

# Parent & Student Handbook Receipt Form

I have reviewed and discussed with my child all of the information contained in the 2023-2024 West Carrollton City School District High School Handbook & Code of Conduct. In addition, I have read and understand the district's Title IX policy and procedures. I will abide by the policies and regulations set forth by the West Carrollton City School District Board of Education and the expectations of the school staff and administrators.

## Points of Emphasis:

- **Cell phones and other electronic devices are to be powered off, placed away and out of sight during the school day. NO phone use from 8:00 AM to 3:10 PM.**
- **All book bags are to be placed in a student's assigned locker at the beginning of the day and remain in the locker until the end of the school day.**
- **All Lunch Periods are CLOSED and students are not permitted to leave the building during lunch. All students will eat in the lunchroom.**
- **Students are NOT permitted to have any outside food delivered to the school.**
- **ALL students must adhere to the safety procedures regarding any health restrictions that may be put into place, including Covid-19.**
- **I understand and have read the Title IX policy, including sexual harassment.**
- **Students in violation of West Carrollton High School policies, rules, and regulations may be subject to discipline.**
- **Students MUST return this form signed by both student and parent to the 200s office or Signed off in Final forms. Students may be held in noncompliance and will NOT be permitted to attend the Homecoming Dance and/or Prom.**
  
- **FINAL FORMS – Must be completed - no student will be able to participate in ANY club, sport, or extracurricular activity without having their Final Forms submitted.**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Please sign and return to the school within two (2) weeks of the start of school.

## **Principal Welcome**

Welcome back to the 2023-24 school year Pirates!! The high school experience is about preparation, hard work, discipline and memories. Please remember that everyday counts and everyday is an opportunity to improve your academic performance. Our goal is to prepare all of our students to be career and college ready. This goal is attainable for all students who make the commitment to their education.

High School is the last step of preparation before adulthood. We will work with our students to be prepared, on time, respectful, responsible, consistent, and safe. Developing these traits through daily routines and expectations will instill confidence in our students as they embark on life after graduation.

Please read the handbook carefully and discuss the expectations and requirements with your child(ren). The handbook has a receipt page that must be filled out and signed by the parent and student. The receipt page can be signed electronically in final forms as well.

Mr. David White  
Principal

**WEST CARROLLTON SCHOOL DISTRICT  
MISSION STATEMENT**

To engage students' minds, muscles, and imaginations.

**DAILY SCHEDULE FOR 2023-2024 SCHOOL YEAR**

<b>Period</b>	<b>Start</b>	<b>Stop</b>	<b># of Minutes</b>
1	8:10	8:56	46
2	9:00	9:46	46
3	9:50	10:36	46
4A Lunch	10:36	11:06	30
4B Advisory	11:06	11:36	30
4CD Class	11:40	12:40	60
4A Advisory	10:40	11:10	30
4B Lunch	11:10	11:40	30
4CD Class	11:40	12:40	60
4 AB Class	10:40	11:40	60
C Lunch	11:40	12:10	30
4D Advisory	12:10	12:40	30
4AB Class	10:40	11:40	60
4C Advisory	11:44	12:14	30
D Lunch	12:14	12:44	30
5	12:44	1:30	46
6	1:34	2:20	46
7	2:24	3:10	46

**Grading Scale**

A-	A	A+
90%-92%	93%-96%	97%-100%
B-	B	B+
80%-82%	83%-86%	87%-89%
C-	C	C+
70%-72%	73%-76%	77%-79%
D-	D	D+
60%-62%	63%-66%	67%-69%
F-	F	F+
0%-52%	53%-56%	57%-59%

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## Administrators & Counselors

Dr. Andrea Townsend  
Superintendent  
atownsend@wcsd.k12.oh.us  
Ext. 1118

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Assistant Superintendent  
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Ext. 1122

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Principal  
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Ext. 8801

Mr. Evan Ivory  
Athletic Director  
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Ext. 8881

Ms. Heather Davis  
Assistant Principal  
9th & 10th Grade  
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Ext. 8803

Ms. Rachel Binnix  
School Psychologist  
rbinnix@wcsd.k12.oh.us  
Ext. 8883

Mr. Barnes and Mr. Freeman  
Restorative Coaches  
9th-12th Grade  
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Mrs. Shannon Page  
Assistant Principal  
11th & 12th Grade  
spage@wcsd.k12.oh.us  
Ext. 8802

Ms. Brittany Brown  
Students Last Names **A - F**  
brbrown@wcsd.k12.oh.us  
Ext. 8891

Ms. Kelli Sanders  
Students Last Names **G - M**  
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Ext. 8830

Ms. Tricia McGinnis  
Students Last Names **N - Z**  
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Ext. 8827

Officer Flaute  
School Resource Officer  
mflaute@wcsd.k12.oh.us  
Ext. 8839

## High School Extensions

Ashley, Ternaecia	8863	Hauk, Derek	8845	Reynolds, Matt	8895
Austin, David	8859	Hess, Frank	8877	Reynolds, Sarah	8806
Balazs, Lori	8868	liames, Bridgette	8860	Rix, Briana	8823
Barnes, Larry	8807	Ivory, Evan	8881	Sanders, Kelli	8830
Barnes, Lisa	8912	Davis, Heather	8803	Saule, Gracie	8861
Billett, Blake	8811	Kearney, Lara	8927	Sercu, Wendy	8800
Binnix, Rachel	8883	Kerr, Gail	8892	Soich, Alicia	8870
Blevins, Cody	8889	Kershaw, Lisa	8842	Stanley, Penny	8810
Brown, Brittany	8891	Lacher, Emily	8944	Shteivi, Rachel	8815
Bukosky, Laura	8893	Lane, Sarah	8824	Somerlot, April	8876
Carlisle, Brad	8879	Lohn, Samantha	8865	SRO Flaute	8839
Carlisle, PJ	8857	Maggard, Kim	8809	Stomoff, Trinity	8854
Carter, Heidi	8878	Marderosian, Marysa	8873	New Business	8833
Clemens,Anthony	8885	Mattingly, Jennifer	8856	Thompson, Melissa	7713
Cockroft, Maria	8869	McGuff, Emily	8847		
	7775				
Coleman, Brian	8819	McNally, Taylor	8851	Beam, Ryan (Trainer)	8882
Cornett, Brian	8942	Mitchell, Beth	8871	Trimble, Ana	8858
Allen, Kathy (Transportation)	8959	Morris, Jodi	8867	Transportation	8961
Darrah, Amanda	8875	Neal, Michael	8850	Ulrich, Jeanne	8852
Earl, Emily	8835	Newman, Michael	8816	Vanderpool, Kerri	8855
Earl, Jeffrey	8817	Oller, Nicol	8812	VanDyke, Cathy	8834
	3420				
Ericson, Marissa	8819	McGinnis, Tricia	3781	White, David	8801
Fields, Melissa	8822	Owliaie, Ben	8897	Wickstrom, Andreana	8848
Flickinger, Kyle	8831	Page, Shannon	8802	Wilder, Kareena	8838
Freeman, Jerel	8807	Parks, Jennifer	8844	Woody, Makayla	8846
Grosvenor, John	8862	Pasala, Kavitha	8841	Yeager, Diane	8814
Grove, Ryan	8818	Pirate Store	8866	Zeigler, Lisa	8863
New IS	8853	Pohlmann, Rebecca	8887		
Huacuja, Jolene	8898				



## **Student Council** **2023-2024**

### **WCHS STUDENT BODY:**

President – Madi McCune  
Vice President – Denise Egnor

Secretary – Mailyynn Dillon  
Treasurer – Adajjah Pigman

### **CLASS OFFICERS:**

#### **SENIOR (Class of 2024)**

President – Logan Folker  
Vice-President – Carsen Oda

Secretary/Treasurer – Grecia Valverde  
Junior Senators – Victoria Babb & Meara Nevels

#### **JUNIOR (Class of 2025)**

President – Ben Martin  
Vice-President – Kyle Burr

Secretary/Treasurer – Amara Snow  
Sophomore Senators – Cassidy Carter & Kiara Cooke

#### **SOPHOMORE (Class of 2026)**

President – Haylee Shuster  
Vice-President – Alahna Ramby

Secretary/Treasurer – Makenna McCune  
Sophomore Senators – Hayden Viars & TBD

#### **FRESHMEN (Class of 2027)**

President - Ava Cronenwett  
Vice President: Madison Williams

Secretary/Treasurer: Leland Alsup  
Freshmen Senators: Jerry Marvin and Nicky Jensvold

### **Student Representatives to the School Board:**

Senior – Madilyn McCune

## School Calendar (Key Dates)

August 16	(Wednesday) – First Day of School – Freshmen (9 <sup>th</sup> Grade) ONLY
August 16	(Wednesday) - Grades 10-12 Asynchronous
August 17	(Thursday) ALL Students/Grade Levels in Attendance in person
September 4	(Monday) Labor Day (School Closed)
September 15	(Friday) - Quality Process Time (QPT) (School Closed)
September 28	Homecoming Parade
September 29	Homecoming Game
September 30	Homecoming Dance
October 4th	Picture Day
October 12	1 <sup>st</sup> Quarter Ends
October 13	(Friday) - Quality Process Time (QPT) (School Closed)
October 17	2 <sup>nd</sup> Quarter Begins
November 20-24	Fall Break/Thanksgiving (School Closed)
November 30	End of Course Testing Window (Fall Re-takes) *Exact Dates TBD
December 8	(Friday) - Quality Process Time (QPT) (School Closed)
December 19-21	1 <sup>st</sup> Semester Exams
December 21	2 <sup>nd</sup> Quarter Ends
December 22– January 5	Winter Break
January 8	School Resumes and 3 <sup>rd</sup> Quarter Begins
January 15	Martin Luther King Jr. Day (School Closed)
February 9	(Friday) - Quality Process Time (QPT) (School Closed)
February 16	(Friday) - School Closed
February 19	Presidents' Day (School Closed)
February 28	ACT Test Date – ONLY Juniors Report to School (No 9, 10 & 12 Students)
March 8	(Friday) - Quality Process Time (QPT) (School Closed)
March 15	3 <sup>rd</sup> Quarter Ends
March 18	4th Quarter Begins
March 25– April 1	Spring Break
April 2 – May 10	End of Course Testing Window (Spring Testing) *Exact Dates TBD
May 2	Signing Day
May 3	Prom
May 3	(Friday) - Quality Process Time (QPT) (School Closed)
May 22-24	Senior Exams
May 24	Honors Assembly
May 24 - 30	2 <sup>nd</sup> Semester Exams (Underclassmen)
May 30	Last Day for Students
May 30	Graduation

## Positive Behavior Interventions & Supports

West Carrollton High School has adopted Positive Behavior Interventions & Supports (PBIS) with a focus on Social Emotional Learning (SEL). The focus will be to foster and encourage positive behavior through interventions, modeling, and building relationships. Pirates will **BE SAFE, BE RESPECTFUL, BE RESPONSIBLE.**

## STUDENT RIGHTS

No student on the basis of sex, race, or handicap should be excluded from the participation in, be denied benefits of, or be subject to discrimination under any education program or activity.

Students who feel that they have been discriminated against, for the above reasons, have grievance procedures available to them. Students who feel that they have been wronged because of sex or race should contact Central Office, Title VI and IX officer at 859-5121. Those who feel that their rights have been abrogated because of a handicap should contact the Special Education Supervisor at 859-5121 ext. 1122.

West Carrollton High School offers its students considerable freedom as an opportunity for self-discipline. Their behavior should conform to that which would be expected of members of any community. A student should never behave in a manner which deprives others of their rights or is detrimental to their welfare. Students who have knowledge of any action (or threat of action) that could disrupt the educational process should communicate such concerns to a teacher, counselor, or administrator. Students who have knowledge of any action (or threat of action) and do not notify the appropriate staff member could face discipline measures.

## COUNSELOR SERVICES

The West Carrollton High School Counselors Department provides the following services for students:

**Counseling** - Individual and group counseling are available to students. This includes personal, educational, and vocational counseling.

**Information** - This service is designed to provide information about the school, its curriculum, facilities, procedures and policies; career and vocational opportunities available upon completion of various educational programs; post-secondary education opportunities available including entrance requirements, costs and financial aid opportunities.

**Record Service** - Permanent records are housed in the Guidance Offices and are available to students upon request. These include a record of courses completed, a record of progress toward graduation, and information about student strengths and weaknesses. Requests for transcripts of records to be sent to colleges, vocational schools, etc. are handled through the Guidance Offices.

**Placement** - Placement services are available in the following ways: Education placement includes help in selection of courses for a proper high school program and help in selection of post-secondary schools.

### COURSE RETAKE POLICY:

A student may retake a course for a higher grade only if he/she has received a grade of D+ or lower in the first attempt. It is the student's responsibility to ask that the lower grade be removed from his/her record after retaking a course. A student may not retake a course if he/she has subsequently taken a more advanced course in the same area.

### AUDITING POLICY:

Although it occurs rarely, students sometimes wish to take a course but receive no grade and no credit. This is called auditing. This may occur only if the student and the student's teacher complete an auditing contract with the approval of the student's parent, teacher and counselor. Auditing contracts are available in the counselor's office and must be completed no later than the end of the first grading period of the course. Requests to audit following that time will not be considered.

### SCHEDULE CHANGE POLICY:

The following are the only reasons schedule changes may be made. No change will be made without parent consent.

1. Failure to complete a prerequisite course.
2. Changes recommended by the Guidance Office / Administration.

Students desiring changes after the current semester has begun should see their assigned counselor to request a schedule change in person. Students wishing to request a change should sign up to see their counselor via the online counseling request form. This request must be completed during the first five days of the first semester or the first five days of the second semester. Requests received after the first five days of each semester to add/drop a class will not be considered. Students desiring to add or drop a course in a semester that has not yet started should also sign up to see their counselor.

### CREDIT FLEXIBILITY :

West Carrollton High School's credit flexibility options are designed for those students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area. The credit-flex option allows students to demonstrate creativity, explore academic and career interests and practice critical thinking by engaging in activities beyond the traditional one-size-fits-all classroom. Students who choose the credit flex option will be required to complete a WCSD Credit Flexibility Plan Agreement where they will identify their credit flex intent, identify the objectives they will demonstrate, and create a timeline for completion. The plan will provide a customized personal educational opportunity for students to demonstrate mastery of their knowledge through one or more educational options such as distance learning, educational travel, independent study, an internship, music, arts, community service projects, sports, or by testing out or otherwise demonstrating mastery of course content. Credit Flexibility applications are available in the 300's office.

### OPT OUT:

If you do not want the school district to disclose directory information from your child's educational records without your prior written consent, you must notify the school district in writing within 15 school days prior to the start of the school.

### FEES:

**Students will not be permitted to attend any field trips or school dances unless their fees and fines have a zero balance.** All lab and class fees must be paid by the students. Lab/class fees do not fall under the free or reduced lunch waiver policy. Fees can be paid in person in the main office or mailed to the high school. The general

school fee is \$40.00/year, however, there may be additional fees based on the courses and/or clubs in which students are enrolled.

## **FINAL FORMS:**

ALL Student and Parent Permission Forms, etc. MUST be completed through Final Forms. No student will be able to participate in **ANY** club, sport, or extracurricular activity without having their Final Forms submitted.

## **REQUIREMENTS FOR GRADUATION (Classes of 2023 & Beyond)**

Currently ALL graduating classes must meet the credit requirements below in addition to meeting specific State requirements for the student's Graduating Cohort Year. Please click on the following link and scroll to find your graduating cohort year to see a more detailed breakdown. [Ohio's Graduation Requirements](#)

Please click on the link above or use the following website for more information on Graduation Pathways approved for the Class of 2023 and beyond:

(<https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>)

### **Credit Requirements:**

#### **Earn a Minimum of 22 credits, which must include:**

**4 credits of English**

**4 credits of Social Studies** (1 credit of American History Since 1900, 1 credit of World Studies, 1 credit of U.S. Government)

**4 credits of Mathematics** (Alg. 2 required)

**3 credits of Science** (must include Biology and Physical Science and one advanced science)

**1 credit of Physical Education and Health**

**1 credit of Business** (including ½ credit IT Foundations)

**2 credits of Practical Arts/Fine Arts (1 Credit has to be in Fine Arts)**

**3 Elective Credits**

**PLEASE REFERENCE THE PROGRAM OF STUDIES FOR A MORE DETAILED EXPLANATION.**

## **DIFFERENTIATED DIPLOMAS**

Students who meet the graduation requirements of West Carrollton High School will earn one of two diplomas - a regular diploma or an honors diploma. The Ohio Department of Education has adopted the requirements necessary to earn the honors diploma. The requirements for the regular diploma and the requirements for the honors diploma follow:

### **DIPLOMA**

1. Meet the Graduation requirements of the WCSD.
2. Classes of 2023 and beyond must meet the graduation requirement options ([Requirement option description](#)) as set by the state.

### **HONORS DIPLOMA**

**CLASSES** that **will** count toward an Honors Diploma include:

**English:** English 9, English 10, Contemporary Writings, Creative Writers, Research & Exposition, American Literature, World Literature

**Math:** Algebra I, II & III, Geometry, Trigonometry, Calculus.

**Science:** Physical Science, Biology I, Chemistry, Anatomy & Physiology or weighted class(es).

**Social Studies:** World Studies, American History, US Government/Honors Government (WTP), Sociology, Psychology

<b>Ohio Department of Education Awards for Exceptional Student Academic Achievement</b>	
<b>Class of 2011 &amp; beyond must fulfill 7 of 8 criteria listed.</b>	
	<b>Diploma with Honors</b>
<b>SUBJECT:</b>	<b>High School Academic Diploma with Honors</b>
<b>ENGLISH</b>	<b>4 Units</b>
<b>MATHEMATICS</b>	<b>4 Units</b> , including Algebra 1, Geometry, Algebra 2, or equivalent, and another higher level course; or a 4-year sequence of courses that contain the equivalent content
<b>SCIENCE</b>	<b>4 Units</b> , including 2 units of an advanced Science
<b>SOCIAL STUDIES</b>	<b>4 Units</b>
<b>FOREIGN LANGUAGE</b>	<b>3 Units in one foreign language</b> or 2 units each of two languages studied
<b>FINE ARTS</b>	<b>1 Unit</b>
<b>CAREER – TECHNICAL</b>	Career Vocational-Technology students should consult with their counselors regarding the specific career competency requirements to be met as a vocational-technical student if attempting to meet honors requirements.
<b>ELECTIVES</b>	Not counted toward requirement
<b>GRADE POINT AVERAGE</b>	<b>3.5 G.P.A.</b> on a 4.0 scale
<b>ACT/SAT SCORE</b>	<b>27 ACT</b> composite <b>1280 SAT</b> composite
<b>Additional Assessments</b>	<p><b>Diploma with Honors requirements pre-suppose completion of all high school diploma requirements of the Ohio Revised Code including:</b></p> <p style="text-align: center;"> <b>½ unit Physical Education                      ½ unit in Health</b>  <b>½ unit American History                      ½ unit in Government</b> </p> <p>Benchmarks and career passports of Vocational-Technology appropriate career competencies for meeting honors criteria should be reviewed annually with the vocational-technical student’s counselor.</p>

## EARLY GRADUATION

Seniors who have completed all graduation requirements, including Credits, District and State requirements for graduation may apply to their school counselor at least one semester prior to completion of their credits in order to graduate early.

## PARTICIPATION IN GRADUATION CEREMONY

In order to participate in the graduation ceremonies, a student must have fulfilled all requirements for graduation, possess the required number of credits, meet state determined graduation requirements prior to the graduation ceremony, and have met all financial obligations for school fees and fines. Please note: beginning fourth quarter all fees and fines must be paid by cash or money order by those graduating.

## GRADING POLICY

West Carrollton High School's grading policy focuses on daily student engagement in mastering the state standards. This will be achieved through requiring teachers to identify in their grade book whether an assignment is **bell work, classwork, homework or an assessment**. The grading structure is 45% of the quarter grade comes from bell work, classwork, homework. The other 45% of the quarter grade comes from assessments and 10% of the quarter grade comes from the quarterly exam. Students that cheat or plagiarize on any assignment will receive an **F** for that assignment (see definition of CHEATING and PLAGIARISM below).

## CHEATING

Cheating is an act or instance of academic dishonesty involving copying the work of another, using verbal communication concerning the content of a test or quiz, or using resources (notes, calculators, copies of quizzes/tests, etc) that are not teacher approved on projects, tests, or homework. Students in violation of this will face academic and/or disciplinary action.

## PLAGIARISM

Plagiarism is an act or instance of closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own. Students who copy from any publication without documenting or footnoting the source are plagiarizing. The student who copies from a composition done by another student is plagiarizing. The student who willingly allows another student to copy their work is just as guilty as the one copying. Plagiarism is a more serious offense than failing to do the assignment since it includes both failing to do the assignment and dishonesty. Students in violation of this will face academic and/or disciplinary action.

## REPORT CARDS/POWER SCHOOL

At the end of each quarter a computer-printed report is issued to each student. If a student feels that his/her report card contains an incorrect grade, or if he/she has not received a grade for a course in which he/she was enrolled during the previous quarter, he/she should contact his/her counselor. **Report cards will be held for students owing fees or fines.** Fees or fines may be paid in the main office. Student grades will be able to be accessed by parents and students by using the gradebook system known as Power School. At this time, West Carrollton School District is in the transition phase of adopting a new learning management system. Once all initial processes are setup, the District will communicate to students and parents how to access and check student grades with the new system. We thank you in advance for your patience as we transition to a new grade book system.

## EXAMINATIONS

ALL students (including SENIORS) must take semester examinations each semester unless they are qualified for an exemption. Seniors MUST take 1<sup>st</sup> and 2<sup>nd</sup> Semester Exams unless they qualify for an exemption.

### Exam Exemption Policy (Privilege, not a Right)

In order to be exempt from taking a semester exam the students must meet **ALL** of the criteria below:

1. Academic – Must receive at least an 80% for each quarter in the class. No averaging.
2. Attendance – No more than 20 Unexcused Absence Hours (Absence and Tardy Hours Count)
3. Discipline – No more than 3 ASIs and no AEP placements or suspensions in the semester.

Students must have Exemption Forms signed by parent/guardian, their teacher(s) and the form turned in by the due date expressed on the form. **NO EXCEPTIONS!**

Exemption Appeal Process: If a student does not receive an exemption letter, but feels they should have based on attendance (i.e. student was hospitalized with excused notes previously on file, funeral) and/or discipline data they may file an appeal in writing with one of the building administrators.

## LUNCH PERIOD – CLOSED LUNCH

For the 2023-2024 school year, West Carrollton High School will operate under a CLOSED Lunch policy. ALL students will be required to stay on campus during their lunch period. **Students are to report directly to the cafeteria during their assigned lunch period. Students are expected to stay seated during the lunch period, clean up any trash they may have after they are done eating lunch and return their trays to the dish room. No food will be permitted in the halls at any time during all lunch groups. Students may not leave the cafeteria without a pass or note from a teacher. Please use the bathroom before or after the lunch period.**

**Students are prohibited from having any outside food be delivered to the High School (i.e. Door Dash, etc.). In addition, no outside delivery service of food is permitted by students/parents unless approved by High School Administration.**

Parents who desire to bring their student a lunch MUST enter through the Main Entrance, where they will be buzzed in through our secure doors and it can be dropped off at the Main Office. The student's name must be placed/written on any food being dropped off for a student. WCHS hereby notifies all stakeholders, the school is NOT responsible for any food/drink products left for their student. Students will NOT be allowed to leave the building to retrieve their lunch (food/drink).

If a parent chooses to sign their student out for lunch, they must still only take their allotted lunch period, and not leave early or come back late. If a student is signed out for lunch, they must sign back in when they return from lunch. Please note: If a student is being signed out for lunch and returns to school tardy (outside of their normal lunch period), it will count towards a student's overall attendance record and the tardy policy will be put into effect.

## DRIVING/PARKING RULES/REGULATIONS

The driving rules and regulations are designed to provide West Carrollton High School students and visitors a



degree of safety while in our parking lots, and provide limited security for your vehicle. Please cooperate and obey the rules.

1. Students driving to school must obtain a parking permit.
2. All vehicles must have a parking permit that is current for the academic year affixed to the front windshield. Permits may be obtained in the 200's office. To obtain a parking permit you must have a valid driver's license and a **copy of your current proof of insurance form.**
3. All vehicles must be parked in the general designated student parking areas only. Vehicles parked in unauthorized areas may be **towed at the owner's expense.**
4. Vehicles will be parked within designated lines of the parking spaces.
5. The following areas are restricted from student parking:
  - Reserved staff parking by the flagpole and in the back of the school.
  - Reserved maintenance parking next to the maintenance building.
  - Reserved handicapped parking (unless a handicapped parking permit is visible) and those spaces near the Band room.
  - Reserved parking for the bus drivers by the bullpen.
6. No smoking, including vapes and/or other forms of tobacco is permitted on school grounds (including the parking lot).
7. Loitering in the parking lot is never permitted before, during, or after school hours. Lunch is to be eaten in the cafeteria. Eating or loitering in cars during lunch is not permitted.
8. Students may not be permitted out of class to visit the parking lot during the school day unless they have written permission from a Principal.
  - The maximum speed limit in the parking lot shall not exceed 15 M.P.H.
  - Cars parked or driven on school property are subject to all school regulations regarding drugs, alcohol, and tobacco use and/or possession.
9. The West Carrollton City School District is not liable for theft or damage to vehicles parked on school property at any time.

## FIELD TRIPS

A student participating in a field trip is expected to inform his/her other teachers the day before the scheduled trip if he/she will miss that teacher's class. If a test is scheduled in the class which the student will miss, arrangements must be made between the student and his/her teacher for taking the test before the student participates in the field trip. The arrangements must be made at the teacher's convenience and should not require the teacher to prepare a makeup test. If satisfactory arrangements are not made for the tests before the field trip, the student may receive a failing grade for the test. Students may be required to pay a fee to attend a field trip. No student will be able to participate in field trips without having a current Emergency Medical Form on file and a parent/guardian signed permission slip. **STUDENTS WILL NOT BE PERMITTED TO ATTEND ANY FIELD TRIPS UNLESS THEIR FEES AND FINES HAVE A ZERO BALANCE AND THEY HAVE COMPLETED ALL FINAL FORMS, INCLUDING THE STUDENT HANDBOOK RECEIPT.**

## WCSD CLINICAL SERVICES

### Clinic Information:

School clinics will be staffed by a Licensed School Nurse or School Health Associate (RN or LPN).

- The school clinic's primary purpose is to care for illnesses and injuries occurring at school and to provide specific care for students with documented and ongoing medical conditions or needs.
- Parents will be contacted if the nurse feels like there is an immediate health concern for the student that needs to be addressed.
- All dismissals for illness or injury must take place through the clinic.

### Emergency Medical Authorization Form (EMF):

- A new EMF must be submitted to the school at the beginning of each school year. This should be submitted and completed on FINAL FORMS.
- It is very important that parents/guardians keep this information updated throughout the school year.
- Students are not permitted to attend any school sponsored functions or field trips without a completed and current EMF on file.

### Immunizations:

- In compliance with Ohio State Law, students will be excluded on the 15th day of attendance if completed immunization documentation has not been received. Absences related to incomplete immunizations will be considered unexcused.
- This applies to newly enrolled students, 7th grade students requiring the Tdap booster and meningococcal vaccine, and 12th grade students requiring the meningococcal vaccine.
- Students are not permitted to attend any school sponsored functions or field trips without current immunizations on file.

### Medications at School:

- Students are not allowed to bring medications into the school building. Exceptions are students with prescribing practitioner, parent, and nurse authorization to self-carry epinephrine auto-injectors, inhalers and diabetic supplies only.
- ALL medications used in the schools require a Medication Authorization Form to be completed and on file. Prescription medications require signatures from a prescribing practitioner and parent/guardian. Over-the-Counter medications (including cough drops) require a parent/guardian signature.
- An adult responsible for the student must deliver medications in the original packaging to the school clinic.
- Medications must match the written prescription.
- All medications must be picked up by the last day of school or they will be discarded.

### When to Keep your Student Home from School:

- Fever of 101.0 or higher; student must be fever free for 24 hours without fever reducing medications before returning to school.
- Diarrhea (3 or more loose stools in a 24 hr period)
- Uncontrollable cough or respiratory distress
- Extreme redness of the eye, accompanied by discharge and/or pain
- Rashes of unknown origin
- Severe sore throat or difficulty swallowing
- Severe headache
- Stomachache with vomiting
- Severe itching of body or scalp
- Untreated head lice

If your student has any possible symptoms or diagnosis of a contagious disease, please contact your nurse for re-admission guidelines. Ohio Department of Health readmission guidelines for schools may differ from your prescribing physician's guidelines.

Head Lice: Parents/Guardians should check their student's head regularly for evidence of head lice. If lice are found, please contact the school clinic to make a report, or with questions related to treatment.

Health Screenings:

- Vision: Preschool, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and students new to the district or upon request of parent, teacher or student
- Hearing: Preschool, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 9<sup>th</sup>, 11<sup>th</sup>, and students new to the district or upon request of parent, teacher or student.
- Dental: School oral screenings will be conducted as necessary by a School Nurse, Community Dentist, or Local Dental Hygienist.

\*If you want to opt out of ANY screenings for your student, you must submit your wishes to the school clinic in writing.

## **WCHS LIBRARY MEDIA CENTER**

The West Carrollton High School Library Media Center (LMC) offers a wide variety of print and non-print materials for both research needs and recreational interests. Computer resources include an automated library catalog system, multiple computer stations equipped with productivity applications, printers, internet access, and several research databases. Other resources include thousands of volumes of print materials, magazines, newspapers, and a copier.

The LMC (Library Media Center) is open to both classes and independent users during school hours. Extended hours are available periodically throughout the year. Students using the LMC during class time, independent of a teacher, must obtain an authorizing pass and sign in and out at the beginning and end of their visit.

Most of the collection materials may be checked out for a period of three weeks, with renewal privileges available. Most reference materials may be checked out overnight. Food and drinks are not allowed in the LMC except for special pre-arranged activities. Report cards are withheld from students who have outstanding fines or fees until payment is made. Other LMC use guidelines and costs for lost or damaged materials are available for review.

## **FIRE DRILLS**

At the sounding of the electric fire alarm or when hand-operated bells ring, each pupil is to leave his/her room and walk to the school walks according to the plan outlined for the assigned room. All doors and windows should be closed. There is to be no talking on the way out of the building. There must be no running or pushing, but everyone should walk rapidly. Timed Fire Drills are a requirement of the state. All drills are for your safety.

## **STORM WARNINGS**

The alarm signal for a storm warning will be the bull horn or an electronic signal, not the fire alarm bell. Students are expected to remain silent and wait for directions from their teacher(s) and/or administration. Under no conditions is anyone to leave the building during a storm warning. If a teacher is present students should follow his/her directions exactly. A student who is in an area not directly supervised by a teacher

should proceed quickly to the nearest “safe area”, that is, an area with low ceilings and away from exterior walls and large windows. Students should remain in the “safe area” until one long sound of the regular bell is heard.

## **VISITORS**

All visitors must enter through the main doors. Visitors will have to be granted access through the buzzer system. All visitors and guests must be approved by the main office upon their arrival. Persons wishing to visit West Carrollton High School must report to the main office, sign in, and wear an I.D. throughout their visit.

## **LOST AND FOUND**

The school maintains a lost and found depository in the 100s office; articles found should be turned in at once. The school is not responsible for items that are lost, including lost items from a locker.

## **LOCKERS AND BOOK BAGS**

Students will be assigned a locker and locker combination. All lockers are the property of the high school; therefore, the contents are subject to inspection.

Students will be permitted to bring a book bag to school; however, all book bags MUST be stored in their locker from the beginning of the school day (8:10 a.m.) until the end of the school day (3:10 p.m.). Students will NOT be permitted to carry any book bag, satchel, purse, etc. that is larger than 6 X 8 X 2 inches in dimension.

This procedure is in place as an attempt to minimize the threat of potentially dangerous items being on school grounds.

**Students are not permitted to give their locker combinations out to another student, or share a locker with another student.** Lockers will NOT be reassigned to 10th, 11th, and 12th grades.

## **HOMEcoming**

**Students receiving more than 2 Saturday Detentions, an AEP placement, or a one or more days of suspension prior to the Homecoming dance will not be able to attend. Students must also have the handbook receipt form turned in to the 200s office and ALL FINAL FORMS must be completed.**

## **PROM**

**Students receiving 5 days or more of suspension during the school year will not be allowed to attend Prom and/or After-prom. Students must also have the handbook receipt form and ALL FINAL FORMS turned in.**

## Attendance Policy

### ATTENDANCE REGULATIONS

Though requirements may change as circumstances change, when schools are operating with students in the building, they will need to adhere to health and safety requirements set forth by the Ohio Department of Health and local health departments.

State law requires parents to contact the attendance office to report absences or tardiness. Please call between 7:45 a.m. & 9:15 a.m. (859-5121 x8811) State law requires the school to contact parents concerning absences should no call be received from a parent before 9:15 a.m.

We believe that school attendance is a crucial factor in student achievement. Both excused and unexcused absences help to determine a student's success and achievement. The West Carrollton City School District encourages regular attendance in accordance with the Ohio Compulsory Attendance Law and the Missing Children Act, and through the implementation of the current attendance regulations that places the responsibility for attendance on the student and parent(s).

**In the event that your child is absent from school, parents are responsible for contacting the school.** If no contact has been made or no note is given to the school, the absence shall be posted as unexcused or truant. It is possible for a student to be unexcused even though parents give permission for the absence. **Remember- parents may not excuse a student from school; they can only state the reason for the absence to help us determine whether or not the absence may be excused.**

#### **In the case of excessive absences from school, the following may apply:**

For K-12 students absent 30 hours (5 days), the parent or guardian will have been contacted either by phone or mail to alert them of the absences and further interventions. Parents of students missing 60 hours (10 or more days) accumulative in a year will be contacted by the building administrator or designee to determine the reason for the student's absence, to develop a plan to reduce the absences, and to inform them that further absences will result in referrals made.

*K-12 students who are not in attendance for 30 consecutive hours (5 days), without an excuse, have 42 hours unexcused absences (7 Days) in one month, or have 72 hours unexcused absences (12 Days) in one school year shall be declared HABITUALLY truant.*

The school will notify parents of K-12 students of each absence by either phone contact or written notice if no phone contact can be made. If no contact has been made or no note is given to the school, the absence shall be posted as unexcused or truant.

**NOTE: PERSONAL ILLNESS (A WRITTEN PHYSICIAN'S STATEMENT VERIFYING THE ILLNESS WILL BE REQUIRED BEGINNING WITH THE 7<sup>th</sup> DAY OF PERSONAL ILLNESS)**

As defined in House Bill 410, students determined to be HABITUALLY truant will be referred to either the "Start Right Program" for K-4 students, or the Miamisburg Satellite Court/ Montgomery County Juvenile Courts if school interventions have not been successful. Parents of HABITUALLY truant students may also be referred to the Montgomery County Courts for neglect or for contributing to the delinquency of a minor, depending upon their level of cooperation with the school. The Board recognizes that the parent or

guardian is the most important agent in the student's life. Therefore, parents or guardians will be involved in the process and will be held accountable for their child's attendance. Both excused and unexcused absences help to determine a student's success and achievement. Therefore, interventions will be used to change a student's poor attendance pattern.

Excused absences include: physician/parent confirmed illness (provided a note is turned into the attendance office within the next school day - all notes simply stating a doctor's appointment are not acceptable. A doctor's name must be given so that the school can confirm if necessary), death of a relative or close friend, illness in the immediate family, quarantine of home, observance of religious holidays, court appearance, approved field trips, approved assemblies, class meetings, college visitation (limit 2 per year), administration, guidance, and school nurse requests, and teacher professional courtesies, emergency or circumstances which in the judgment of the superintendent to his designee constitutes a good and sufficient cause for absence from school. All other absences are unexcused. Unexcused absences shall include but not be limited to the following: truancy, suspension, non-school sporting events, license testing, driving lessons, oversleeping, vacations (unless prior notification and assignments are completed), haircuts or hair appointments, car trouble (parent or student), missing the school bus, trips not approved in advance, shopping, baby-sitting, gainful employment, job shadowing not connected to a school class, senior group photos and any absence deemed unexcused by the attendance office.

Students with an excused or unexcused absence may make up any class work missed. A day for a day procedure will be used for making up work i.e. if you are absent two days you will have two days to make up the missed work.

#### MORNING TARDIES:

Students arriving late to school after (8:10 a.m.) must report directly to the Main Office. Students reporting to school late will have their tardy and the allotted time of that tardy counted towards the accumulation of their total hours absent.

#### CLASS TARDIES:

Students will have 4 minutes of hallway transition time between classes. Students will receive after school detention from 3:10 PM to 3:40 PM in the cafeteria if they are late to class.

#### EARLY DISMISSAL

Once a student arrives on the school grounds he/she should immediately enter the building and not leave the building without securing permission/clearance of the proper authority. A student requesting to have an excusable/acceptable reason for early dismissal must do the following:

1. Present a note from a parent guardian to the Attendance Office before 8:10 a.m. requesting an early dismissal.
2. The note must include:
  - a. Date, time, and exact reason for dismissal and whether or not the student will be returning.
  - b. Phone number at which the parent/guardian may be reached for verification of the request.
3. Bring a Doctor's note the next school day to verify the previous day's doctor's visit.

If a student is too ill to remain in school, the student must report to the clinic in the main office. The clinic will call the parent/guardian about the illness and arrange for the student to be picked up or drive home as the case may be. If a student just calls their parent on their own and tells them to come get them, they will be unexcused for the time they leave school. **NO STUDENT SHOULD EXPECT TO BE RELEASED FROM SCHOOL, EVEN FOR ILLNESS WITHOUT PRIOR PARENTAL OR GUARDIAN CONSENT TO LEAVE. THE ATTENDANCE OFFICE OR CLINIC MUST HAVE CONTACT WITH THE PARENT BEFORE THE STUDENT MAY LEAVE. PARENTS OR GUARDIANS COMING TO SCHOOL TO PICK UP HIS/HER STUDENT MUST COME INTO THE MAIN OFFICE, SHOW PROPER ID, AND THEN SIGN THE STUDENT OUT OF SCHOOL. FAILURE TO DO SO WILL BE CONSIDERED AN UNEXCUSED ABSENCE.** This policy also includes lunch periods.

Any unexcused early release (before 6th period) will have their attendance recorded as a half day unexcused absence. Any unexcused early release during 6th or 7th period will be treated according to the tardy policy. Students leaving early for an unexcused reason (reference p. 26) and return, will have the absent time treated the same as an unexcused tardy.

#### EIGHTEEN-YEAR OLD STUDENTS

Students who are 18 years old or older are expected to follow the same attendance rules and regulations as other students. Students who are 18 years old or older are considered to be under the supervision of their parents unless they can verify that they are regularly employed and that they pay rent/utilities.

**Students who are 18 years old or older are NOT able to sign themselves out of school without PRIOR PARENTAL OR GUARDIAN CONSENT. Should an 18 year old student leave the building without prior parent/guardian consent, they will be subject to truancy and the disciplinary actions that follow.**

#### PERFECT ATTENDANCE

Perfect attendance is defined as no days absent, including half days, and no unexcused tardies.

#### **NO SCHOOL, NO DRIVE BILL HOUSE BILL 204 - "NO SCHOOL, NO DRIVE" BILL**

West Carrollton High School will be implementing this bill for the following circumstances:

1. Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs, the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent.
2. When the Superintendent receives information that a student of compulsory school age has withdrawn from school, the Superintendent must, within two weeks after the withdrawal, notify the registrar of motor vehicles and the juvenile judge of the county in which the school district is located. Such notification is not necessary if a student has withdrawn because of a change of residence or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.
3. The West Carrollton Board of Education authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has

been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days during a semester or term.

**The procedure that will be followed in the process is as follows:**

1. The high school shall notify the superintendent of the violation that may result in student loss of driving privileges.
2. The superintendent shall notify the parents, guardian, or custodial parent of the violation and include the scheduled time, place, and date for a hearing on the charges. The hearing shall take place between three and five days after notification.
3. If the student and parents do not appear at the hearing and/or do not convince the superintendent that the violations were legitimate in nature, the superintendent must notify the registrar of motor vehicles and the local jurisdiction juvenile judge of the violation.
4. The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license.
5. Any denial of driving privileges by the Bureau of Motor Vehicles shall remain in effect until the student:
  - a. attains the age of eighteen (18),
  - b. has complied with conditions established by the superintendent at the hearing , or
  - c. has had driving privileges restored by the local juvenile court of jurisdiction.

**SKIP DAY**

There is no legal, acceptable reason for any student to miss school in the name of a "skip day". Therefore any student participating in such an unauthorized activity shall be deemed truant and will be dealt with according to the Student Code of Conduct.

**SENIOR SCHOOL CALENDAR**

If the Senior class is short on the REQUIRED number of hours of attendance, it can result in extended days. Due to the way the State of Ohio calculates enrollment, our seniors come very close to the number of hours that are required for attendance because they get out of school so much earlier than the rest of the students. As a result, if we have calamity days, we may have to extend our senior calendar to accommodate their hourly requirement. All end of the year activities for seniors would remain the same.



## Student Responsibility

### STUDENT CODE OF CONDUCT

The Board of Education considers school discipline essential to the fostering and maintaining of an environment conducive to providing educational opportunities. A student may forfeit the right to educational opportunities by conduct which disrupts the educational process or deprives others of their rights.

Students must accept responsibility for their own actions, and are expected to behave in accordance with socially accepted conduct standards and abide by the rules, regulations and policies of the Board of Education, administration and/or staff. In addition, no student shall engage in an activity that would constitute a violation of the Ohio Revised Code, West Carrollton City, Moraine City, or Miami Township Ordinances.

Students who participate in group action, including such activities as walk-outs, sit-ins, etc., which in any way adversely affects the normal operation of the educational program or school activities will be subjected to established disciplinary policies of the school, including suspension and the possibility of expulsion and/or immediate referral to local enforcement agencies for proper disposition according to law.

Students are subject to school disciplinary action, up to and including suspension and expulsion for actions that negatively affect the good order, efficiency, morale, management and welfare of the school. Primary emphasis will be directed to activities taking place on school premises, at any school activity, function or event, during any school transportation (in a school vehicle or in any mode of transportation arranged by the school), and near school premises before, during or after any school-related activity. However, any student action or behavior that directly affects the school regardless of place or time will be subject to disciplinary action by the school.

A violation of these rules, regulations, policies, statutes or ordinances may result in disciplinary action. A student, who is repeatedly suspended, may be recommended for expulsion. Due process procedures as mandated by law and approved by the Board of Education will be followed.

The following are defined offenses in the Student Code of Conduct:

#### Level 1 Offenses

Classroom managed behaviors that could possibly impede the orderly operation in any school setting. A student exhibiting a behavior that is classified as a Level I offense should receive Tier I support and not be excluded from school. Consequences that may be appropriate for singular or repeated offenses from this category include but are not limited to teacher conference, reflection activities, parent contact, team level consequences/detentions, administrative level detentions or after school interventions (repeated only).

<b>LEVEL 1 BEHAVIOR EXHIBITED</b>	<b>DEFINITION</b>
<b>Behavior Reported by Substitute</b>	Any Level 1 behavior that is reported to the classroom teacher by the substitute.

<b>Cheating/Academic Dishonesty</b>	Copying the work of another without citation, including previously written work on a test or assignment, or improperly consulting notes or other answer sources (ex: Wikipedia).
<b>Dress Code</b>	Failure to comply with the school building's Dress Code, which can be found in the Student Handbook. During a health crisis where facial coverings are required, students are permitted to wear masks that cover the nose, mouth, and chin.
<b>Inappropriate Behavior</b>	Intentional acts, behaviors, or conduct in the classroom or in the school or upon school grounds that interrupts the educational process. If a teacher or other school adult is prevented from starting an activity or lesson, or has to stop what he or she is doing to try to stop the student's behavior, the behavior is considered inappropriate. For example, if a student causes an interruption by talking, making noises, throwing objects, play-fighting, horseplay, or otherwise distracting one or more classmates, the student is engaging in inappropriate behavior.
<b>Inappropriate Use of Technology</b>	Failure to comply with the district's Acceptable Use Policy, which can be found on the WCMS website.
<b>Intimidation</b>	Any intentional written, verbal, electronic, or physical act which causes mental or physical harm to the other student or creates an intimidating, threatening, or abusive educational environment for the other student.
<b>Nonverbal Refusal</b>	Nonverbally refusing to comply with a reasonable request from school personnel or disobeying any general rule of the school, including not following directions of teachers, school administrators, or other staff members (e.g., refusing to leave an area or stop engaging in aggressive/ disruptive behavior). This includes, but not limited to, sitting with head down, throwing assignments away, kicking, hitting, throwing items, running, pushing, shoving.
<b>Out of Bounds</b>	Walking out of classrooms without permission and/or being in an unsupervised area without staff permission.
<b>Out of Seat/Assigned Area</b>	Repetitively out of seat/assigned area without staff permission.
<b>Profanity</b>	Swearing/cursing or displaying profane gestures in school buildings, on school's buses/vehicles, on school grounds, off campus at a school sponsored activity.
<b>Skiping Class</b>	Being out of the assigned class without staff permission - not exceeding half the class period.

<b>Talking Out</b>	Repeated vocalizations that impede classroom instruction.
<b>Tardy to Class</b>	Failure to report to the classroom or other instructional area, without a reasonable excuse, after the “tardy bell.”
<b>Tardy to School</b>	Office use only. Failure to report, without a reasonable excuse, to school after the “tardy bell.”
<b>Verbal Refusal</b>	Verbally refusing to comply with a reasonable request from school personnel or disobeying any general rule of the school, including not following directions of teachers, school administrators, or other staff members (e.g., refusing to leave an area or stop engaging in aggressive/ disruptive behavior). This includes, but is not limited to, screaming, yelling, cussing, etc.

**Level 2 Offenses**

Serious misconduct expressed either directly or indirectly through word, act or electronic media. Serious misconduct includes students who have any involvement in the offense. Disciplinary actions that could be used to correct behavior may range from a parent conference to expulsion depending on the seriousness of the infraction and the student’s conduct history.

A student charged with a behavior that is classified as a Level 2 offense **may** be removed from the classroom or building. The criteria for removal from the classroom (AEP) or school (out of school) must be carefully weighed as the less exclusionary options need to be considered first.

<b>LEVEL 2 BEHAVIOR EXHIBITED</b>	<b>DEFINITION</b>
<b>Behavior Reported by Substitute</b>	Any Level 2 behavior that is reported to the classroom teacher by the substitute.
<b>Destruction of School Property</b>	Loss, destruction, defacement, or inappropriate use of textbooks, school materials, computers and/or computer-related materials. This includes all West Carrollton Schools property.
<b>Fighting</b>	A physical altercation between two or more students. This also includes the mutual participation in an incident involving physical violence.
<b>Forgery/Falsification</b>	Acts, including but not limited to, falsifying school records, forging signatures, making or providing false statement(s), counterfeiting, bribery, and/or using an unauthorized computer user ID or passwords (including emails).

<b>Gambling</b>	Betting money or items on card games, dice games, the outcome of games or activities, and/or possession of gambling materials or paraphernalia.
<b>Inappropriate Physical Contact</b>	Fondling, touching, or kissing in school facilities, on school grounds, at school-related activities, or while on buses transporting students to and from school-related events.
<b>Inappropriate Social Media Use</b>	The use of social networking sites during the school day such as Facebook, YouTube, Instagram, TikTok, Snapchat, or any other similar websites, unless used for educational purposes and with permission from school staff.
<b>Inciting a Fight/Pre-Fighting</b>	The intentional incitement to engage another student in physical conflict and/or continuous harassment, or the promotion of misconduct for any purpose.
<b>Possession/Use of Tobacco/Vaping</b>	The use of, or the possession of any form of tobacco or tobacco products while in or upon the school premises, is prohibited. Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic cigarettes and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form including vaping. Smoking or the use of any tobacco products shall be prohibited on all lands and inside all facilities and motor vehicles owned or leased by the district.
<b>Recording/Distributing Prohibited Acts</b>	Making, producing, or distributing videos, images, sound recording, or other mediums that show behavior prohibited by the Student Code of Conduct on school property or at school events, including using school-owned or personal electronics devices (i.e., laptops, tablets, e-readers, cell phones, or video/still cameras). Depictions of such conduct on social networking sites such as Facebook, YouTube, Instagram, TikTok, Snapchat, or any other similar websites are prohibited. Any representations of prohibited behavior must be immediately turned over to the Principal or Principal's designee. Reproduction and/or distribution of these items is also prohibited.
<b>Skiping Class</b>	Being out of the assigned class without staff permission - exceeding half the class period.
<b>Theft</b>	Unlawful taking or disposition of another's property with the intent to deprive the person of the property. Receiving stolen property or attempted theft by deception, including public property, possession of stolen property, counterfeit items or missing items and/or possession of any federal, state or district mandated test(s).

	Students are encouraged not to bring inappropriate non-instructional or valuable items and large sums of money to school. West Carrollton Schools will not be liable for any lost, stolen or damaged items brought to school.
<b>Threats to Staff</b>	Intentional threat by word or action to do violence to a staff member or his/her property.
<b>Threats to Students</b>	Intentional threat by word or action to do violence to another student, or his/her property.
<b>Use/Possession of Electronic Devices/Cell Phones</b>	Possession of unauthorized electronic equipment and devices (ex. cell phones, iPads, video games, earbuds, audio devices, etc.). This may result in the item being confiscated from the student by school personnel and disciplinary action will be taken. Students are personally and solely responsible for the care and security of any electronic equipment or devices brought to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.
<b>Verbal Abuse of Peer</b>	Any unwelcome profane or insulting remarks or gestures directed at any West Carrollton Schools' student.
<b>Verbal Abuse of Staff</b>	Any profane or insulting remarks or gestures directed at any West Carrollton Schools' staff member, volunteer, visitor, teacher, or bus driver.

### Level 3 Offenses

Illegal and/or serious misconduct, life or health threatening as defined by municipal, county, state or federal laws and/or school standards. A student charged with behavior that is classified as Level 3 can be removed from the school immediately and is subject to a recommendation for expulsion.

<b>LEVEL 3 BEHAVIOR EXHIBITED</b>	<b>DEFINITION</b>
<b>Arson</b>	Setting fire, or attempting to set fire, to school property or any property belonging to, rented by, or on loan to the school district, or the property of persons employed by the school or in attendance at the school.
<b>Assault/Battery</b>	An offensive attack (this includes unwanted contact with a staff member intervening to stop a fight) whether physical or with an instrument that is used as a weapon on any staff member(s), or student(s) who has not participated in or provoked the

	confrontation; any act causing physical abuse or injury. Such behavior shall include, but not be limited to, occurrences on school property, in school buses/vehicles, or any school sponsored activities.
<b>Bomb Threat</b>	Making statements regarding the possession or location of explosive materials.
<b>Bullying - Admin Only</b>	Targeted, repetitive, and intentional behavior between peers which includes any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once. This behavior both: Causes mental or physical harm to the other student, and Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
<b>False Alarm</b>	Making a knowingly false statement regarding the possession or location of explosive materials. Reporting a fire when no fire exists or attempting to activate the fire alarm system on school property or buses. Making false or inappropriate 911 calls.
<b>Harassment - Admin Only</b>	Any intentional written, verbal, electronic, or physical act portrayed through an imbalance of power and the behavior both: Causes mental or physical harm to the other student; and Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
<b>Possession of Weapon</b>	<p>Possession of a firearm, including any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option.</p> <p>Possession of, on or about their person (e.g., locker, desk, book bags or bus) or distribution of any weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury.</p> <p>Possession of, on or about their person (locker, desk, book bags, bus, etc.) or at school/school-related activities, a weapon, device, instrument, material or substance designed as a weapon or used as a weapon [e.g., rattail comb, box cutter, utility knife of any size, any razor (e.g., straight, regular, retractable, double or single edge), taser, pepper spray, gas repellent, stun gun, fireworks, bullets, ammunition, smoke bomb, paint bomb, stink bomb, chemical sprays, lighters, and/or martial arts devices (e.g.,</p>

	throwing star, nunchakus, darts, blackjacks, chains, clubs, metals/brass or any artificial knuckles, rings, pipes, studded or pointed
<b>Possession/Under Influence of Alcohol</b>	Possessing, carrying, concealing, consuming or showing evidence of having consumed alcoholic beverages.
<b>Possession/Under Influence of a Controlled Substance</b>	Possessing, carrying to sell, and/or concealing drugs or items that may be considered as look-alike drugs or substances represented to be drugs of the seller or distributor and/or thought to be drugs by the buyer or receiver. Attempting to sell or distribute any prescription and over-the-counter medicines, chemical substances, and all other legal substances. Drug-related paraphernalia includes, but is not limited to, pipes, clips, rolling papers, and other items used or related to drug use. No such items shall be in a student's possession at school-related activities, on buses, or in a student's desk or locker.
<b>Serious Bodily Injury</b>	An incident that results or is intended to result in serious bodily injury to oneself or others. Serious bodily injury is defined as any bodily injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or faculty.
<b>Sexual Misconduct</b>	Engagement of any sexual acts including, but not limited to, vulgar/obscene words or gestures, indecent exposure, possession of profane/vulgar/ obscene material, possession/distribution of derogatory/offensive poster(s), cards, pictures, cartoons, graffiti, or drawings on school property/buses or at school-sponsored activities.
<b>Unwelcome Sexual Conduct</b>	Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).
<b>Use/Possession of Combustible Materials</b>	Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or

	other propellant, and that has any barrel with a bore of more than one-half inch in diameter. This includes, but is not limited to, possession of a cigarette lighter or firecrackers.
<b>Vandalism</b>	Destruction/damage/attempts and threats to destroy/damage/deface school, private, personal, or public property. This includes, but is not limited to, setting fires, attempting to destroy/damage/deface a school or staff property or property used by the school including, but not limited to, breaking windows, graffiti, destroying restroom fixtures, using paints or any other materials to deface school property (e.g., furnishings and equipment housed within or upon the school property). Student must make restitution for damage to school property.

Students who violate the policies of the school, or fail to abide by the necessary procedures, are subject to the disciplinary policies of the West Carrollton Board of Education, and are as follows:

### **DUE PROCESS**

The staff and administration of West Carrollton High School are well aware of the rights possessed by students as prescribed by law. Every effort will be made to ensure that those rights will be protected through reasonable and judicious action. Most, but not all, of the responsibilities of students are included in the disciplinary section of this handbook and, from that section, students can become aware of areas over which the school can and does exercise control, and what the expectations of the school are with regard to behavior and conduct.

### **TEACHER DETENTION**

Teachers are permitted to and may assign after school detentions to be served with them in their classroom as a result of disciplinary action for violating classroom behavior expectations. Teachers will schedule and inform the student of the detention, contact the parent(s) of the student, and track the completion of the detention. Failure to complete the detention by the student will result in an office referral for further disciplinary action. Teacher detentions may range from 15 minutes to 30 minutes in length.

### **LOSS OF PRIVILEGES**

After school events, such as dances, are considered privileges. Students in violation of the Student Code of Conduct and are subject to disciplinary action, may lose the privilege to attend such events. Administration will inform the student of the loss of privilege, and contact the parent(s) of the student.

### **AFTER SCHOOL INTERVENTION (ASI)**

After School Intervention is an alternative program that will be scheduled for Tuesdays and Thursdays each week. Students will receive ASI for being late to class. Students may also be assigned ASI based on a variety of infractions. Thus, any student refusal to sign an After School Intervention document and/or a student who



doesn't attend an ASI is subject to a Saturday School Detention. Students who fail to report to Saturday School Detention could be subject to a Saturday School or an out-of-school suspension. **Students will be allowed to reschedule ONLY ONE ASI per semester for illness or schedule conflict, all others must be attended.**

## **SATURDAY SCHOOL**

Saturday School may be assigned by administration. Saturday School will take place on designated Saturdays of a given month. Students assigned to a Saturday School will be expected to arrive at 8:00 a.m. until 11:00 a.m. Students should enter the main entrance and report to the cafeteria. Students failure to report to an assigned Saturday School could be subject to an out-of-school suspension.

## **ALTERNATIVE EDUCATION PLACEMENT (AEP)**

Alternative Education Placement is an additional alternative in lieu of out-of-school suspension. If a student is assigned to AEP, they will be permitted to arrive and leave school via their normal transportation route. Students will report directly to the assigned room upon arrival at the building. Students will remain in this room under supervision for the duration of the school day. Students will have class work, scheduled restroom breaks and lunch provided for them while in AEP. Students will not be able to return to their normal class schedule until all AEP days/class time is served. Students may NOT attend any extra-curricular school function while in AEP and any AEP assignments will impact a student's ability to earn exam exemptions and attend additional school functions (dances).

## **COMPULSORY OUT-OF-SCHOOL SUSPENSION (OSS)**

Out-of-school suspension may result for violating the Student Conduct Code; and students will automatically be suspended out of school for the following offenses:

- (1) Possession, use, transmission, and/or concealment of narcotics, alcoholic beverages and/or drugs.
- (2) Transmission, concealment, creation, handling, and/or use of dangerous weapons and/or instruments.
- (3) Disruption and/or obstruction of the educational curricular or extracurricular process by use of violence and/or force.

**SUSPENSION** shall be the temporary exclusion of a student by the superintendent, principal, assistant principal, or any other administrator from the district's instructional program for a period not to exceed ten (10) consecutive school days. Suspension is for those students who fail to comply with school rules by repeated violations and/or negligence. It also applies to violation of those rules in which suspension from school is the prescribed discipline. While suspended, the student must stay off school grounds and is not permitted to participate in or attend any school activities, on or off school grounds. Classroom assignments missed by a student suspended from school must be submitted by the day of the student's return to school unless the student arranges otherwise with the teacher prior to their return. Participation in extracurricular and co-curricular activities is a privilege, not a right; therefore, additional consequences may be imposed regarding participation in co-curricular and extracurricular activities.

## EXCLUSION LAW

West Carrollton High School will comply with Ohio House Bill 154 which allows for the permanent exclusion from all public schools in Ohio of students 16 years of age or older who commit violent or drug related felonies on any school premises.

## EMERGENCY REMOVAL, SUSPENSION, EXPULSION

Students may be subject to discipline for violation of the student code of conduct/student discipline code even if that conduct occurs on property not owned or controlled by the board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the board, or conduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

"**Emergency removal**" shall be the exclusion of a student who poses a continuing danger to district property or persons in the district or whose behavior presents an on-going threat of disrupting the educational process provided by the district.

## EXPULSION

"**Expulsion**" shall be the exclusion of a student from the schools of this district for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the student code of conduct/student discipline code. Only the superintendent may expel a student. Expulsion is for those students who, because of improper conduct, indicate a lack of responsibility or exhibit incorrigibility, are excused from attendance at school. When a student is expelled, his enrollment at the school is terminated pending the results of the hearing. The student under expulsion is not permitted on school grounds and is not permitted to participate in school functions and activities. The student has a right to counsel at an expulsion hearing.

### DUE PROCESS IN SUSPENSIONS OR EXPULSIONS

1. The following procedures shall be followed in any cases of suspension or expulsion:
2. The student shall be informed of the offense and possible discipline.
3. The parents or guardian shall be informed as soon as possible and are invited to appear at the school for a personal conference with the student, the principal, and any necessary people to present the situation. In some cases, the parent will be required to come to the school for a conference.
4. If the parents or guardian cannot immediately appear, the student shall be "excused" from school until they can be present. During this time period, the discipline shall be postponed.
5. The excused period will be no longer than 24 hours unless there are extenuating circumstances acceptable to the school. Failure of the student and parent or guardian to appear will be considered a waiver of the right to appeal. This waiver will constitute an acceptance of the discipline and the excused time period will then become part of the suspension period.
6. If the conference is obtained, the situation shall be presented, all evidence brought forth, and the principal shall then render decision and discipline.
7. If the parent(s) or guardian(s) is not satisfied, appeal is open to the Board of Education.
8. The student has the right to counsel at an expulsion hearing.

## **INTERROGATIONS AND SEARCHES**

The District has responsibility for the safety, control and management of the students during the school day and hours of approved extracurricular activities. In the discharge of that responsibility, the District may search the person or property of a student, including but not limited to, student owned and/or operated motor vehicles, motorcycles and bicycles parked on school property or at school-sponsored activities held off school grounds, desk, lockers, other storage areas and/or articles carried upon their persons. These searches may take place with or without the student's consent, whenever the District reasonably suspects that the search will discover evidence of a violation of the law or school rules and regulations. All searches will be conducted in such a manner as to aid in the educational process, preserve discipline and good order, and to promote the safety and security of persons and their property within the area of the school's responsibility.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to randomly search any locker and its contents as the administrator believes necessary.

The Superintendent may authorize the use of canines trained in detecting the presence of drugs and/or drug paraphernalia. The canines may be used in the school facilities and on school grounds, including student lockers and parking areas. The use of the dogs may be unannounced and random. If a trained canine alerts on a particular locker, vehicle, article(s) carried by a student or other container, reasonable suspicion to search that locker, vehicle, article or container shall be deemed to exist under this policy.

Additionally, while discharging its responsibility, the school administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Interrogations of students by law enforcement agencies and other authorities not directly associated or assigned to the District are extremely disruptive to a student's educational process. Further, such interrogations may impact student and/or parental rights. Therefore, a determination whether to allow such interrogation will be made by school administrators on a case-by-case basis. The administration has developed District regulations to be followed in the case of searches and interrogations.

## **BUS RIDING/TRANSPORTATION PRIVILEGES**

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus/vehicle conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct. An administrator or other designated district personnel will provide a student with a notice of the intended suspension.

## **BULLYING (Including cyber-bullying)**

A student shall not engage in any act (behavior including, but not limited to; taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff) which frightens, harasses, degrades, disgraces, or tends to frighten, degrade or disgrace, any person through gestures or by written, verbal, or electronic means (including but not limited to computers, cell phones, internet websites, or

any other electronic device (O.R.C. 3313.666)) during any period of time when the students are properly under the authority of school personnel.

By law, building principals (or their designees) are to respond to and investigate any incident of bullying that is reported (either verbally or in writing), document the incident in writing and notify parents or guardians of any students involved in such occurrences. Their responsibilities also involve using intervention strategies for protecting victims from additional harassment or retaliation and employing interventions or disciplinary procedures for any guilty students.

## SEXUAL HARASSMENT POLICY

West Carrollton Senior High School is committed to eliminating and preventing sexual harassment. This policy is implemented to define sexual harassment and to detail procedures that will be followed in dealing with suspected sexual harassment.

\*Below is an outline of Sexual Harassment definitions. Please review these definitions and visit this link ([Title IX Policy](#)) to view and read the entire WCSD Title IX policy and procedures. The policy can also be found by using this web address: (<https://www.westcarrolltonschools.com/TitleIX.aspx>).

**Sexual Harassment:** “Sexual Harassment” means unwelcome conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct (often called “quid pro quo” harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity;
- C. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)A(v), or “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

“Sexual assault” means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape

- D. “Domestic violence” includes felony or misdemeanor crimes of violence committed by:
  - 1. a current or former spouse or intimate partner of the victim;
  - 2. a person with whom the victim shares a child in common;
  - 3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - 4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
  - 5. any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime occurred
- E. “Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- F. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to either – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

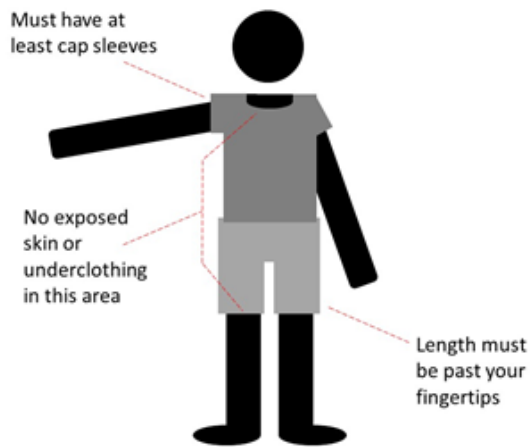
Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

## **LOITERING**

According to city and township ordinances, loitering on any street and/or property around the high school before and during school hours is prohibited. Students are not permitted to loiter in school parking lots or in the building after hours.

## **DRESS CODE**

Individuals shall dress in such a manner that their clothing or appearance is not a source of distraction and that it does not endanger their safety, health, or physical well-being.



**Covered:**

- Shoulders
- Stomach
- Chest
- Thighs (fingertip length)
- No holes above the knee

No profanity, drug related, or any other inappropriate messages

**Guidelines for Appropriate Dress:**

1. Any article of clothing or jewelry which displays, depicts, or promotes drugs, alcohol, sex, gangs, violence, profanity or which are offensive to ethnic, religious or racial groups is prohibited at school and school sponsored events.
2. Brief and revealing clothing: Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following examples include but are not limited to:
  - a. Students that wear halter-tops, garments with spaghetti straps, strapless garments, or ill-fitting clothing.
  - b. Garments that are see-through, cut low or expose one's midriff or undergarments are not acceptable.
  - c. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms.
3. Bottom garment may be trousers, denim jeans, slacks, skirts, skorts, or shorts.
  - a. The bottom hem of skirts, skorts, or shorts must extend to fingertip length, when standing straight with hands at the side.
  - b. Sagging pants: All pants must fit around the waist and be fastened.
  - c. Long pants/skirts may not drag the floor. Shoes must be visible to ensure the student's safety.
4. Hats and hoods are not to be worn unless approved by administration for medical/religious purposes.
5. Sunglasses are not to be worn inside the school building.
6. Appropriate shoes must be worn.
7. Chains or apparel with pointed studs are not to be worn.

**\*It is understood that not all unacceptable clothing can be listed or described. Therefore, the final decision regarding acceptable clothing and accessories will be made by building administrators.**

*The dress code specifically applies when there is a safety issue (not being able to see a person's face) or if/when the violation is preventing the educational process from taking place (i.e. preventing others from being able to learn).*

*For head coverings, students are not permitted to have hoods up or have baseball caps on which could prevent their face from being seen for identification purposes.*

*In terms of the type of clothing that is permitted to be worn, students must have a shirt and pants/shorts or the equivalent (leggings, skirt, dress) on with shoes. Shirts and Dresses must have fabric in the front and on the sides*

*(under the arms, no gaping holes on the side). In general, clothing should cover the breasts, genitals and buttocks. Clothing cannot depict or advocate violence, criminal activity, use of alcohol or drugs, pornography, or hate speech.*

**Students who violate the dress code will be required to change clothes before going to class. Any student who does not have a change of clothes or cannot have clothes brought to change, will report to AEP for the duration of the day.**

## **STUDENT MESSAGES**

**Office phones are available for limited student use.** If a parent finds it necessary to contact a student during the school day a message will be delivered at the earliest possible time. Text messages sent from a student to a parent during school hours are a violation of the cell phone/communication devices policy.

**ALL EMERGENCY PHONE CALLS MUST BE RECEIVED THROUGH ANY PRINCIPAL'S OFFICE.**

## **STUDENT NETWORK/INTERNET ACCESS**

Students are responsible for good behavior on West Carrollton High School's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Users who disregard this policy may have their use privileges suspended or revoked, and disciplinary action taken against them.

The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

## **HEAD PHONES, EAR BUDS, AIR PODS OR OTHER AUDIO DEVICES**

No earbuds, headphones and other audio devices are to be out in the classroom, lunchroom, restroom or hallways during the school day. Failure to acknowledge staff directives due to the use of earbuds may result in disciplinary action.

## **ELECTRONIC DEVICES/CELL PHONES (PCDs) & RECORDING AND TRANSMITTING AUDIO/PICTURE/VIDEO**

For purposes of this policy, "personal communication device" (PCD) includes I-Watches, computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

### **Students in grades nine thru twelve (9-12) may use PCDs, before and after school.**

Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal. Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Director of Student Services. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.



Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

## **DRUG PREVENTION**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse. For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. Any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and/or at any school-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

The West Carrollton City School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The presence of alcohol and other drugs in the school or students with alcohol and other drug problems is a deterrent to learning, thereby limiting, interfering with or inhibiting the primary responsibility vested in the educational system.

West Carrollton City Schools is concerned about the disruption of the learning environment of all students exposed to alcohol and other drug-related behaviors. The District is concerned about the health of its students. Students adversely affected by alcohol and illicit drugs in the schools increase the likelihood that the safety and well-being of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

The West Carrollton Board of Education recognizes unlawful use or possession of alcohol and other drug use as wrong and harmful. The school system also recognizes chemical dependency as a treatable health problem which is preceded by misuse and/or abuse of drugs often characterized by the inappropriate behavior of the abuser; however, the West Carrollton City Schools has the obligation to protect the learning environment and the rights of staff members and students who do not use mood-altering substances. It is with these obligations in mind that the following guidelines are presented:

## **UNDER THE INFLUENCE**

If a staff member has reason to believe a student is under the influence of mood altering chemicals at school or harmfully involved with chemicals, the following steps will be taken:

- 1) The staff member will notify the building principal or assistant principal.
- 2) If appropriate, the principal or assistant principal will refer the student to be evaluated by the school nurse.
- 3) If a student smells of marijuana, parents will be contacted and the student will be sent home.

## LOST OR STOLEN ITEMS

West Carrollton High School is not responsible for lost or stolen items. Each student will be provided with a locker and locker combination to place personal property in. It is recommended that you do not leave personal belongings unattended at any time. Students are not permitted to share their lockers or locker combinations with another student. Administration will not investigate theft that occurs due to student irresponsibility of their personal belongings.

## IDENTIFICATION CARDS

The purpose of Identification Cards (ID) is to better ensure the safety and well-being of all students, faculty, and visitors at West Carrollton High School. Students are expected to carry their ID card with them at all times while in the school building. Students will be issued one ID card at no cost upon enrolling at WCHS. The ID card is good for the full time the student is enrolled.

**New cards** will cost \$5.00 each. No student will cut down, mark on, scratch out, place stickers on, cover a student's picture, or in any way deface or destroy a student ID Card. Destroying or defacing an ID card is in direct violation of West Carrollton High Code of Conduct.

## RECREATIONAL GAMES

Students are not allowed to play hacky sack, cards, board games or games of chance at any time during school hours, except classroom instruction.

## LOCK-DOWN PROCEDURES

Lock-downs are used to help secure the building and help provide as many safe areas within the building as possible. The police and administration will be in continuous contact, should a situation arise. Here are, however, some things students can do to assist in coordinating their own safety:

- Be calm, quiet, and speedy
- If in the hallway, restroom, office, or in any other non-classroom area, report immediately to the nearest classroom.
- Move away from the door and the windows(s).
- If in a room without a window keep a light on.
- Do not re-enter the hallways until the all clear signal has been given by the Principal, or an Assistant Principal.
- If you need to use the restroom facilities, the waste basket will have to be used.
- If in the cafeteria, move away from the windows and go back by the food lines.
- If outside, report to Schnell Elementary.

The outside doors will be locked. No one will be permitted to enter the building including parents.

## INTRUDER DRILL

West Carrollton High School will perform intruder drills periodically throughout the school year. These drills are designed to simulate the course of action students would take if there were a violent intruder in the building. Students will be instructed to listen to the directions of the teacher since the location of the intruder will vary.

### **Students are instructed to:**

- **Figure it OUT** – Think and act tactically

- **Get OUT** – Evacuate students to a predetermined safety place
- **Call OUT** – If you hear or see the intruder, report the location to office and/or call 911
- **Hide OUT**– Quiet, close and lock door, lights out
- **Keep them OUT** – Barricade the door, spread around walls of room
- **Take them OUT** – Find any projectiles or weapons and arm your class, be aggressive, do not give up, group attack.

## **WEST CARROLLTON SCHOOL DISTRICT ATHLETIC PARTICIPATION AND CO-CURRICULAR CODE OF CONDUCT**

*NOTE: The digital copy of this form must be completely filled out and signed and must be on file with FinalForms along with a current physical examination form prior to participation in extracurricular activities.*

### **CO-CURRICULAR CODE OF CONDUCT**

Participation in a co-curricular activity at West Carrollton High School or West Carrollton Middle School is a privilege, not a right. Students participating in co-curricular activities represent the entire West Carrollton High School and Middle Schools student population in local, state, regional, and national events. This representation of the school district carries with it the additional responsibility of maintaining the highest personal and ethical conduct. Co-curricular participants include but are not limited to, athletics, cheerleading, athletic support groups, band, band support groups, dramatic performances, and team managers.

### **LIFETIME OF CODE**

All students will be considered “participants” and bound by the Code of Conduct beginning with the date the code has been signed and submitted on FinalForms. No student shall be allowed to participate in any activity with a group/team until this has completed all required paperwork on FinalForms. Once a student has become an official member of a group/team they shall be bound by the Code of Conduct for one calendar year in all activities in which they participate. Being an official member is defined as participating in any organized group activity. If the participant is trying out for a group with limited numbers (i.e. “cuts” occur) and are “cut” they no longer will be considered as having been an official member of that group.

### **ENFORCEMENT OF RULES**

Because there are different levels of rules (team, athletic department, school and school district rules) that students must obey there has to be different levels of people enforcing those rules. In general, rule enforcement will occur as follows:

- Team Rules – Assistant Coaches and Head Coach
- Athletic Department Rules – Head Coach and Athletic Director
- School/District Rules – Athletic Director and/or Building Administrator

It is important to note that some rule violations could involve violations at several levels, thus having multiple people from several levels involved.

### **CODE OF CONDUCT**

1. Use or possession of alcoholic beverages, tobacco products, or illegal drugs is expressly forbidden. Anyone who aids or abets another in committing an infraction concerning alcoholic beverages, tobacco products, or illegal drugs, will be treated as though the aider or abettor had violated the first sentence of this paragraph.
2. A student should conduct himself/herself both in and out of school in a manner that reflects good citizenship. Any behavior that results in dishonor to the student, his or her event or team, or school will not be tolerated. Acts of unacceptable conduct include, (but are not limited to), theft, vandalism, disrespect and violation of school code of conduct, or state and federal laws (excluding traffic violations).
3. A student under a disciplinary out-of-school suspension, expulsion, or exclusion, will not be eligible to participate and/or attend (in any manner) any extra-curricular activities during the suspension, expulsion, or exclusion.
4. The administration reserves the right to impose disciplinary action on any measures of misconduct not specifically mentioned in the above rules.

## **ATHLETIC AWARDS AND CONSEQUENCES**

In order to receive any award, an athlete must finish the season in good standing. Any suspension at the end of the season (academic, Co-curricular code, or otherwise) will result in forfeiture of all awards, including 9<sup>th</sup> grade numerals, certificates, and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> year Varsity awards.

If an infraction of the Code of Conduct occurs after the conclusion of a season but before the awards program for that activity, or if a suspension as a result of a Code of Conduct infraction has not been completed at the conclusion of a season, the participant will be suspended from the awards program and is ineligible to receive any West Carrollton High School individual or team awards, including 9<sup>th</sup> grade numerals, certificates, and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> year Varsity awards. In addition, any first offense, second offense, third offense, or subsequent offense consequences will also be applied.

If a senior student-athlete does finish the season in good standing with the team, he/she will not receive their senior banner without paying a \$25 fee to the West Carrollton Athletic Boosters. All seniors that finish in good standing will receive their free banner as a gift from the Athletic Boosters.

## **ATHLETIC ELIGIBILITY**

### **ACADEMIC REQUIREMENTS**

- **High School Sports**
  - Pass 5 credit hours (PE does not count)
  - 2.0 GPA in preceding grading period
  - Meet all OHSAA eligibility requirements
- **Middle School Sports**
  - Pass 4 credit hours (PE does not count)
  - 2.0 GPA in preceding grading period
  - Meet all OHSAA eligibility requirements

### **ADMINISTRATIVE REQUIREMENTS**

1. Sports Physical
  - a. All participants in co-curricular activities must have a valid OHSAA Pre-Participation Physical Exam on file with the Athletic Department prior to the first day of tryouts for each specific sport. Copies of the most updated sports physical form are located in the high school main office, on the athletics website ([www.westcarrolltonathletics.com](http://www.westcarrolltonathletics.com)) and on the Ohio High School Athletic Association website.
2. FinalForms
  - a. All participants must complete their Finalforms account. The forms must be signed by parents and students prior to each season beginning. Forms will only need to be filled out once, but they must be signed again before the next season. A link to Finalforms can be found on the athletics website or at [westcarrollton-oh.finalforms.com](http://westcarrollton-oh.finalforms.com).
3. Pay to Participate Fee
  - a. All participants must pay the mandatory “pay to participate” fee (\$45 HS/\$25 MS) within one week of the first official practice. Additional team fees may apply. If a parent/guardian is unable to pay the fee, they must contact the athletic office within one week of the first official practice to be placed on a payment plan.

### **EQUIPMENT**

Each student-athlete will be issued equipment, which is the property of the West Carrollton School District; student-athletes are expected to maintain each item of equipment. Please follow care instructions located within most cloth items. All equipment is to be returned at the end of each season. The coach will notify squad members and parents who fail to return equipment and the Athletic Office will assess the cost of this missing equipment. The coach will inform student-athletes that they will not receive any athletic awards until they meet this obligation. Grades and credits are not made available to any student, graduate or to anyone requesting it on his/her behalf until all fees and fines for that student have been paid in full. Participation in extracurricular field trips or school dances will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

## ATTENDANCE

Student athletes are expected to be in attendance a minimum of one half of the regular school day to be eligible to practice or participate in a contest that day. Any student who does not meet this requirement must get permission to participate from the Athletic Director or building administrator.

## West Carrollton School District – Athletic Parent Information

### HEALTH INSURANCE

It is the responsibility of the parent/guardian to see that their child is covered by health insurance prior to participation in practice or contest since West Carrollton School District offers an insurance policy through a local provider. Information regarding coverage and fees can be obtained in the main office.

### TRANSPORTATION

It is the expectation of the West Carrollton School District that student-athletes travel to and from athletic events via district transportation. When an unusual circumstance occurs the parent/guardian of the student-athlete must fill out a travel release form. If not an emergency, the form should be submitted to the head coach 24 hours in advance of the scheduled event. The form can be found at [www.westcarrolltonathletics.com](http://www.westcarrolltonathletics.com) under “travel release form”.

### POINTS OF EMPHASIS

We expect the following from our parents and fans:

- Respect the game. Your child is being asked to accept the responsibility and privilege of representing West Carrollton. A part of this responsibility is showing respect for official’s decisions, showing respect for opponents, and encouraging all to play by the rules and to resolve conflicts without resorting to hostility or violence. We ask that you do the same.
- Model how to win, how to lose, and how to respond to officials. There is no tolerance for arguing with officials. It is a blatant example of poor sportsmanship, it will not change the call, and it increases the likelihood of more bad calls. More importantly, it weakens the reputation of West Carrollton High School and all parties associated with it.
- Conduct yourself the same way you expect your child to conduct themselves around you. Whenever you step over the line, you are inviting them to do the same. We will not tolerate any profanity at our events.
- Any spectators that are removed from a game by the officials or administration will be required to take a mandatory online course before they are welcomed back to any athletic events.

To ensure the safety and success of our athletic programs:

- *Coaches are responsible for athletes from the time school gets out until their practice/games are over.* Your child is expected to be with his/her coaches before, during and after practices and games.
- *Parents spectate, Coaches coach.* During games, parents SHOULD NOT “coach” their child from the stands, as this is the coach’s responsibility. Do not compete with the coach.
- *Parents are NEVER permitted at the team bench/areas.* As spectators, parents should remain in the designated areas for spectators. The only exception to this is if your child is seriously injured.
- *Student-athletes must be picked up immediately after practice.* Our coaches are expected to stay with athletes until they all have gone home for the day. If something comes up and you know you will be late to pick up your child, please communicate that with the coach.

## Communication with Coaches

### **Communication expected from coach**

- Coaching Philosophy
- Expectations for athletes on team
- Locations and times of all practices and contests
- Team requirements (fees, special equipment, off-season conditioning)
- Discipline that results in the denial of your child's participation

### **Communication expected from parents**

- Notification of any schedule conflicts well in advance
- Concerns expressed directly to the coach
- Specific concerns in regard to a coach's philosophy and/or expectations

It is very difficult to accept your child not playing as much as you may wish. Coaches are professionals; they make judgment decisions based on what they believe to be best for all student-athletes involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things such as those that follow must be left to the discretion of the coach.

### **Issues Not Appropriate to Discuss with Coaches**

- Team strategy
- Play calling
- Playing time
- Other student-athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

### **Appropriate Procedures for Discussing Concerns with Coaches**

- Call or email to set up an appointment with the coach
- All appointments must include the coach, student-athlete, and parent/guardian
- Do not try to confront a coach before a contest or practice

### **If the Meeting with the Coach Did Not Provide a Satisfactory Resolution**

- Call/email to set up an appointment with the Athletic Director
- At this meeting, the next appropriate step will be determined.

We hope the information provided helps make your child's experience with the West Carrollton City Schools Athletic Department more enjoyable and less stressful. When in doubt, please reach out to the coach or Athletic Director with any questions or concerns.



## WEST CARROLLTON ATHLETIC DEPARTMENT

### SOURCES OF INFORMATION

Evan Ivory	Athletic Director	937-474-5533	eivory@wcsd.k12.oh.us
Penny Stanley	Athletic Secretary	937-859-5121 ext. 8800	pstanley@wcsd.k12.oh.us
Ryan Beam	Athletic Trainer	937-371-5121 ext. 8882	Sarah.tracey@ketteringhealth.org

**Athletic Department Web Page:** <https://westcarrolltonathletics.com/>

- Practice and game schedules
- Contact information
- Documents (transportation waiver, code of conduct, FinalForms instructions)
- Booster Information
- Kettering Health Network information

**Miami Valley League:** [www.mvlathletics.com](http://www.mvlathletics.com)

- League standings
- Game statistics
- League award winners
- Historical statistics

**Ohio High School Athletic Association:** <https://www.ohsaa.org>

- All other information about individual sports, regulations, tournaments, etc.

***Follow us on Twitter @WCPiratesAD***

## STUDENT ORGANIZATIONS/CLUBS

Members of the following clubs should acquaint themselves with all rules governing membership and election to office.

### **ATHLETIC TRAINERS' CLUB**

This club is open to students interested in learning to be athletic trainers. They will be able to better their skills and knowledge.

### **BAND**

Music of all types and time periods are studied and performed. Performance opportunities range from halftime performances to large group adjudicated events. Optional groups include Solo and Ensemble, Jazz Band, Pep Band, Winter Percussion, Winter Guard, and Full Orchestra experiences.

### **BUSINESS PROFESSIONALS OF AMERICA (BPA)**

Students who have taken or are currently taking IT Foundations are eligible to join Business Professionals of America (BPA). BPA is a national organization that provides an opportunity for students to compete at the Regional, State and National level in topics such as business, technology, design, video, public speaking, interview skills and much more. The BPA mission is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.

### **CHEERLEADERS**

There are varsity, reserve, and freshman cheerleading squads in football and basketball. All cheerleaders are chosen on the basis of teacher evaluations and tryouts held in the spring.

### **CHOIR (VARSITY)**

This is the premier choir at West Carrollton High School. It is composed of a mix of male and female voices divided into Soprano, Alto, Tenor, and Bass. This is for students capable of performing the most challenging choral literature. Music of all types and periods is studied and performed at school, in the community, and in district and state large-group adjudicated festivals.

### **CONCERT CHOIR**

This choir is open to all students and performs a variety of music of all styles and periods. After school performances are required several times a year at school and in the community.

### **CULTURAL CELEBRATION**

Cultural Celebration is a club formed in response to our district's goal of having a World Class Education! Cultural Celebration will sponsor events and activities throughout the school year emphasizing the arts of various cultures. This year we will focus on these cultures: Appalachian, African-American, Asian-American, and Hispanic-American. We will meet twice a month, and more when desired.

### **DRAMA CLUB**

Students interested in drama meet monthly to foster interest in school plays and musicals. Members also participate in Homecoming, student talent shows, and children's theatre.

### **EDUCATION RECOGNITION ASSOCIATION**

The Education Recognition Association, E.R.A., is a community organization that provides recognition to students in

grades seven through twelve with a record of high academic achievement. Awards are presented in the spring to students who maintained a grade point average of 3.0 or higher. Scholarships for higher education are presented and administered by E.R.A.

### **FELLOWSHIP OF CHRISTIAN STUDENTS**

F.C.S is a student led organization that discusses spiritual values and ways to incorporate them into their everyday lifestyle. The students meet once per week before school either in a large group with a guest speaker or in “huddle” groups that lend to small group discussions. F.C.S. is also involved in school and community projects that allow students the opportunity to meet the needs of others.

### **GAME CLUB**

Game Club provides a place for students to come together, talk about, and play games in an environment of fun and friendly competition. Games played include card games, board games, role-playing games, and trading card games. All are welcome.

### **GSA CLUB**

The WCHS GSA exists to create a safe-place for students, regardless of race, gender, or sexual orientation. Our GSA is a place for students to come together, be accepted, have a voice, and connect with each other. The GSA seeks to bring together LGBTQ+ and straight students in order to fight homophobia on campus and in the community through the pursuit of knowledge, understanding, and compassion.

### **LEISURE CLUB**

Leisure Club students attend a variety of fun activities after school throughout the year. The group will meet at the beginning of the school year to choose the activities for the year.

### **MUSE MACHINE CLUB**

Be part of a student arts organization with over 70,000 members in the greater Dayton area. Membership fees allow you to attend our four in-school arts performances and give you access to numerous out-of-school shows, events, and auditions. Whether you love to perform or just soak in theatrical and musical experiences from your seat in the audience, WC Muse Club is a great way to meet new friends and discover more about the performing arts. Listen for announcements for details.

### **MUSICAL**

WCHS presents a Broadway style musical every spring. Auditions are open to all high school students. Additional students are needed to work backstage, operate spotlights and light or sound boards, play in the orchestra, and help with costumes, set construction, and other production aspects. See Mr. Coleman for more information about how you can be involved.

### **NATIONAL HONOR SOCIETY**

Service. Scholarship. Leadership. Character. Each member of the National Honor Society exhibits these four attributes. In order to be eligible to apply for membership in the National Honor Society, a student must have a minimum cumulative grade point average of 3.5. Each September, the application process begins as juniors and non-member seniors with the required GPA are invited to apply. The induction ceremony is held in October, and the National Honor Society is a working group of juniors and seniors for the remainder of the school year.

The National Honor Society is focused on community service. We have two major group service projects each year: the Homecoming parade in the fall and West Carrollton Community Pride Day in the spring. Each member is required to complete at least 15 hours of community service per school year in order to enjoy the reward picnic in the spring. In addition to community service, each National Honor Society member must maintain a 3.5 GPA each quarter and uphold high standards of leadership and character throughout their tenure. Senior members are honored at graduation with the blue and gold National Honor Society tassel.

## **PIRATE ROBOTICS**

Pirate Robotics #6032 was founded in the 2015-16 school year and is registered as a team with the FIRST® Robotics Competition. FIRST stands for... For Inspiration and Recognition of Science and Technology. The FIRST® Robotics Competition stages short games played by robots, which is held in the springtime. The robots are designed and built in six weeks (from a common kit of parts) by a team of high school students and local engineer mentors. The students program and remotely control the robots in competition rounds on the field. If you want to learn how to design and build a robot, program and create electronic circuits, manage projects, develop team marketing strategies, and more then Pirate Robotics is for you! There's a role for everyone!

## **PIRETTES**

The WC Pirettes is the school dance team that performs at football and basketball games. The dancers are chosen based on tryout scores and teachers evaluations in the spring. If you have questions see Mrs. Lohn on how can become a Pirette!

## **SPANISH CLUB**

Spanish club is for students who are interested in participating in Spanish cultural activities. Spanish Club meets on a bi-weekly basis for activities or meetings. We celebrate certain Latin holidays such as Dia de los Muertos and others. The club generally performs a Latin dance in the Culture Celebration, puts on a school-wide festival for Cinco de Mayo, makes pinatas, and goes on a field trip to a Latin dance or concert. Activities vary from year to year depending on those involved in the club. All are welcome to join!

## **STUDENT COUNCIL**

The purpose of the Student Council is to represent the student body in its relationship to the school administration, to the West Carrollton community and other schools. The council supervises projects designed to advance the welfare of the school and/or community, provides recreational and cultural activities for the student body, strives for the recognition of student rights and responsibilities and helps maintain appropriate student behavior in school and at all school activities. Student representatives are elected annually in the spring. Officers are expected to attend weekly meetings. For more information see any current officer or Ms. Babb in room 307.

## **VOCAL EXPRESSION SHOW CHOIR**

Students are required to audition in spring in order to become a member of Vocal Expressions. Members are required to register for a choir class during the fall semester. The music performed is a variety of popular and Broadway styles with dancing. Rehearsals will be held after school with many additional performances between August and December. Additional costume fees are required.

## **WE CAN HELP SERVE**

Arrrgh you interested in helping others in your community and in making a difference in the world? Join **We Can Help Serve!** This is a community service club based on the 40 Developmental Assets. This club is open to all students, and meetings and activities will take place during the school day throughout the year. Listen to announcements for upcoming project details or see for more information.

## **YEARBOOK**

Students in the yearbook class will function as staff members and learn various aspects of the yearbook publication process such as page layout design, copywriting, editing and photojournalism while producing a creative, innovative yearbook which records school memories and events. Participants gain useful, real world skills in time management, marketing, teamwork, and design principles. All staff members are involved in every phase of the operation.

**Some clubs/organizations may require students to adhere to specific guidelines and/or bylaws. Bylaws are available upon request.**

## **PIRATE PRIDE**

### **SCHOOL SONG**

Fight on fight on for Carrollton Senior High,  
The crimson and the black must always win;  
We've got the spirit that is hard to beat,  
In all our games we'll never, never know defeat  
So come on team and do your very best,  
And we will stick with you through every test;  
And we will shout and sing with all our might,  
You're dog gone right-  
For Carrollton High.

### **FIGHT SONG**

On West Carrollton, on West Carrollton  
Fight on for Her fame;  
Run the ball clear down the field  
For a touchdown every time- - -  
Rah, rah, rah,  
On West Carrollton, on West Carrollton  
Fight on for Her fame;  
Fight, students, fight and we will win this game.

### **ALMA MATER**

Time has told our story true  
Of happy high school days;  
And as we students come and go,  
The spirit always stays.  
Carrollton High, Carrollton High.  
All honor to our school;  
And through the years we'll ne'er forget  
Our own West Carrollton High.










## ELECTRONIC RESOURCES

### WCSD Library Media Centers

➡ [WCSD Libraries](#) ☒ Click on West Carrollton High School

The “**HOME**” tab provides helpful links to your school, research, & information needs, including the databases listed below. **Keep this list handy, especially at home!**

The “**CATALOG**” tab allows you to search the catalog **and** selected databases at the same time. Be sure to log in for access to lots of personalized features.

Database Name	User Name	Password
 INFOhio <small>THE INFORMATION NETWORK FOR OHIO SCHOOLS</small>	infohio	power
 NetTrekker	wcsenior	wcsenior
 Issues & Controversies in American History	wcpirates	facts
 Atomic Learning Technology Tutorials	carrollton	pirate
 Ohio Career Information System (OCIS)	wcarroll	ohiocis03
 Teen Health & Wellness <small>real life • real answers</small>	teen5	health
 EBSCO Host Magazines, Newspapers & More	infohio	power
 upfront NY Times Upfront Magazine for Teens Digital edition	upfront.scholastic.com Click on “Subscribers” at upper left of page	No username or password needed
 SCHOLASTIC CHOICES Weekly Reader current health Choices/Current Health Teens Magazine: Digital edition	weeklyreader.com Click on “Subscribers”	Click on “Choices/Current Health” title in the Secondary digital resources section

## ACCEPTABLE USE POLICY

**In exchange for the use of the West Carrollton Schools Computer Network System, I understand and agree to the following conditions: misuse may result in disciplinary action under the Student Code of Conduct, Board Policy, and/or the possibility of criminal charges under Ohio Revised Code (ORC) 2913.04.**

1. Hacking or attempting to gain unauthorized access to district computers, servers, or other network devices is strictly prohibited and **illegal** according to Ohio Revised Code (ORC 2913.04)
2. Users shall not transmit material that is threatening, obscene, profane, slanderous, disruptive, or pornographic or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
3. Privacy in communication over the Internet and the network is not guaranteed. To ensure compliance with these guidelines, the school district reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the district's computers/ network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
4. Users are prohibited from downloading or attempting to download or install software to district computer equipment.
5. The use of computers and/or network shall be used only for purposes related to education or administration of the district. Commercial, political and/or personal use of the system and any illegal activity is strictly prohibited.
6. Game playing or accessing music/lyric sites is not permitted unless part of a teacher-directed classroom activity.
7. The user in whose name an on-line service account is issued is responsible for its proper use at all times. At no time should passwords or accounts be shared. Account holders should use this system only under their own username.
8. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
9. Copyrighted material may not be placed on the system without the author's permission.
10. Vandalism of computers/network including uploading/downloading any inappropriate material, creating computer viruses, and/or any malicious attempt to harm or destroy equipment, materials and the data of any other user, is strictly prohibited.
11. Users shall not delete, copy, modify or forge other users' mail or file. They shall not attempt to interfere with other users' ability to send or receive email.
12. Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.
13. Users who borrow equipment are responsible for its care and for any damages that may occur through accident or neglect.
14. Chat clients and social network sites including but not limited to: Twitter, Snap Chat, Instagram, Facebook are accessible for educational purposes only.
15. Peer to peer file sharing programs are prohibited.