MISSION STATEMENT

Our mission is to provide opportunities for students to grow cognitively, physically, emotionally, and creatively. We will maintain a learning environment that promotes a high level of academic achievement. We will prepare students for lifelong learning by teaching responsibility, respect, and citizenship. We will develop partnerships among students, staff, parents, and the community to support middle school education.

Woodridge Middle School
4451 Quick Rd, Peninsula, Ohio 44264
Phone: (330) 928-7420 | Fax: (330) 928-5645
www.woodridge.k12.oh.us

School Hours
7:30 am to 2:27 pm
Office Hours
6:45 am to 3:00 pm

Board of Education Members

President: Mrs. Tammy Heffernan
theffernan@woodridge.k12.oh.us
Vice President: Mr. Jeffrey McHugh
jmchugh@woodridge.k12.oh.us
Board Member: Mrs. Marilyn Hansen
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Board Member: Mrs. Jan Flasco
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Board Member: Mr. David Lydic
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Board Office Personnel

Superintendent: Mr. Walter Davis
wdavis@woodridge.k12.oh.us
Treasurer: Mr. Tom Morehouse
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Director of Academic Services: Mrs. Kristin Jagger
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Director of Technology: Mr. Eric Unangst
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Supervisor of Transportation: Mrs. Nicole Kiser
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Athletic Director: Mr. Nicholas Mayer
nmayer@woodridge.k12.oh.us

WMS Office Personnel

Principal: Mr. Jesse Hosford
jhosford@woodridge.k12.oh.us
Assistant Principal: Mr. Albert DiTommaso
aditommaso@woodridge.k12.oh.us
Guidance Counselor: Mrs. Michelle Perrow
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Main Office Secretary: Mrs. Kathy Robison
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Guidance Secretary: Mrs. Dorothea Pesich
dpesich@woodridge.k12.oh.us
Head Custodian: Mr. Don Conner
dconnor@woodridge.k12.oh.us
Welcome
The Woodridge Middle School administration, faculty, and staff welcome you. We wish you a successful and productive academic year. WMS is committed to helping all students become the best they can be. There are many educational, social, and extracurricular opportunities for you here at Woodridge Middle School. We encourage you to take advantage of all of them. We hope that WMS students will take pride in our school, be involved, and strive for excellence. There is no substitute for hard work. To help reach these goals, we have prepared this student handbook and assignment planner. It contains all of the policies and procedures for our school. It will also be used on a daily basis by students to record homework and to stay organized. So that everyone is aware of the rules, please take time to look through this handbook as a family. We look forward to working and learning with you during these exciting middle school years!

Foreword
The student handbook was developed to answer many of the commonly asked questions you and your parents may have. 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. It can be a valuable reference during the school year; also, understanding it may avoid unnecessary confusion when questions arise. Should you have any questions that are not addressed in this handbook, please contact your principal. This handbook supersedes all prior material on the same subjects. The handbook has been adopted by the Woodridge BOE May, 2018.

Equal Education Opportunity
It is the policy of the Woodridge Local School District to provide an equal opportunity for all students. Any person who believes that the school, to include any person on staff, 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.

Grades
Woodridge Middle 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.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<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>
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<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>
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<tr>
<td>D-</td>
<td>62-60</td>
</tr>
<tr>
<td>F</td>
<td>50-00</td>
</tr>
</tbody>
</table>

A = Outstanding scholarship and high achievement
B = Above average scholarship and achievement
C = Average scholarship and achievement
D = Below average scholarship and achievement
F = Achievement below the minimum acceptable level

Report Cards / Progress Book
The Woodridge Local Schools believe that report cards give students and parents an important understanding of the student’s progress. Report cards are issued at the end of each nine week grading period. 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 middle school office at (330) 928-7420. (BP#’s 5420-5421)

Important School Dates: 2018/19

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of School</td>
<td>August 15</td>
</tr>
<tr>
<td>Labor Day*</td>
<td>September 3</td>
</tr>
<tr>
<td>NEOE Day*</td>
<td>October 12</td>
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<tr>
<td>Thanksgiving*</td>
<td>November 22 &amp; 23</td>
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<tr>
<td>No School*</td>
<td>November 26</td>
</tr>
<tr>
<td>Winter Break*</td>
<td>December 19 - January 1</td>
</tr>
<tr>
<td>M.L.K. Day*</td>
<td>January 21</td>
</tr>
<tr>
<td>Teacher Work Day*</td>
<td>February 15</td>
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<tr>
<td>Presidents Day*</td>
<td>February 18</td>
</tr>
<tr>
<td>Spring Break*</td>
<td>March 25 - March 29</td>
</tr>
<tr>
<td>Last day of School</td>
<td>May 23</td>
</tr>
<tr>
<td>Teacher Records*</td>
<td>May 24</td>
</tr>
</tbody>
</table>

*Indicates no school for all students (BP# 8000)
General Information

Academic Eligibility for Extra / Co-Curricular Activities and Interscholastic Athletics
The Woodridge extracurricular participation and eligibility policy meets OHSAA standards. Eligibility is based on passing a minimum of (5) five classes, and earning a 1.5 GPA from the previous grading period. Conditional eligibility has been created for students failing courses mid-way through the grading period and for those who meet the requirement of passing of five (5) classes at the end of each grading period, but have a failing grade. Those students will be required to attend a 1-hr homework assistance center (HAC) per each failing grade to continue to participate in the activity. (BP# 2430.02) It is recommended that a student interested in an extracurricular program enroll in six (6) classes each semester. The guidance office can furnish you with the Athletic Eligibility Information Bulletin.

Activity Bus
The Woodridge activity bus is available to students who do not have transportation from after school activities. The activity bus will pick up students at the middle school and drop them off in specific developments throughout the district. The supervisor in charge of the activity must have a signed list of students who ride the bus and present it to the bus driver. Riding the activity bus is a privilege. Students who misbehave may be denied this privilege.

Arrival
The WMS office will be open from 6:30am A.M. until 3:00 P.M. on school days. Middle school students have the privilege to ride school buses to and from school. Parents who plan to drive their student to school should arrive after 7:15 A.M. All students should report to the gym or to the cafeteria for breakfast upon arrival. Students will be released to their lockers at 7:22. Students who are NOT in their 1st period class at the 7:30 bell will be marked tardy to school.

Chromebooks: Project Connect
Every student at Woodridge Middle and High Schools is assigned a Chromebook for school and home use. Chromebooks are laptop computers that are designed to be used primarily while connected to the Internet and utilize applications and document in the cloud. These devices and Google Classroom provide our students with a powerful learning environment in which they can complete both in-class and at-home academic projects and assignments. Additional information can be found at www.woodridge.k12.oh.us/connect

Dismissal
School is dismissed at 2:27 p.m. Students are not to be in the hallway until dismissal bell rings. Parents must pick up their child at the side parking lot. Do not disrupt the bus patterns in the front turn around during this time. If the student’s ride is not on time, the student is to wait in the main lobby. Students are not to remain after school unless they are participating in a supervised school activity and have their parents’ permission.

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.

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 a range between 3.0 and 3.499 will earn a spot on the Merit Roll. All grades are used to determine the grade point average and are calculated by computer. (BP# 5451)

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 student, 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 the delivery of services, are determined by the Individual Education Program (IEP) team. Information provided in the IEP are based on the student’s identified needs through the completion of an Evaluation Team Report (ETR). If there is a concern regarding the child’s disability, please contact the building principal and ask for the Intervention Assistance Team. Additional information regarding special education services, student confidentiality, and parent rights may be obtained by contacting the building principal or the Director of Pupil Services, Dr. Valerie Riedthaler at (330) 928-9074.

Outside Doors
For the safety of our students and staff, locked doors will remain locked. Students should never open an exit door - for anyone. Any student and staff member arriving after the 7:30 A.M. start time must gain entry through the main office buzzer system. Violators are subject to disciplinary action.

Progress Book
Progress book is Woodridge Local School’s 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 also tracks attendance while providing 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 middle school office at (330) 928-7420.

Promotion, Placement, Retention
As the end of each school year approaches, a decision must be made for a student to be promoted to the next higher grade or retained in his/her current grade. Students may be required to attend summer classes as the criteria for promotion or assignment. The decision to assign or retain a student is always difficult. Parents are highly involved in the process pertaining to their son or daughter’s placement for the ensuing year. (BP# 5410)

**Recognition**
A recognition assembly is held towards the end of the year for the 8th grade. Students are recognized for outstanding accomplishments, improvements, and positive contributions to Woodridge Middle School. (BP# 5431)

**Student Pick-up During the School Day**
If it is necessary for a student to leave school during the school day, please be advised that the WMS main office secretary will not call for the student unless the parent/guardian has checked in with the main office secretary. WMS will not call for a student prior to his/her transportation signing in, in person.

**Video Surveillance Equipment**
Woodridge Middle School reserves the right to utilize video surveillance equipment in all public areas, interior and exterior, on school property, and on school buses in order to maintain a safe and secure environment for students and staff. Video recording may be used as evidence by administration and police in any situation involving the violation of any rule, regulation, or policy. For reasons of confidentiality, only administration and police will view the video(s). The tapes are the exclusive property of the Woodridge Local Schools.

**Visitors to WMS**
All visitors must, by state law, report immediately and directly to the main office in order 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, staff, and the overall educational environment of the Woodridge Middle School. No student visitors, including former Woodridge students, will be permitted in the school, during the school day. While parents/guardians are always encouraged to visit WMS, sitting at a lunch table, in the cafeteria will not be allowed. If parents/guardians would like to eat with their son/daughter, WMS staff will find an open room or a table outside of the cafeteria to accommodate the request. Additionally, please call at least a day in advance so that staff members are prepared. Please stop in the main office to obtain a visitor’s pass.

### Athletics/Interscholastic Sports
WMS offers a wide variety of sports opportunities - at both the 7th and 8th grade level – in order for students to develop athletic skills while learning responsibility and good sportsmanship. WMS sports include:
- Fall sports: football, volleyball, cheerleading, and cross-country.
- Winter sports: basketball, wrestling, and cheerleading.
- Spring sports: track and field.

A physical exam and accident insurance are required for all participants. Physical exams are 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. Good sportsmanship is expected at all times. Students are expected to follow proper expectations both on and off the field – as they are representatives of Woodridge Local Schools.

### 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 minimum of (5) five classes, and maintains a 1.5 GPA for the previous grading period.

In addition, a conditional eligibility status has been created for students failing courses mid-way through the grading period and for those who meet the requirement of passing of five (5) classes at the end of each grading period, but have a failing grade. Those students conditionally eligible will be required to attend a 1-hour homework assistance center (HAC) per each failing grade in order to continue to participate in the extracurricular activity. (BP# 2430.02)

If a student is interested in participating in an extracurricular program, it is recommended that s/he enroll in six (6) classes each semester. Should you need the OHSAA Athletic Eligibility Information Bulletin you will find a copy in the guidance office.

### Sportsmanship
Good sportsmanship is expected at all Woodridge events and by all students. Much of our school’s reputation is based on the sportsmanship displayed at interscholastic athletic contests. We expect students to enthusiastically support our teams and to treat our guest teams, fans, and officials with respect. Booing of players and officials will not be tolerated. Students attending school-sponsored contests are subject to school rules and regulations.

### Code of Conduct
The Woodridge Local Schools Code of Conduct is applicable to all students at/in any school sponsored event at both Woodridge High School and Woodridge Middle School. This includes activities when the student participates as a player, member, performer, officer, and/or instrumental music during the marching and competition seasons. Students must realize that both the WMS Code of Conduct and the school district discipline policy will be enforced in those situations when both are applicable.
Philosophy

- The Woodridge Local Schools believes that extra class and school activities are a privilege and a part of the general school program.
- We believe it is a privilege for students to participate in co-curricular activities. While it is not an absolute right to participate as a member of the team, we do strongly encourage. The additional time and requirements of such activities demand each student attain and maintain his/her best possible physical and mental condition.
- We recognize the use and abuse of mind-altering chemicals, alcohol, and tobacco is a significant health risk. It is also, for adolescents, against the law, and will affect the development of the skills necessary to successfully participate in co-curricular activities.
- We believe co-curricular activities create a positive atmosphere in our schools. Adherence to certain codes of behavior and academic standards enhances an individual's quality of life.

Eligibility

Should any restrictions and/or guidelines be violated restrict the student from participating. Subsequently, the student will receive, in writing, when s/he is allowed to participate in an activity. Participation restrictions due to ineligibility shall be consistent for all students. All students participating in any co-curricular activity shall abide by the established rules and regulations by both, the OHSAA (Ohio High School Athletic Association) and by the Woodridge Board of Education. The athletic director and principal's designee shall be directly responsible for enforcing all eligibility matters. At least once a year the eligibility guidelines will be explained to the faculty. The status of the academically ineligible student are listed as follows:

- 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.
- The student shall not participate in any type of contest, public performance, or any other activities sponsored by the co-curricular program at WHS and WMS. Denial of participation will not affect academic standing.
- If the principal, athletic director, and/or coach/advisor feel a student should not be practicing with his/her team, the student may be denied this privilege.
- Coaches/advisors, with the approval of the athletic director or principal, may place other restrictions on a student who has been determined as ineligible.

General Regulations

Attendance Guidelines

Daily attendance is mandatory. A student must be in attendance to participate in practice, competition or a 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 WMS 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. If the student is suspended out-of-school, s/he is not permitted to practice or compete in any competition or public performance for the duration of the suspension period. A student who has been placed on suspension will not be able to attend a practice or a competition/performance on the same day that disciplinary action occurred. 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 Code of Conduct Review Committee will review and enforce the denial of participation. 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 participation in any sport/co-curricular activity under the coach's/advisor's supervision. If the student's presence poses a danger to persons or property, or is an ongoing threat of disrupting school, the coach/advisor has the authority to deny participation. When traveling on any school provided transportation for any school-sponsored activity - held on or off school property – the Code of Conduct is in effect. All students will travel to and from school events with their respective team or group. Students who have not turned in uniforms or equipment from other programs or owe fees for missing equipment or uniforms, will not be permitted to participate for another team/co-curricular group until their prior financial obligations have been resolved. 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 in the athletic director’s office. 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.

Expectations and Reasonable Conduct

Students not only represent themselves but also their family, their school and their community while participating in a co-curricular activity. Since participation is a privilege, it is important that students and parents/guardians be aware of the rules and expectations. A violation of the Code of Conduct may result in the denial to participate in a co-curricular activity. Woodridge Local Schools recognizes that the safety and welfare of individual students, clubs, organizations, and teams are a priority. Therefore, students should 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. In all cases, the student will have the right to due process and 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’s discipline policy will be enforced in those situations (when applicable).

**Scope of the Code of Conduct**

The **tobacco, alcohol, and other drug and non-school major misconduct (TAOD)** provisions of the Code of Conduct are year-round; beginning for students at the start of the 7th grade and continuing until graduation from Woodridge High School. Any employee of the Woodridge Local School District should report a violation to the appropriate administrator (athletic director or principal). Law officials should report any violation of the Code of Conduct to the appropriate administrator. Upon report of a potential violation, the administrative team will work to investigate the allegation before enforcement of the Code of Conduct 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 adjusted and/or applied to the next sport or activity in which the student is a regular participant, i.e., a sport or activity in which the student has tried-out or participated in previously. 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 (one in which s/he is not a regular participant). In such cases, the suspension will apply to the next sport or activity in which the student is a regular participant.

**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.

Any student in a Woodridge High School or Woodridge Middle School co-curricular activity will be subject to disciplinary action if s/he commits any of the following offenses:

- Failure to abide by the discipline code as adopted by the Woodridge Local School’s Board of Education, which results in a suspension, either in or out-of-school.
- 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.

Any violations of the stated policy during the season in which the student competes will result in the following:

- Failure to abide by either the WHS or WMS discipline policy, which results in an assignment to the In School Restriction (ISR) 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.
- 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 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/co-curricular activity may extend the denial of participation 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.

**Woodridge Local School’s Board of Education’s Policy on Drug-free Schools**

In accordance with Federal Law, the Woodridge 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
Tobacco/Nicotine, Alcohol, and Other Drugs Policy (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.

- **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. The cost of the program will be the responsibility of the student and his/her parent or guardian. The school is not financially responsible for any costs to the student or their family.

- **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.

- **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.

- **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.

- **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.

- **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/alcohol and bringing drugs/alcohol to a party.

- **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 the building principal.

- **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.

- **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.

**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 or 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.

**Due Process Procedures**

1. All students will receive notice of the rules under and regulations. Upon receipt of the Code of Conduct, the students, their parents/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 athletic director to the building principal. After receiving notice of an appeal, a hearing will be scheduled in a timely manner.
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.

**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, with the exception one (1) game of 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. As an example, a reason for an additional school penalty would be blatant misconduct.

**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/or his/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 is as follows:
   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, game, 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 exhibits a negative attitude or is struggling academically, then the student may be denied the privilege of participating.
   d. Coaches/advisors, with the approval of the athletic director or principal, may place other restrictions on a student who has been determined as ineligible.
6. Students who have earned a failing grade in a class, but gained conditional eligibility, will be required to attend the Homework Assistance Center.
   a. Each failing grade equals one (1) hour in HAC (e.g.: 3 failing grades = 3 hours in HAC).
   b. A student who does not complete the required HAC hours for each week will not be allowed to participate
The BOE considers the following factors to be reasonable excuses for time missed at school:

- Absence.
- Illness in the family necessitating the presence of the child.
- Quarantine of the home.
- Death in the family.
- Necessary work at home due to absence or incapacity of parent(s)/guardians(s).

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, cell phone, or wireless hand-held device) that a student(s) or a group of students exhibit 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).

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 and school personnel to work together in order to make the process of helping the student more effective. Woodridge Local Schools aims 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:

- 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.
- 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 (except of distribution) and that person informs an administrator then that student would follow the self-referral steps.
- 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, severe 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 fall under the penalties for illegal drug usage.

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 superintendent 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’s 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 f 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 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:
   A. 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);
   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, s/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., 3321.13 (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.

Medical, Dental and Legal Appointments (documented)
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 from the appointment date, or upon the student’s return to school. 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
Vacations during the school year are discouraged, but students are permitted to go on vacation without penalty when in the company of his / her own parents or guardians. Vacation days cannot exceed more than five (5) days during the school year. Any vacation days past the five permitted days will be unexcused. Students wishing to go on vacation will need to complete the following procedures:

A. Proposed vacations must be submitted in writing at least three (3) days before the student is to depart on vacation and discussed with the building administrator.
B. All homework must be submitted upon the first day of return to school from vacation.
C. The student will be given approximate assignments, materials, and pages to be completed. A Student’s Planned Absence Form, with the building administrator’s signature, must be taken to each teacher for approval and assignments; the completed form must be turned in to the Main Office at least three (3) days before leaving. Failure to follow these procedures will result in an unexcused absence.
D. Any student experiencing academic difficulty (failing) in more than one class will be denied a vacation request. If an administrator denies a vacation request, each day missed will be counted as an unexcused absence.
E. The building administrator also has the right to deny vacation requests that fall during state mandated testing such as the AIR assessments.

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

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.

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 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. A student who is not in his/her 1st period class at the 7:30 tardy bell will be considered tardy to school. If a student arrives after 9:00 A.M. at WMS the student will be absent (1/2) day. If a student leaves before 1:00 P.M. at WMS the student will be absent (1/2) day. Students reported tardy for the
fifth time unexcused will receive a disciplinary consequence. Consequences for the student who is tardy to school (7:30a):

- Fifth (5) Tardy: One (1) Lunch Detention;
- Seventh (7) Tardy: Three (3) Lunch Detentions;
- Ninth (9) Tardy: (1 day) In-School Restriction (ISR);
- Tenth (10) Tardy: (1 day) In-School Restriction (ISR);
- Eleventh (11) Tardy: (1 day) In-School Restriction (ISR);
- Twelfth (12) Tardy: (2 days) In-School Restriction (ISR)

Excessive tardiness will be coordinated through our district At-Risk Coordinator. With each subsequent tardy, consequences will increase in severity. Number of tardies will be calculated per year (not semester).

Bullying Policy

Bullying is a serious issue. We do not take lightly. Bullying includes harassment, intimidation, and cyberbullying. It can occur on school grounds, on the school bus, or through the use of electronic devices. We use the OLWEUS anti-bullying program in all of our schools. For more information on this program, please contact the building principal or a guidance counselor. Classes are taught throughout the year with presentations, discussions, and group interaction with the understanding that it helps students recognize types of bullying, its impact, and how students can help to reduce the number of incidents of bullying. We explain what is constituted as bullying, how we handle reports, possible consequences, etc. Should a student have a concern about bullying, or wish to report an incident they are encouraged to visit to the main office, or guidance office to complete a social cruelty form. Teachers have these forms as well. Throughout the year, we provide education about bullying in a variety of forms. Guidance courses focus on bullying, classrooms hold class meetings aligned with the OLWEUS program, and we provide school-wide education at our various assemblies. In addition, our school subscribes to the Safe School Helpline. This phone service allows students and parents to report bullying, or other potential dangerous situations, at any time of day or night or on the weekends. That phone number is 614-760-2820 or 800-325-4381.

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, s/he 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 his/her 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 a different stop other than his/her own.

If schools are closed due to inclement weather, or because of other emergency situations, there will be no transportation. Bus routes are designed with the intent to utilize the available seats on the bus. Students are assigned to a specific bus stop. Woodridge’s transportation department spaces the stops at 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 time a student misbehaves, doesn’t follow the bus regulations, will be the first time a formal written contract is created. 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:

A. See that children ride their assigned bus and exit the bus at their designated stops.
B. 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.
C. School officials and parents share responsibility of seeing that students are orderly while waiting for and departing from the school bus.
D. Parents will be responsible for any damage done to a bus by their children and be required to make restitution to Woodridge Schools.
E. 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. By state law, we can ask any student to walk up to five-tenths of a mile to or from a bus stop.

Students will adhere to the following district bus regulations; therefore, students must:

- be at the bus stop 10 minutes before the bus is scheduled to arrive.
- make it a habit of taking the bus every day. The buses run on a very tight schedule.
- wait in a driver designated place of safety and away from the bus stop.
- behave at the school bus stop. Students must not threaten life, limb, or property of any individual.
- go directly to an available or his/her assigned seat.
- remain seated, along with keeping the aisles and exits clear.
- observe classroom conduct.
- obey the driver’s directions promptly and respectfully.
- use appropriate language.
- refrain from eating and drinking on the bus except as required for medical reasons.
- refrain from possessing tobacco on the bus.
- refrain from having alcohol/drugs in their possession on (except for medication prescribed for a student).
- not throw or pass objects on, from or into the bus.
- carry only have what s/he can be hold on his/her lap.
- keep head, arms, or legs out of the bus windows.
- exit 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.

Should a student damage any part of the bus, parents/guardians will be responsible to make restitution to Woodridge Local 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 a Bus Conduct Report will be completed and delivered to the principal. Parents will receive a copy of any written incident issued to their children. Bus rule violations may also come to the principal’s attention through investigations of complaints from parents and other students.*

**Bus 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. 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. If the student complies with the stated directions, no further action will be taken. 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. Student referrals will be dealt with in the following manner:

- 1st Referral: warning, 1-3 day bus suspension/3 lunch detentions/1-3 days ISR
- 2nd Referral: 1-3 day bus suspension/1-3 lunch detentions/1-3 days ISR/1-3 days ISR
- 3rd Referral: 3-5 day bus suspension/1-3 days ISR
- 4th Referral: 5-10 day bus suspension/3-5 days ISR/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.

**Cafeteria**

Students will follow cafeteria expectations or the use of the cafeteria can be taken away. Lunches may be brought from home or purchased. Breakfast is served from 7:10 A.M. to 7:26 A.M. If you believe your family is eligible for this program, please return the completed application to school as soon as possible. (Application can be found online.) New applications must be completed each school year. Delivery of outside (commercial) food is not permitted during the school day.

**Calamity Days**

There will be no practices, meetings, contests, or other related activities on a day when the superintendent cancels school. The exceptions may be sectional, district, regional, or state level competition. Any special events that occur will do so at the discretion of the superintendent. Every effort will be made to notify local radio and television stations by 6:00 A.M. The K-12 Notification System will be activated and all families should receive a phone call with information regarding the opening or closing of school.

**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 damages 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 obligation of every staff member, student, and parent is to take actions that enhance and maintain this excellent facility. 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. School property includes, but is not limited to, grounds, buildings, buses, and school equipment. (BP# 5513).

**Classrooms / Locker rooms**
Students will follow proper classroom expectations based on each of the teachers’ classroom management plans.

**Cell Phone Usage**
Cell phones are allowed at Woodridge Middle School. Ear buds and/or headphones may not be worn in the hallway - as this may interfere with the ability to hear in an emergency situation. At no time is a student allowed to photograph, text, or visit any website that is not on the secured network of the district. Teachers will identify in their own classroom the use of technology. If students are caught using electronic devices during instructional times - not consistent with stated classroom rules - the items will be confiscated and submitted to school administration. The confiscated item will be issued back to the student at the end of the day on the first offense. Subsequent offenses will require that a parent pick the device up.

**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 Acceptable Use Policy are to maximize the benefits of these technological resources for our school district, and to encourage responsible use.

**Control of Casual Contact with 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.
Non-Prescription

The following procedures will be strictly followed:

State laws and policies of the Woodridge Local School’s BOE (BP#5330) control giving medicine to children in school.

Medications Given During School

- Student may leave the building without permission.
- Staff members have been in direct contact with the blood. Any testing is subject to laws protecting confidentiality.
- Casual Contact
- Communicable Diseases

Control of Non-Casual Contact Communicable Diseases
In the case of non-casual-contact or communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is evidence to warrant exclusion. As required by Federal law, parents will be requested to have their child’s blood checked for HIV and HBV when the child has bled at school and students or staff members have been in direct contact with the blood. Any testing is subject to laws protecting confidentiality.

Food and Beverages
All food and beverages shall be confined to the cafeteria and be permitted during the lunch period only. Delivery of outside (commercial) food is not permitted during the school day.

Hallways / Restrooms
Students will keep the hallways / restrooms clean and orderly. Additionally, students should talk in a normal tone, along with walking to each class (vs. running).

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.

Lockers
Each student receives a locker. Lockers are not to be shared, nor should a student give out his/her combination. Please keep the 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)

Lost and Found
Lost items that are found are kept in a box in the commons or the main office. Students are encouraged to check the box prior to asking an adult. All unclaimed items are donated to charity at the end of each semester. Students are expected to turn in any items found to the main office.

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 school authorities have reason to do so. (BP# 5771)

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

Prescription medicine:
- Each school year the parent must complete a parent permission form for each drug to be administered.
- 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. If the prescription or dosage changes a new form must be completed by the parent and signed by the physician.
- 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. The child is responsible for reporting to the office to receive his/her medication.

Non-prescription medicine:
- Each year the parent must complete a parent permission form for each non-prescription drug to be administered.
- 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. If the non-prescription medication or dosage changes, a new form must be completed and signed by the parent.
• 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.
• For any non-prescription medication the dosage must be age/weight appropriate for the student. The school clinic cannot give any medication above the recommended dosage per the medication label. If a prescription strength dose is required, a prescription form must be completed by the health care provider.

Texts, Workbooks, and Materials
Each student will be supplied with textbooks purchased by the Woodridge 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.

Use of the Telephone/Cell Phones/Electronic Devices
The office telephone is restricted to use for students in an emergency situation only. Forgotten items and after school plans do not constitute an emergency. Cell phones, iPods, iPads, lap tops, electronic games, laser pointers, etc. are permitted with staff supervision. There is no exception 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. Electronic devices that have been registered through the Woodridge Local Schools Technology Department, along with a signed AUP, may be utilized for educational purposes only and with staff member permission.

Project Connect: Student Chromebooks
Every student at Woodridge Middle School (and high school) is assigned a Chromebook for school and home use. Chromebooks are laptop computers that are designed to be used primarily while connected to the internet in order to utilize applications and documents in the cloud. These devices and Google Classroom provide our students with a powerful learning environment in which they can complete both in-class and at-home academic projects and assignments. Additional information can be found at

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, and 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 cyberbullying 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.

**Guidelines for Using Technology Devices**
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.

- It is inappropriate and often illegal to make any visual or audio recording without the express consent of the subject.
- Device(s) is never to be out in an area of privacy, such as restrooms or locker rooms.
- Device(s) is never to be used in hallways.
- Device(s) must be set to Silence at all times. Ear buds may be used only with teacher permission.
- Possession and use of the device in class is only with teacher permission.
- Using as a calculator, playing video games, listening to music, and/or recording voice, picture or video without teacher permission is not allowed.
- Personal devices must connect to our filtered internet SSID: WO-BYOD
- 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.
- The responsibility to keep any 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.

**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 devices at school, users will only be allowed to access the Internet through Woodridge’s wireless network. Students must have a completed Computer and Internet Acceptable Use form in order to use any technology belonging to Woodridge Local Schools or to participate in Woodridge 1:1 BYOT program (project connect). 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. Additional documentation about the district’s Chromebook initiative can be found at www.woodridge.k12.oh.us/connect.

**Conduct at School Events**
Students planning to attend events held at Woodridge Middle 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**
Parents may schedule a conference with any staff member at any time that is convenient for each party. Conference
periods are planned for October, November, and late February. Conferences are scheduled in advance from 4:00 to
7:00 P.M. We encourage parents to attend. (BP# 5420)

**Dress Code**
WMS has a Minimum Standards of Dress policy, as adopted by the Woodridge Local School's Board of Education. All
staff members will assist in enforcing that policy. Students are expected to keep themselves well groomed and neatly
dressed at all times. Any form of dress, jewelry, or hairstyle, destructive or disruptive in appearance and/or detrimental
to the routine operation of the school, will not be permitted. This includes, but is not limited to clothing that is ripped
or torn; pants that are worn below the waist (low hanging); see-through or mesh garments, pajama pants, tube tops,
tank tops, hats, sun glasses, slippers, outer coats, bandannas/head coverings worn by male or female students, gang
apparel, or other similar items of clothing are not permitted. Shirts promoting alcoholic beverages or tobacco products
or drugs; and those with obscene or sexually explicit or other offensive printing will not be permitted. Shorts must easily
reach mid-thigh length. Midriff must be covered at all times. Shirts/blouses/tops must be long enough that they can be
tucked in at the waist. Skirts must be mid-thigh length or longer and must meet other conventional standards of dress.
Lastly, shoes must be worn throughout the day. Face painting is not permitted during the school day. Hats or other
head coverings are to be removed upon entering the building. Failure to comply will 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 who are representing Woodridge Middle School
at an official school function, field trip or public event may be required to follow specific dress requirements. Usually,
this applies to athletic teams, cheerleaders, dance team, bands, and other such groups. Shorts may be worn during the
warm weather months, at the principal’s discretion. Students may not wear: patches, buttons, emblems, and tattoos
that are offensive or vulgar. This includes but is not limited to: racially, religiously, sexually, gang, alcohol, or drug
related issues. Students may be asked to change or may be sent home for violations of dress guidelines. (BP# 5511)

**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. If there is any change in information during the year, please notify the school office immediately.
All students must have an Emergency Medical Authorization form on file in the attendance office no later than
September 12. 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**
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, and 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.

**Transferring**
If a student plans to transfer from Woodridge Middle 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**
Open enrollment is an option within our school district. Applications are accepted from January until June. Acceptance
is determined by residency numbers in the school district. Parents will be notified by the 2nd week in August if their
child has been accepted.

**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.

**Fee, Fines, and Charges**
Woodridge Middle 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. Failure to pay fines, fees or charges may result in the withholding of grades and credits, or suspension of certain privileges. Any parent who has the need to utilize a payment process for fees should contact the principal to establish a monthly payment schedule. Report cards (2nd and 4th) will not be issued to students with outstanding fees or other financial obligations to the school. (BP # 2510)

**Field Trips/Class 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)

**Guidance Department**

The guidance counselor is available to help all students in adjusting to school and assist any students that have school, personal or vocational questions. Guidance is also responsible for student schedules and state testing. Students wishing to see a counselor should make an appointment through the guidance office during study hall, lunch, or before or after school. They must have a pass from the guidance office in order to leave class. Parents are encouraged to contact the counselor for information or assistance whenever necessary by calling the guidance office.

**Hall Passes**

During class time a student may not be out of the classroom without their planner or some other classroom pass. Students are granted (9) free passes each grading period to be recorded in this student planner. Students late to class without a pass will be marked tardy. See Tardiness to class for consequences when late to class.

**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. Harassment, intimidation, and/or bullying also includes behavior exhibited with electronically transmitted acts (i.e., internet, e-mail, cell phone, or wireless hand-held device) towards a student(s) or a group of students, more than once, and the behavior causes mental and/or physical harm. Additionally, if the harassment, intimidation, and/or bullying is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). 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.

**Homework / Homework Assistance Center**

In accordance to school board policy, you are encouraged to extend your education beyond the regular school day completing meaningful homework assignments. Homework Assistance Center is available for students who would like extra help with any academically oriented school work. The times of HAC are as follows: Monday, Tuesday, Wednesday, and Thursday from 2:40-4:30. Permission forms can be picked up in the main office.

**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 Middle 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, Dr. Valerie Riedthaler at 330-928-9074. 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, Dr. Valerie Riedthaler at 330-928-9074. The purpose of an Intervention Assistance Team (IAT) is to discuss and come up with a plan for struggling students. As the year progresses, students who are not making significant growth may be recommended to the IAT team by a teacher or staff member. The team reviews data in regards to academics, behavior, and/or social growth. During this meeting specific interventions are suggested and a timeline is established for a follow-up meeting if necessary. Our IAT team is made up of teachers, Title tutors, Intervention specialists, the Guidance Counselor, the school psychologist, administration, and other support staff as needed. Parents are an integral member of this team. You may be invited to attend an IAT meeting at some point during the school year. The purpose of your presence is to keep you informed of your child’s progress and the steps we are taking to ensure success in school. At any time, a parent may request an IAT meeting as well. Simply contact Mrs. Frammartino-Kotyn at 330-928-7420 to begin this discussion.
**Library**

Any student may enter/utilize the library with a pass from the teacher. All students must follow library expectations which are posted throughout the library.

**Lockers**

Each student receives a locker. Students will not share lockers or combinations. Students will keep lockers 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)

**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 boxes. 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.

**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/or staff - arriving after the 7:30 a.m. - must gain entry through the main office buzzer system. Violators are subject to disciplinary action.

**Parent Responsibilities**

- Mutual respect and cooperation between home and school is expected. The Woodridge Local School District (BP# 2111) believes that parents have a responsibility to encourage their child’s career in school by:
- 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.
- Sending your child to school daily with proper attention to health, personal cleanliness, and dress.
- 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.
- Reading all communications from the school, and signing and returning them promptly when required.
- 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 of 24 hours notice is required to ensure that the administration has had the opportunity to review the announcement or posting.

**Safe School Helpline**

In an ongoing effort to maximize the safety of our school community, WMS 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 1.800.41.VOICE, ext. 359 or (1.800.418.6423) to leave your information. Your message will not be traced nor will you 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 TIPS).

**Safety Drills**

The school complies with all safety laws and will conduct fire, tornado, Place and Secure drills in accordance with state law and local requirements. Specific instructions will be provided to students by their teachers - who are 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 of Ohio. The alarm system for tornadoes is an air horn 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 Resource Officer (SRO)**

The SRO program allows for a uniformed police officer to be present/available on school grounds. This program is funded through a federal grant for the purpose of bridging the gap between the police department and the student population. The SRO program seeks to strengthen the relationship between the police department and the community through the school systems. That positive relationship looks to reduce juvenile crime through counseling, teaching, and personal contact, and provides a positive role model, liaison, and resource to WMS students.

**School Sponsored Clubs/Activities**

All students are permitted to participate in activities they choose - as long as they meet the eligibility requirements. To be eligible to participate in an activity sponsored by the school including athletics, students must arrive to school by 9:00 A.M. Exemptions to this rule include a written doctor’s note, documented court appearance, or approved school related activity.

**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, etc.) of a student, with or without the student’s consent, whenever it’s reasonably suspected 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.

**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 or classmates.

**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 progress book. Many times, the responsibility will rest with the student to deliver that information. If necessary, mail or hand delivery may be used. 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 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, s/he must notify any staff person immediately. State law requires that all students must have an emergency medical card - signed by a parent or guardian - 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 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/guardian'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)

**Study Tables**

Students who do not complete in-class assignments or homework assignments may be assigned to Study Tables. Students will get their lunch and eat in a classroom, with a teacher, while finishing their work. Teachers may give full credit or partial credit in view of the fact that the work will be considered late.

**Tardiness to Class**

When students are tardy to any class during the school day (except first period), teachers will use the student's planner to document. Students will receive the following consequences:

- Third (3) Tardy: Lunch Detention (1)
- Sixth (6) Tardy: Lunch Detention (3)
- Ninth (9) Tardy: In-School-Restriction (1)
- Twelfth (12) Tardy and above: In School-Restriction (2)

Students have (9) passes to use during each nine weeks. Except in the event of an emergency, students must report to class to get a pass to visit the main office, clinic, guidance office, or library. Tardiness to 1st period is considered tardy to school. Those students will be required to sign in, in the office.
Telephone
The telephone in the school office is reserved for official business of the school. Students are not permitted to use it except under unusual circumstances such as illness or injury and with permission. In the event that a parent needs to contact their child, the school office should be called and not the cell phone of their student. Parents who text and/or call their student during the school day may cause classroom disruptions.

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 events, 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 Principal’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 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 or frequency of student misconduct. Penalties may be cumulative in nature. 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. Change of seating or location
4. Alternative service work
5. Notification of parents in writing or over the phone
6. Loss of privileges (field trips)
7. In-School Restricted Lunch
8. Post School Restriction
9. In-School Restriction

In-School Restricted Lunch (ISR – Lunch)
Students can be assigned in-school restriction during their lunch period. Student will report directly to the ISR room for lunch. They will eat lunch with the monitor and complete a self-reflection form about their behavior.

Post School Restriction (PSR)
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 food for lunch, the student will either be escorted to the cafeteria or a 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 put their heads down or sleep.
6. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
7. No food or beverages unless it is during lunch.

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. 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 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 the 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. That letter will include: reason for/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 Woodridge 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. In the event that a student is suspended and school is canceled, the student will serve the suspension day the next day that school is in session.

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: reason 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 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 Woodridge Board of Education or designee. The appeal will also be formal in nature with sworn testimony. 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 Court of Common Pleas.

Make-up
Any student missing a portion of his/her assigned time in In-School Restriction or Post-School Restriction may be given an additional consequence. Failure to serve may lead 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, Dr. Valerie Riedthaler at 330.928.9074.

Code of Conduct
A major component of the educational program at Woodridge Middle 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.

Woodridge Local School District Student Discipline Code
The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action and is included in the Code of Conduct. An explanation of each behavior and possible consequence for each is found below. 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. Please see the bus rules for guidance.

**Rule 6: Dress Code**
At WMS, 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.

**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/Playground 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. 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**
Cell phones, iPods, iPads, lap tops, electronic games, etc. are permitted with staff supervision. While Woodridge Middle School recognizes that rapidly changing technology, and our ability to access it, has become an integral part of our lives, its use during the regular hours of school operation via communication, devices, video-taping devices, cameras, personal electronic equipment (i.e. pagers, cellular phones, iPods, mp3, radios, CD players, headsets, televisions, electronic games, digital players, etc.) can pose a significant disruption to the educational process. In addition, these items are subject to unauthorized use and/or possession by others. From 7:30 a.m. until 2:27 p.m., these and other personal items that interfere with classroom instruction, will be confiscated by the supervision adult, submitted the Assistant Principal 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 relationship with another [person] primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc. toward or by a fellow student, staff member, or other person associated with the District, or third parties. Conducting a “campaign of silence” toward or by a fellow student, staff member, or other person associated with the District, or third parties by refusing to have any form of social interaction with the person.

Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward or by a fellow student, staff member, or other person associated with the District, or third parties.
Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting.

Cyber Bullying, Identity Theft, Fraud, 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 (e.g.: YouTube, Face Book, or other similar websites) under another person’s 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: Insobodination / 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.

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.

**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 catastrophe such as a tornado without cause. This includes but not limited to fake 9-1-1 calls at any school function, home or away.

**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.

**Rule 32: Arson**

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

**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 un-used or having held it and tossed it aside.

**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.

**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.

**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 Woodridge Board of Education sponsored or supervised activity.

**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 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.

**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 innuendoes, 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, s/he will not be disciplined.