding Ohio Department of Education required assessments can be found at http://education.ohio.gov, or the Woodridge High School Web Site at www.woodridge.k12.oh.us, or the WHS Guidance Office.

HALL PASSES
During class time a student may not be out of the classroom without their planner or some other classroom pass. If students are planning to use the library or guidance during study hall or lunch they must plan ahead in the morning and get a signed pass from the teacher.
HOMEWORK
In accordance with School Board Policy, your teachers are encouraged to extend your education beyond the regular school day by assigning meaningful homework assignments. You will have the number of days absent to complete your work. Major assignments such as term papers are due on the assigned date, regardless of illness, unless a medical statement is presented upon the student’s return to school.

HOMEWORK ASSISTANCE CENTER – H.A.C.
Students will be required to attend Homework Assistance Center (H.A.C.) if they become conditionally eligible, that is, eligible but have below a 2.0 GPA for that respective grading period. The conditionally eligible student must attend H.A.C. two hours each week. Failure to attend will result in a denial of participation in games or events for the following week.

INDIVIDUALS WITH DISABILITIES
The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the district's programs and facilities.

Woodridge High School provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parental involvement in this procedure is required. More importantly, the school wants the parents to be active participants.

Parents, who believe their child may have a disability that substantially limits major life activities of their child, should contact the Director of Special Services at 330-928-9074.

LIBRARY
1. WHS library opens at 7:40 a.m. Any student may come to the library with a pass from a teacher.
2. Students may come to the library from study hall or lunch but the pass must be written by a classroom teacher or the library before that time begins.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES
Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

PARENT RESPONSIBILITIES
Mutual respect and cooperation between home and school is expected. The Woodridge District (BP# 2111) believes that parents have a responsibility to encourage their child’s career in school by:
1. Supporting the schools in requiring that their child observe all school rules and regulations, and by accepting the responsibility for the child’s school behavior.
2. Sending your child to school daily with proper attention to health, personal cleanliness, and dress.
3. Maintaining and encouraging an active interest in your child’s daily work and making it possible for the child to complete assigned homework by providing a quiet place and suitable study conditions.
4. Reading all communications from the school, and signing and returning them promptly when required.
5. Cooperating with the school by attending conferences which are set up for the purpose of exchanging information about your child’s progress in school.

POSTERS, SIGNS, and Solicitation
Any poster or literature displayed by an organization or an individual in the school must have the approval of the administration. A minimum notice of 24 hours is required to ensure that the administration has had the opportunity to review the announcement or posting.

SAFETY DRILLS
The school complies with all fire safety laws and will conduct fire drills in accordance with State law and local requirements. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for a safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is a special tone on the public announcement system and different from the alarm system for fires. Lock down drills will be conducted throughout the year to familiarize students and staff on proper procedures during a crisis situation.

SCHOOL SPONSORED CLUBS / ACTIVITIES
Woodridge High School provides students the opportunity to broaden their learning through curricular related activities. A curricular related activity may be for credit, required for a particular course, and/or contain school subject matter. The school has many student groups that are authorized by the school. It is the District’s policy that only authorized groups are those approved by the Board of Education. Extracurricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. To be eligible to participate in an activity sponsored by the school including co-curricular and extra-curricular activities, students must arrive to school by 9:00 a.m. Exceptions to this rule include a written doctor’s note, documented court appearance, approved early senior release, school related activity, or approved college visits.

SELLING WITHIN THE SCHOOL
Students are not permitted to sell anything within the school to classmates or teachers. Please cooperate by not buying anything from friends and classmates.

SPORTSMANSHIP
Good sportsmanship is expected of all Woodridge students. Much of our school’s reputation is based on the sportsmanship displayed in interscholastic athletic contests. We expect students to back our teams with enthusiasm and to treat our guest teams, fans, and officials with respect. Booring of players and officials is poor sportsmanship and is never proper. Students attending school-sponsored contests are subject to school rules and regulations. The PTC will recognize those schools displaying good sportsmanship throughout the school year.

STUDENT EMPLOYMENT
Woodridge High School does not encourage students to take jobs outside of school that could interfere with their success in school. The High School Office issues permanent work permits. Permits are issued in accordance with state laws relating to employment of minors. Generally, a student must be sixteen years of age to qualify. Applications for permits may be obtained in the Main Office. A new permit for each job is required. This is for the student’s protection for State Worker’s Compensation.

STUDENT RIGHTS AND RESPONSIBILITIES
The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association, and to fair treatment, as long as they respect those rights for their fellow students and staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary
procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information through Interim Reports, Grade Cards and direct correspondence. Many times, the responsibility will rest with the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their child’s teachers and support staff, by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school prepared to learn. The students will bear the responsibility of arriving on time and being prepared to participate in the educational program.

STUDENT RIGHTS OF EXPRESSION
The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia, and banners; and audio and video materials. All items must meet school guidelines and dress code. Materials cannot be displayed if it:

a. is obscene to minors, libelous, indecent or vulgar,
b. advertises any product not permitted to minors
c. intends to be insulting or harassing,
d. intends to incite fighting
e. intends to disrupt a school event

Materials may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access to and from the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Administration, twenty-four (24) in advanced.

STUDENT WELL BEING
Student safety is a responsibility of the staff. (BP# 5772) Students are required to immediately report knowledge of the possession of dangerous weapons and threat of violence by students and staff, to the building principal. Local law enforcement agencies will be contacted with such reports. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately. State law requires that all students must have an emergency medical card signed by a parent or guardian and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

STUDENT RECORDS
Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records-- directory information and confidential records. Directory information can be given to any person or organization for non-profit purposes when requested, unless the parents of the student restrict the information, by completing the “Privacy Rights Form” (This form is available from the building principal.) Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have a parent’s written consent to obtain records from an outside professional or agency. Confidential information that is in a student’s record originating from an outside professional or agency may be released to the parent through the originator. Parents should keep copies of such records for their home file. Parents may also provide the school with copies of such records made by non-school professional agencies or individuals. There must be a copy of the
court order that prohibits such review on file before the non-custodial parent will be denied access to the record. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the principal in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions, (BP# 8330).

**Discipline Guide**

**DISCIPLINE**

It is important to remember that the school’s rules apply going to and from school, at school, on school property, at school-sponsored activity held on or off school property, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Misconduct against staff members may be disciplined regardless of where or when the infraction occurs.

Ultimately, it is the administration’s responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

The steps of discipline outlined in this handbook are to be used as guides. However, depending on the severity of the incident, the administration may administer less discipline at their discretion. Two types of discipline are possible, informal and formal.

**Informal Discipline**

Informal discipline takes place within the school. It includes but is not limited to:

1. Verbal warning
2. Student-Teacher Conference
3. Writing assignment
4. Change of seating or location
5. Alternative service work
6. Notification of parents in writing or over the phone
7. Loss of privileges (including, but not limited to: field trips, driving, early dismissal, and late arrival.)
8. In-School Restricted Lunch
9. Post School Restriction
10. In-School Restriction

**In-School Restricted Lunch**

Students can be assigned in-school restriction during their lunch period. Students will report directly to the ISR room for lunch. They will eat lunch with the ISR monitor in the ISR room. Students can receive up to (5) ISR lunches in one semester. After (5) students will be issued post school restriction.

**Post School Restriction**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day’s notice. The student or his/her parents are responsible for transportation.

**In-School Restriction (ISR)**

Assigned students will attend a partial or full school day detention during which time they will be restricted to the In-School Restriction Room at the high school. Students will be permitted restroom and lunch breaks. Each student shall arrive with sufficient educational materials to be busy during
this study period.

ISR / PSR - Expectations
The following rules shall apply to both In-School Restriction and After School Detention:
1. To receive their food for lunch, the student will either be escorted to the cafeteria or their tray will be delivered.
2. Students are required to have class assignments.
3. Students are not to communicate with each other unless given special permission to do so.
4. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
5. Students shall not be allowed to sleep.
6. No cards, magazines, or other recreational articles shall be allowed in the room.
7. No food or beverages unless it is during lunch.

Make-up
Any student missing a portion of his/her assigned time in In-School Restriction or After School Detention may be given an additional 2-hour period. Failure to timely serve these consequences may lead to suspension from school for a period not to exceed 1 day per occurrence. Any suspension shall be in accordance with District guidelines on suspension and expulsion.

Discipline of Students With Disabilities
Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), the Americans with Disabilities Act (A.D.A.) and/or Section 504 of the Rehabilitation Act of 1973. Additional information regarding special education services, confidentiality and parent rights, may be obtained by contacting the building principal or the Director of Pupil Services at 330.928.9074.

Formal Discipline
Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (ten) school days, and expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed. Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given the opportunity to respond. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. If a student commits a crime while under the School’s jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community’s legal system.

Due Process Rights
Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the school office.

Suspension from School
When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal or assistant principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the superintendent or his designee. The
request for an appeal must be in writing. During the appeal process the student shall not be allowed to remain in school. If the appeal is heard by the Superintendent or the Board designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representatives requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

If school is closed for any reason during a student's out of school suspension, that day will not count towards his / her out of school suspension, and the day will carry over to the next school day. Students who have been assigned an In School Suspension, detention, or Friday After School Detention that was canceled due to closure of school will serve their In School Suspension upon the return to school, and their respective detention will be served on the next proceeding after school detention date.

A suspended student is not permitted to be on any school grounds before, during, or after school hours during the length of his / her suspension. It is the responsibility of the student to find out what assignments they have or will miss during an out of school suspension. Students are expected to complete work assigned in all classes while suspended. Students will receive full credit for all work missed while under suspension if the work is turned in on the FIRST DAY the student returns from out of school suspension. Work turned in on the second day after an out of school suspension will be scored as half credit. Work turned in on the third day after an out of school suspension (or later) will result in zero credit. Work that was assigned prior to the out of school suspension can be turned in by the student upon their return to school for full credit.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the student and the parents. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent’s designee to challenge the reasons for the expulsion and/or explain the student’s action, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A formal hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the formal hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing. If a student is expelled, the student and the student’s parents will receive written notice within one (1) school day of the imposed expulsion. Within ten (10) calendar days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. The appeal will also be formal in nature with sworn testimony. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of student’s driver’s license. If the expulsion is upheld, the next step in the appeal process is to the Courts.

Student discipline CODE OF CONDUCT

A major component of the educational program at Woodridge High School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action. The following sections provide lists of major areas that could result in disciplinary action. An explanation of each behavior and possible consequences precedes the items listed. The penalties listed after each rule are meant to serve as a guide. The administration reserves the right to increase or decrease these penalties based on the severity of frequency of student misconduct. Penalties may be cumulative in nature.

Section I

The penalties listed after each rule are meant to serve as a guide. The administration reserves the right to increase or decrease these penalties based on the severity of frequency of student
misconduct. Penalties may be cumulative in nature.

**Rule 1 – Honor Violation**
Students shall not be involved in activities including but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery falsification of information and/or other ethical violations. No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. Any repeated acts of academic dishonesty may result in denial of credit for the semester and further disciplinary consequences.

**Rule 2 – Academic Apathy**
Behavior that suggests disregard for the educational process is unacceptable. Such behaviors include, but are not limited to, sleeping in class, repeatedly failing to bring books/material to class (including failure to dress for P.E.) and failing to complete assigned work in a timely manner. Teachers and other members of the school community will attempt to intervene and improve the student’s behavior with detention(s) and parental contact. However, when the problem persists, administration will be notified.

**Rule 3 – Public Display of Affection**
Public display of affection is distasteful to some people and generally unacceptable. Students using poor judgment in this matter will be subject to disciplinary action.

**Rule 4 – Accomplice**
No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition of this section includes but is not limited to serving as a “look out” for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who a student knows has violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy) or any illegal, prescription or counterfeit drug. In administering discipline under this Section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

**Rule 5 – Bus Misconduct**
No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists. Bus misconduct will result in disciplinary action which may include loss of bus-riding privileges.

**Rule 6 – Dress Code**
At WHS, we take a great deal of pride in allowing our students to make personal choices on what they wear, but we do have some items that we continue to ask our students to address when selecting from their wardrobe for school. Our point of emphasis is not to ban any item in particular, but to make sure that our young ladies and men consider modesty, reduce distractions to our educational environment, and maintain our expectation for school dress code. Final determination of appropriate school attire rests with the school administrator.

1st Offense -Warning, change clothing, placement in ISR until appropriate clothes are delivered
2nd Offense-PSR assigned, change clothing, placement in ISR until appropriate clothes are delivered.
Repeated Offenses- 1-3 days ISR, change clothing, placement in ISR until appropriate clothes are delivered.

**Rule 7 – Disruption of class / Study Hall or any general misconduct.**
Students may be disciplined for any other misconduct which, although not detailed herein, is determined by school authorities which disrupts or interferes with the educational process.
**Rule 8 – Cafeteria Misconduct**

Students are expected to obey the following rules for behavior in the cafeteria: no cutting in line; use appropriate language and volume; clean up your table and the surrounding area; return lunch tray, demonstrate respect for monitors and staff. Delivery of outside (commercial) food is not permitted during the school day. Any student throwing food or other objects may be suspended out of school for 1-10 days.

**Rule 9 – Driving / Parking**

Any student driving to school must keep his/her vehicle under control at all times, follow established safety procedures, and comply with school parking regulations. Failure to follow these guidelines may result in the student’s driving privileges being withdrawn. While parked on school property, student vehicles are subject to routine patrols and exterior inspections which may be conducted without notice, without the student’s consent, and without a search warrant. The inside of student vehicles may also be searched when school officials have reasonable suspicion to believe that illegal or unauthorized materials are contained therein.

**Rule 10 – Possession of Electronic Devices**

Electronic devices and cell phones are permitted with staff supervision. There is NO EXPECTATION OF PRIVACY regarding data or information stored on any electronic device. If such device is confiscated, the school administration will exercise its right to inspect and investigate any material contained within. Evidence of violation of school rules will be used for disciplinary purposes.

Students are not permitted to wear headphones or earbuds in the hallways. Headphones and earbuds may be worn in class if authorized by a staff member.

Electronic devices that have been registered through the Woodridge Local Schools Technology Department, along with a signed AUP, may be utilized during the school day for educational purposes only and with staff member permission. This is in conjunction with the BYOT (Bring Your Own Technology) program.

Woodridge High School recognizes that rapidly changing technology and our ability to access it has become an integral part of our lives. Use of technology for personal reasons during the regular hours of school operation can pose a significant disruption to the educational process. In addition, technology is subject to unauthorized use and/or possession by others. During the school day these and other personal items that interfere with classroom instruction will be confiscated by the supervision adult, submitted to administration and secured. Confiscated cell phones may be searched for photos and/or text messages if there is reasonable suspicion that it may have been used in any action that is prohibited by the Student Code of Conduct or criminal laws and police will be notified.

**Rule 11 – Extortion**

Intimidating, an implied threat, violence, coercion or forcing another person to do something against his/her will, or to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds, or any other time the student is subject to school authority.

**Rule 12 – Failure to Serve Discipline or Consequences**

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides, or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

**Rule 13 – Forgery / False Reports**

No student shall forge, falsify, distort, or misrepresent (in verbal or written form) dates, times, addresses, grades or other data contained in any communication to or from the school. Any student who participates in any of the above actions on a secondary basis shall also be subject to discipline.

**Rule 14 – Gang Activity**

Subject to any applicable legal and constitutional limitations, no student’s dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:

A. cause school officials to have reasonable suspicion that such behavior, apparel, activity, acts, or other attributes are gang-related and would disrupt or interfere with the school environment
or activity and/or educational objectives;
B. present a physical safety hazard to the student in question, other students, staff members or other employees;
C. create an atmosphere in which a student, staff member or other person’s well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence or
D. Imply gang membership or affiliation by written communication, marks, drawings, paintings, design or emblem whether on school or personal property or on one’s person.

**Rule 15 – Gambling**
No student shall engage in or promote games of chance, place a bet, or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

**Rule 16 – Hazing**
No student shall conspire to engage in hazing, harass, persecute, or participate in any act(s) or attempt to threaten, act, or participate in any act(s) that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student. Hazing is banned in any form.
The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any school sponsored events. Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person (see Board Policy 5516). Permission, consent, or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy.

**Rule 17 – Harassment / Bullying/Cyberbullying**
For the purpose of this Code of Conduct, the term “harass” includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (oral or in writing) abuses another. It also includes any behavior which is threatening, intimidating, degrading, injuring, disrespectful or abusive to another person. No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, disability status or, other protected characteristics (see Board Policy 5517).

**Dating Violence:** This is considered a form of bullying and aggressive behavior. Dating violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person’s dating partner. A dating partner is any person, regardless of gender involved in an intimate relationships with another [person] primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

**Cyber Bullying, Identity Theft, Fraud, Libel**
Libel: A written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. A statement or representation that is published without just cause and tending to expose another to public contempt. Students and parents should be cautioned that creating fraudulent web pages under another person’s identity or using a false identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law. Please be advised that identity theft is considered a felony in the state of Ohio.

**Rule 18 – Inappropriate Language, Comments, Profanity, or Gestures**
No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events. Neither shall any students use profane, vulgar, slang terms or other improper gestures, publications, pictures or signs, nor engage in any socially or sexually improper
behavior.

**Rule 19 – Insubordination / Noncompliance**

Students shall comply with the reasonable requests, directives and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period of time when they are properly subject to the authority of the school (i.e., refusal to give one’s name, refusal to surrender items). Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered “insubordination” for anyone to disobey or fail to comply with, which is a part of this code, directives of authorized school personnel. Students shall comply with all school rules and regulations which are a part of this Code and which shall be posted on school bulletin boards. It is the responsibility of each student to familiarize him/herself with all school rules and regulations.

**Rule 20 – Use / Possession of Flammable Devices**

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

**Rule 21 – Loitering / Trespassing/Unauthorized Areas**

Loitering is defined as a student's presence in a restricted area at an unauthorized time. Loitering is congregating in an area within the school without an intended purpose. No student shall enter upon school grounds or enter any school building to which the student is not assigned, either during or after school hours, except with express permission of the building principal or for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school have been invited to attend or participate. A student who is already the subject of an emergency removal, a suspension, or an expulsion shall not enter upon any District property without the express permission of the principal.

**Rule 22 – Misconduct at any School Sponsored Extracurricular Activities**

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies which govern participation in an extracurricular activity which rules, regulations or policies are provided to participants and made part of this code.

Students attending any school-sponsored or related activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity. Students will be excluded from attending if in violation of these behavioral expectations.

**Rule 23 – Repeated Violations of School Rules**

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, or other authorized school personnel.

**Rule 24 – Truancy / Class Cut and Tardiness**

Students are required by law to regularly attend school. A student shall not be absent from school or an assigned location for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardiness shall also be considered truancy. Leaving the school building and/or grounds without permission is truancy. Make-up work for truancies is not permitted.

**Section II**

The penalties listed after each rule is meant to serve as a guide. The administration reserves the right to increase or decrease these penalties based on the severity of frequency of student misconduct. Penalties may be cumulative in nature.

These examples of misconduct which are cumulative will result in up to a 10-day suspension along with a possible recommendation for expulsion and police notification due to the more serious nature of these offenses.

**Rule 25 – Assault / Fighting / Physical Confrontation**
A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any Board of Education-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate contact.

**Assault** – Student who assaults a school employee or other student whether on or off school property, or at a non-school-sponsored or related activity, function or event may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student’s continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.

**Fighting** – Students involved in fighting on school property, Board of Education owned vehicles, or in attendance at any Board of Education sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended.

**Physical Confrontation** – This includes incidents that involve a physical altercation that includes, but not limited to, inappropriate contact (e.g., pushing, contact by inanimate objects thrown by a student).

**Rule 26 – Threats**

Threats (verbal/nonverbal) - No student has the right to threaten or attempt to provoke another person. All such incidents should be reported to a teacher or principal. The police may also be involved.

Threats to faculty or staff members - This includes threatening or being disrespectful or use of inappropriate language to a faculty member at any time, including off school grounds and when school is not in session.

**Rule 27 – Misconduct affecting school officials, employees AND OTHER students**

Students shall refrain from acts which may cause injury or embarrassment to, or the loss or damage to the property of, other students or school district officials or employees, whether on or off school property.

Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials, employees, or other students.

**Rule 28 – Disorderly Conduct (Disruption of the school day)**

No student shall create a condition which is physically offensive or presents a risk of physical harm to persons or property or which induces panic. May also include engaging in a fight or threatening harm to persons or property, making unreasonable noise or communicating unwarranted and grossly abusive language to any person, insulting, taunting, or challenging another to provoke a violent response, or hindering or preventing the movement of persons to, from, within, or upon public or private property, so as to interfere with the rights of others. In addition, students will not be permitted to video record, audio tape record, or photograph any student, teacher, staff member, or classroom activity without permission from administration, staff, or students. Videotaping assaults, fighting, or physical confrontations is subject to severe disciplinary consequences.

**Rule 29 – Damage, Destruction, or Theft of School or Private Property, Vandalism**

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function, or event off the school grounds. The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other on-line agencies. Pursuant to R.C. 3109.99 and R.C. 3109.091, a student and/or his/her parent or legal guardian shall be held financially accountable to the Woodridge Local Schools for any damage, destruction or theft caused by their child.
**Rule 30 – False Alarms / 9-1-1 Calls**

Any act of initiating a fire alarm or initiating a report warning of a fire or catastrophic event without cause. This includes but not limited to fake 9-1-1 calls at any school function, home or away.

1st Offense: OSS (1-10), Police Notification, and Possible Recommendation for Expulsion

2nd Offense: OSS (10), Police Notification, and Recommendation for Expulsion

**Rule 31 – Bomb Threats**

The act of initiating a report warning of a bomb on school property, on Board of Education owned vehicles, or at Board of Education sponsored or supervised activities.

1st Offense: OSS (10), Police Notification, and Recommendation for Expulsion

**Rule 32 – Arson**

The willful and malicious burning of or attempt to burn any property of the Board of Education.

1st Offense: OSS (10), Police Notification, and Recommendation for Expulsion

**Rule 33 – Tobacco/Nicotine / Smoking**

The use of any tobacco/nicotine products by students, including the use and/or possession of electronic cigarettes/vaporizing pens is prohibited. This applies to all school sponsored events and extracurricular activities both on school property and away from school. Use includes possession; smoking is defined as holding a tobacco/electronic/vaporizing pens, with or without nicotine, whether lit or unlit, used or unused or having held it and tossed it aside.

1st Offense: OSS (5), Reduced to OSS (3) with mandatory participation in a school approved counseling and intervention tobacco/nicotine program.

2nd Offense: OSS (5), and Police notification

3rd Offense: OSS (10), Police Notification, and Recommendation for Expulsion

**Rule 34 – Alcohol / Controlled Substances / Drugs / Narcotics / Inhalants / Steroids**

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a “look-alike” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

Students shall not knowingly possess, buy, sell, use, supply, transfer, or show evidence of use of any drug. “Possession” includes, with limitation, retention of a student’s person or in a student’s book bag, purse, wallet, locker, desk or automobile parked on school property. The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the education institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational means. For purposes of this policy, “drugs” shall mean:

* All dangerous controlled substances as so designated and prohibited by Ohio statute;
* All chemicals that release toxic or non-toxic vapors or fumes;
* All alcoholic beverages;
* Any prescription or patent drug: These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student’s name and with directions for proper use. Prescription medications shall be kept in the school clinic.
* Any substance that is a “look-alike” to any of the above;
* Mood-altering drugs;
* Any chemicals which fall into the category of club drugs (e.g. ecstasy, GHB, etc.)
The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

A first incident of selling, supplying or transmitting mood-altering chemicals shall be treated as a second offense as defined below.

1st Offense: OSS (10), Reduced to (5), Police Notification. The suspension will be reduced to five days if the student cooperates in the investigation and participates in a school approved drug / alcohol counseling program. The student must obtain a professional assessment of the drug / alcohol problem from an approved agency. The assessment report must be signed by the parent for release to the building principal. (5) days of out-of-school suspension are in effect with the remaining five held in abeyance. Failure to complete the above mentioned procedure will result in a (10) day suspension, police notification, and possible recommendation for expulsion.

Any violation will result in non-attendance to school-sponsored events (dances, prom, sporting events, etc.)

2nd Offense: OSS (10), Police Notification, and Recommendation for Expulsion

Rule 35 – Look Alike Drugs

A student shall not use, conceal, sell, purchase, accept or transmit any substances which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse or inferred by the seller or buyer to be drugs of abuse. (Medication prescribed by a physician must follow the Board-adopted policy regarding student medication; see Board Policy).

Counterfeit Controlled Substance:

1. Any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
2. Any unmarked or unlabeled substance that is represented to be a controlled substance.
3. Any substance that is represented to be a controlled substance or is a different controlled substance.
4. Any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
5. No student shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 28.
6. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct, that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
7. No student shall knowingly make, offer to sell, give, package, or deliver a counterfeit controlled substance. Violations of this provision will be treated in the same manner as Rule 29.

Rule 36 – Drug Paraphernalia

A student shall not possess, use, transmit or conceal any item which is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

1st Offense: OSS (10), Police Notification and Recommendation for Expulsion

Rule 37 – Weapons, Dangerous Instruments, Fireworks, and Explosives

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related
activities, functions, or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage.

This prohibition applies to firearms, explosives (including fireworks, smoke bombs), knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon such as airsoft weapons, play guns, starter pistols, stun guns, etc. as well as any literature that promotes the construction and/or use of any incendiary devices) or dangerous object (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

1st Offense: OSS (1-10), Possible Recommendation for Expulsion up to One Year and Police Notification

2nd Offense: OSS (10), Recommendation for Expulsion up to One Year and Police Notification

Rule 38 – Sexual Harassment

Students are specifically prohibited from sexually harassing any other student, school employee, and community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions, indecent exposure and unwanted body contact. Some forms of sexual harassment of a student by another student may be considered a form of child abuse that would require that the student-abuser be reported to proper authorities in compliance with State law.

Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other person associated with the District, or third parties (visiting speaker, athletic team member, volunteer, parent, etc.)

Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member, or other person associated with the District, or third parties.

Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity, with or by a fellow student, staff member, or other person associated with the District, or third parties.

Rule 39 – Electronic Messaging

No student shall possess or distribute pictures or images of a lewd, sexual, or pornographic manner. Any student who receives an image of a lewd, sexual, or pornographic nature while in school or at a school-related event is required to report this incident to school personnel immediately. If a student is found to have received said pictures or images involuntarily, they will not be disciplined.

BUS REGULATIONS

All rules and regulations of the Woodridge Local Schools apply during school-provided transportation. In addition, the following regulations apply to bus transportation.

The State of Ohio restricts the use of district buses to only the students living within the Woodridge Local School District boundaries. If a child lives outside of the district, he/she is not allowed to ride the bus home with another student. If it is necessary for a student to ride the bus home with another student other than their assigned bus, the student must have a note from a parent or guardian stating the need. The note must have a phone number, reason, and signature. The note must be approved with a signature by the principal or designee. The note must then be presented to the driver. The same rules apply if a student needs to get off at a different stop other than their own.

If schools are closed due to inclement weather, or to other emergency situations, there will be no transportation.
Bus routes are written to utilize the space available on the bus. Students will be assigned to a bus stop. We will try to space the stops an equal and fair distance apart. By State Law, we can ask any student to walk up to five-tenths of a mile to or from a bus stop.

Appropriate behavior on the bus is essential for the safety of all students. The first formal written contact will be in the form of a bus concern form. This form will be written at the first sign of inappropriate behavior, unless the behavior is deemed serious enough to warrant a Student Conduct Report. Once the Behavior Concern Form has been written, the Transportation Director will contact parents and inform them of the behavior presented. One copy of the form will be mailed to parents, one will go to the building principal, and one will be kept in transportation.

When infractions continue to occur, a Student Conduct Report will be done in writing and sent to your child’s building principal. Depending on the infraction, the student could receive a warning, detention(s), After School Detention(s), In School Restriction(s) (ISR), Out of School Suspension(s) (OSS), or be denied Bus Privileges for a period of time. Major infractions such as fighting, weapons, disrespect, or bullying will be dealt with according to the law and Board Policy. The school administration reserves the right to increase or decrease penalties based on the severity or frequency of student misconduct. Penalties may be cumulative in nature.

Parents can contribute to the safe and efficient transportation of their children in the following ways:
1. See that children ride their assigned bus and exit the bus at their designated stops.
2. Written notice is REQUIRED for your child to be taken to or from a stop other than their designated stop. Requests by phone will be accepted only in emergencies. All requests must be approved (signed) by the building principal or designee.
3. School officials and parents share responsibility of seeing that students are orderly while waiting for and departing from the school bus.
4. Parents will be responsible for any damage done to a bus by their children and be required to make restitution to Woodridge Schools.
5. No objects are permitted to hang from pants, jackets, or book bags.

All buses are equipped with a two-way radio. This ensures contact with the transportation department and the bus.

In the event of an emergency, drivers have been trained to follow specific emergency procedures.

Students have the privilege to ride school buses to and from school, as well as, to and from field trips, activities, and athletic events. Students will adhere to the following district bus regulations:
1. **Students must be at the bus stop 10 minutes before the bus is scheduled to arrive.**
2. **Students should not make a habit of missing the bus. The buses run on a very tight schedule. One latecomer will have a domino effect, causing the bus to be late on the rest of the route.**
3. **By State Law, we can ask any student to walk up to five-tenths of a mile to or from a bus stop.**
4. Students must wait in a driver designated place of safety and away from the bus stop.
5. Behavior at the school bus stop must not threaten life, limb, or property of any individual.
6. Students must go directly to an available or assigned seat.
7. Students **must remain seated** keeping the aisles and exits clear.
8. Students must observe classroom conduct and obey the driver promptly and respectfully.
9. Students must not use profane language.
10. Students **must refrain from eating and drinking** on the bus except as required for medical reasons or under adult supervision on a special bus trip.
11. Students must not use or possess tobacco on the bus.
12. Students must not have alcohol or drugs in their possession on the bus except for medication
prescribed for a student.

13. Students must not throw or pass objects on, from or into the bus.

14. Students must carry on the bus only objects that can be held on their laps.

15. Students must leave or board the bus at **locations to which they have been assigned**. Exceptions will only be made if the school and transportation office was notified the **morning** prior to the change and a parental note and administrative authorization was approved.

16. Students must not put head, arms, or legs out of the bus windows.

17. **Parents will be responsible for any damage done to a bus by their children and be required to make restitution to Woodridge Schools.**

These regulations were adopted by the Woodridge School Board from the Ohio Revised Code #3301-83-08. Students violating these rules will be warned by the driver and/or an Incident or Bus Conduct Report will be completed and given to the principal. Parents will receive a copy of any Incident or Conduct Report issued to their children. Bus rule violations may also come to the principal’s attention through investigations of complaints from parents and other students.

Revised 3/5/2013

**Transportation Referral Procedures**

When infractions occur, the Bus Driver and/or Bus Attendant will identify the student. The student will be told what they need to do to correct the behavior. If the student complies, the intervention worked.

If other infractions occur, a Student Conduct Referral will be done in writing and sent to your child’s building principal.

1. If a student refuses to comply with the stated directions or refuses to properly identify themselves, they will be immediately referred to the office for insubordination.

2. If the student complies with the stated directions, no further action will be taken.

3. For the safety of all students on the bus, ALL are expected to follow the directions of the driver and/or attendants without arguing, becoming disrespectful, yelling, or using profane or inappropriate language.

4. Student referrals will be dealt with in the following manner:
   a. 1st Referral: Warning, 1-3 day bus suspension, 1-3 lunch detentions, 1-3 days PSR
   b. 2nd Referral: 1-3 day bus suspension, 1-3 lunch detentions, 1-3 PSR, 1-3 days ISR
   c. 3rd Referral: 3-5 day bus suspension, 1-3 days ISR
   d. 4th Referral: 5-10 day bus suspension, 3-5 days ISR, 1-3 days OSS
   e. 1-10 OSS, possible recommendation for expulsion

The penalties listed are meant to serve as a guide. The administration and transportation supervisor have the right to increase or decrease these penalties based on severity or frequency of bus misconduct. Penalties may be cumulative in nature.

**DRESS CODE**

All teachers will assist in enforcing the Minimum Standards of Dress as adopted by the Board of Education Policies and Administrative Guidelines. Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress, appearance or hairstyle, which is considered contrary to good hygiene, or which is destructive or disruptive in appearance and/or detrimental to the routine operation of the school, will not be permitted. Please remove hats or other head coverings upon entering the building. Failure to comply may result in hats being confiscated. Any form of body piercing which is contrary to good hygiene or which is destructive or disruptive in appearance and is detrimental to one’s health or the operation of the school will not be permitted.
The staff maintains the option of correcting any student judged to be dressed inappropriately. Students may be asked to change or may be sent home for violations of dress guidelines. (BP# 5511) Students who are representing Woodridge High School at an official school function, field trip or public event may be required to follow specific dress requirements.

SEARCH AND SEIZURE
School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or the property (including vehicles, purses, knapsacks, gym bags, cell, phones, electronic devices, etc.) of a student, with or without the student’s consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student’s age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District, and random searches of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted. Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law, may be taken, held or turned over to the police. The school reserves the right not to return items which have been confiscated.

(Note: Signs accurately reflecting this policy, must be placed in a conspicuous area by the lockers.)

Study Hall
The study hall period is a quiet area to be used for schoolwork and leisure reading only. Each student is expected to come to study halls prepared to work. Bring assignments and/or other appropriate materials. Card playing, chess, etc., will not be permitted. During the study hall period, students may use the school library. Students should prepare for study hall just as you would for a class; bring books and materials with you. Passes to leave study hall should be received from another teacher well in advance of the study hall period. The monitor may assign students work if they do not come prepared with work of their own.

School Resource Officer (SRO)
The SRO program assigns our school to have a uniformed police officer in the school when called upon. This program is funded through a federal grant for the purpose of bridging the gap between the police department and the student population. The goals of this program are to increase positive attitudes toward law enforcement; reduce juvenile crime through counseling, teaching, and personal contact; and provide a positive role model, liaison, and resource

Woodridge High School Dance Rules
The Woodridge High School administration has developed the following guidelines for school dances (both formal and informal dances) to help ensure an enjoyable evening for our students and chaperones. It is the belief of the administration that dances serve as opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect this guiding principle. The following rules are in effect for all dances:

All Woodridge High School Rules are in affect at dances.

Students who are found abusing any substance are subject to school discipline and/or police involvement.

Any student or guest who violates the school dance policy will not be permitted to attend the next school sponsored dance.

Alcohol testing – ALL WHS STUDENTS AND THEIR GUESTS will be tested for alcohol prior to being admitted to the dance. Those who choose not to participate will not be admitted to the dance. Subsequent testing may also occur during the dance. An Alco-Sensor will be used.

All participants/bags/purses are subject to searches. No food or drink from outside will be
permitted.

Students will not be admitted to the dance one hour after the start time of the dance. No refunds will be issued. Exceptions will be discussed with the Principal in advance.

Students may not leave and re-enter the dance. You may only go to your car with an administrator, chaperone, or police escort.

WHS students are responsible for both their own behavior and that of their guest. Only one (1) guest allowed per student. A guest form must be completed for a guest to attend.

No middle school students or individuals older than 20 years of age may attend WHS dances.

All WHS students and guests are expected to dress appropriately for the dance.

**Dancing that is dangerous, inappropriate, or sexually suggestive will result in immediate removal from the dance with no refund. Students removed from a dance will not be permitted to attend the next school sponsored dance.**

Students must listen to the directives of the administrators, staff members, and chaperones during dances. Failure to comply with directives or requests may result in the removal from a dance.
Listening (unlike hearing, which is a physical process that does not require thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the teacher’s responsibility is to present information; the student’s responsibility is to be “available” for learning. Not listening means you will be unable to learn the material.

To help develop listening skills:

- Approach the classroom ready to learn; leave personal problems outside the classroom.
- Try to avoid distractions.
- Even if you do not sit close to the teacher, focus your attention directly on him/her.
- Pay attention to the teacher’s style and how the lecture is organized.
- Participate; ask for clarification when you do not understand.
- Take notes.
- Listen for key words, names, events, and dates.
- Don’t make hasty judgments; separate fact from opinion.
- Connect what you hear with what you already know.

Homework skills

- Keep track of your daily assignments in this datebook so you will always know what you have to do.
- Homework is an essential part of learning. Even though you may not have written work to do, you can always review or reread assignments. The more you review information, the easier it is to remember and the longer you are able to retain it. Not doing your homework because you do not believe in homework is self-defeating behavior.
- It is your responsibility to find out what you have missed when you are absent. Take the initiative to ask a classmate or teacher what you need to make up. You need to also know when it needs to be turned in. If you are absent for several days, make arrangements to receive assignments while you are out.
- Have a place to study that works for you – one that is free from distractions. Be honest with yourself about using the TV or listening to music during study time. Make sure you have everything you need before you begin to work.
- Develop a schedule that you can follow. Be rested when you study. It is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- Prioritize your homework so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- Study for 30-40 minutes at a time, then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.