



WEST HOLMES HIGH SCHOOL



10909 SR 39, Millersburg, OH 44654

Phone 330-674-6085

Fax 330-674-0818

www.westholmes.org

REGULAR BELL SCHEDULE

*Bus Drop Off and Doors open at 7:12

1st 7:25 – 8:30

2nd 8:34 – 9:15

3rd 9:19 – 10:00

4th 10:04 – 10:45

5th 10:49 – 11:30

6th 11:34 – 12:15

7th 12:19 – 1:00

8th 1:04 – 1:45

9th 1:49 – 2:30

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

*Student drivers should not arrive at school before 7 am, unless it's for athletic practice.

Welcome

Welcome to the home of the Knights - where spirit, pride, and tradition are the bywords of a school in which the entire community takes pride!

While increasing your knowledge and developing your skills, your major responsibility while at West Holmes will be to respect your fellow students, teachers, and staff members. They in return should respect you. No individual at WHHS has the right or the privilege to infringe on or to deny the right of another individual. We believe that students should seek learning for learning's sake and that with the proper attitude anything is possible.

This Student/Parent Handbook is based in a significant part, on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2024. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the high school website.

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

Student Rules Of Conduct First Warning

Your acknowledgment of these rules constitutes a first warning. You will be given no further warnings. It is your responsibility to familiarize yourself with these rules and the consequences of violating them. The rules herein apply to all students when on all school premises, at all school-sponsored activities, and when aboard a school bus or other Board-owned vehicle. The application of policies in this handbook applies to all West Holmes Local Schools activities.

This handbook has been prepared to help you get acquainted with the tradition at WHHS. We hope you will get acquainted with our rules, schedules, and organizations, and that you will make every effort to know your faculty and to make new friends. By taking part in all that West Holmes High School has to offer, you are helping to preserve the spirit of WHHS. In return, your school years will be ones you will never regret.

WHHS ALMA MATER

We stand today with joyful hearts,
their glories we will sing.
Our eyes shall fill with tears of pride,
fond memories you bring.
As from this school we pass,
we say to these dear halls, "Good-Bye."
We shall through life
e're faithful be,
hail to West Holmes High.

WHHS FIGHT SONG

The Red, White, & Blue are charging
again, onto victory.
Our Knights are brave and
true-hearted men,
watch them and you'll see.
Oh, we love our school;
we'll always be true, fighting to the end.
Cheer for West Holmes Knights and
we'll win, again & again!

WHO DO I SEE ABOUT?

Athletic.....	Mr. Brately or Mrs. Dye
Attendance Procedures.....	Mrs. Phillips
Boys'/Girls' State.....	Mrs. O'Donnell
Bus Transportation.....	Mrs. Coreena Johnson
Classroom Fees.....	Mrs. Dye
College Visitation.....	Guidance Office
Dances, Clubs, Meetings, etc.....	Office
Discipline Procedures.....	Assistant Principal
Enrolling/withdrawing of students.....	Mrs. Campbell
Letterman Jackets.....	Mrs. Dye
Lockers and Combinations.....	Main Office
Lost and Found.....	Clinic
Medication Dispensation.....	Guidance Office
Posters, Flyers, Bulletins (must be approved).....	Mrs. Phillips
Price of Textbooks.....	Classroom Teachers
Registrar.....	Mrs. Campbell
Schedules, Student Records & Counseling Service.....	Mrs. Gardner (11, 12) Mrs. O'Donnell (9, 10)
Scholarship Opportunities.....	Guidance
School Announcements.....	Broadcasting Advisor/Main Office
Student Fees/Fines.....	Mrs. Dye
Student Parking & Permits.....	Main Office
Testing.....	Guidance
Work Permits.....	Main Office

TABLE OF CONTENTS

BELL SCHEDULES	8	V. RULES AND REGULATIONS	
BUILDING LAYOUT	6-7	ACCIDENT INSURANCE	22
SCHOOL CALENDAR	9	ANNOUNCEMENTS & COMMUNICATIONS	17
TABLE OF CONTENTS	4	ATHLETIC DAT POLICY	43-45
WEST HOLMES HIGH SCHOOL ALMA MATER	2	ATHLETIC ELIGIBILITY	43
WEST HOLMES HIGH SCHOOL STAFF	5	ATHLETIC SPORTSMANSHIP, ETHICS, AND INTEGRITY	43
WHO DO I SEE ABOUT?	3	BEFORE/DURING SCHOOL	11
I. ACADEMIC INFORMATION		BUS TRANSPORTATION	11
ACADEMIC DISHONESTY	41	CAFETERIA	17
AP CURRICULUM	28	CHILD CUSTODY REGULATIONS	12
CAREER CENTER REQUIREMENTS	27	CLASS DUES	10
CLASSROOM AND LAB STANDARDS	37	CLASSROOM ENVIRONMENT	18
COLLEGE ADMISSIONS POLICIES	28	CLINIC	22
COLLEGE CREDIT PLUS	28	COMPUTER, NETWORK AND INTERNET ACCESS	47-48
CONCERNS/QUESTIONS	30	CONFIDENTIALITY OF STUDENT RECORDS	23
COURSE CREDIT TRANSFER	29	CONFLICTS IN EXTRA CURRICULAR ACT	46
EARLY GRADUATION	27	DIGITAL CITIZENSHIP	48
EDUCATIONAL OPTIONS	28	DRIVING PRIVILEGES	11
GRADE POINT AVERAGING	29	DROPPING OR TRANSFERRING SPORT	45-46
GRADING POLICY	29	EIGHTEEN YEAR OLD POLICY	12
GRADUATION REQUIREMENTS	23-27	ELECTRONIC COMMUNICATION DEVICES	16-17
HONORS DIPLOMA	31-36	ELEVATOR USAGE	12
HONORS-SCHOLAR ACHIEVEMENT	30	ELIGIBILITY OF NON RESIDENT STUDENTS	12
NIGHT/HONORS ASSEMBLY	30	EMERGENCY MEDICAL AUTHORIZATIONS	22
NATIONAL HONOR SOCIETY	30	EXCESSIVE DISPLAY OF AFFECTION	42
RETAKING A CLASS	29	EXPECTED BEHAVIOR	16
SCHEDULE CHANGES	23	FALSE ALARMS	41
VALEDICTORIAN AND SALUTATORIAN POLICY	30	FEES AND MATERIALS	10
II. ATTENDANCE ISSUES		FIELD TRIPS	12
ATTENDANCE	12-13	FIRE AND TORNADO DRILLS	19
COLLEGE VISITATION	15	FUNDRAISING	11
DRIVERS LICENSE REVOCATION BILL 14	14	GUIDANCE SERVICES	23
DROP-OUTS	14	GYMNASIUM USE	19
EXCUSE VERIFICATION STATUS	13-14	HALL PASSES	18
HUNTING POLICY	15	HALLWAY BEHAVIOR	18
SCHOOL CALAMITY DAYS	14	HEADPHONES/EARBUDS	17
TARDIES	15	IMMUNIZATIONS	21-22
TRUANCY	14	LOCKS & LOCKERS	19
UNEXCUSED ABSENCES	13	LOST AND FOUND	20
VACATIONS DURING THE SCHOOL YEAR	15	MEDIA CENTER	18
III. CLUBS & ORGANIZATIONS	49-52	MEDICATIONS	22
IV. DISCIPLINE		PROM	19
ALTERNATIVE LEARNING ENVIRONMENT (ALE)	40	RESTROOMS	18
DETENTION	39	R FACTOR	16
DRESS CODE	42	SCHOOL DANCES	20
EMERGENCY REMOVAL OF PUPIL	40	SCHOOL JURISDICTION TO & FROM SCHOOL	11
MISCONDUCT OFF SCHOOL GROUNDS	11	SIGNS AND POSTERS	19
REFERRAL TO LOCAL AUTHORITIES	40	STUDENT MESSAGES	19
SATURDAY SCHOOL	39	STUDENT ATTENDANCE SCHOOL EVENTS	46
SCHOOL RESOURCE OFFICER	40	SURVEILLANCE CAMERAS	19
SEARCH AND SEIZURE	41	TELEPHONE USAGE	19
STUDENT CONDUCT CODE	37-39	TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE	11
SUSPENSION/EXPULSION OF PUPIL	40	VIDEOS-PICTURES	12
THEFT & DESTRUCTION OF SCHOOL PROPERTY	40	VISITORS	18
TOBACCO & VAPE	41	WITHDRAWAL FROM SCHOOL	19
VIOLENT BEHAVIOR POLICY	40-41		

WEST HOLMES HIGH SCHOOL STAFF

Administration Assignment

Mr. Scott Pringle Principal
Asst. Principal
Mr. Brian Baughman Curriculum
Mr. Adam Brately Athletic Director

Guidance

Mrs. Alison Gardner Counselor (11,12)
Mrs. Dawne O'Donnell Counselor (9,10)

Teachers

Mrs. BJ Addair..... Intervention Specialist
Ms. Melissa Amistadi.. Intervention Specialist
Ms. Andrea Anderson.....Spanish
Mr. Kevin Beachy..... Spanish
Mr. Ben Belden..... Intervention Specialist
Mr. Jeremy Burnison..... English
Mr. Steve Butcher.....Instrumental Music
Mr. Tracy Chance.....Industrial Arts
Ms. Jaime Chenevey..... Vo. Ag.
Mr. Zach Gardner.....Career Connections
Mr. Nick Gerber.....Social Studies
Mr. Eric Goudy.....Social Studies
Mrs. Suzanne Goudy..... Math
Ms. Scarlett Habrun..... Physical Education
Mr. Isaac Haver.....Intervention Specialist
Mrs. Melinda Heffelfinger.....Social Studies
Mrs. Taylor Jordan.....English
Mrs. Jessica Kaufman.....Science
Ms. Morgan Kellogg.....Science
Mrs. Tes Kinsey.....Family &
Consumer Science
Mr. Steve Lacko.....Woodworking
Mr. Timothy McAvene.....Social Studies
..... Building Trades
Mr. Clay Miller.....Math
Ms. Sandy Miller..... Art
Mr. Mike Molnar..... CBI
Mr. Rick Mullins.....Math
Mrs. Kristen O'Brien.....Choir
Mr. Will O'Donnell.....Physical Education
Mrs. Megan Palmucci..... Math
Mr. Josh Phillips.....Science
Mrs. Lindsay Rettig....Intervention Specialist
Mrs. Lacey Reynolds..... English
Mrs. Melissa Rodhe....Computer/Technology
Mrs. Megan Ross..... English
Ms. Abigail Sanders.....Science
Mr. Justin Shearer.....Intervention Specialist
Mrs. Kris Shearer..... English
Mrs. Riley Spearman..... Math
Mr. Matt Torgler.....Social Studies
Mrs. Katie Tyson..... Science

Mr. Scott Vaughn.....Physical Education
Mr. Jeremy Westbrook.....Science
Mr. David Woods.....Math

Secretaries

Mrs. Mindi Campbell Guidance
Mrs. Shannon Dye Main Office
Mrs. Jeri Phillips Main Office
Mrs. Kathy Skolmutch Student Services

ALE

Mr. Divaunta Spearman Mr. Luke Colopy

Study Hall

Teacher Aides

Ms. Mya Blochlinger Mr. Cody Starr
Ms. Ashley Yoder

Librarian

Mr. Scot Mellor

Cafeteria

Mrs. Beth Morris Mrs. Judy Butler
Mrs. Jessica Vaughn Mrs. Darla Miller
Mrs. Valerie McFadden

Custodial Staff

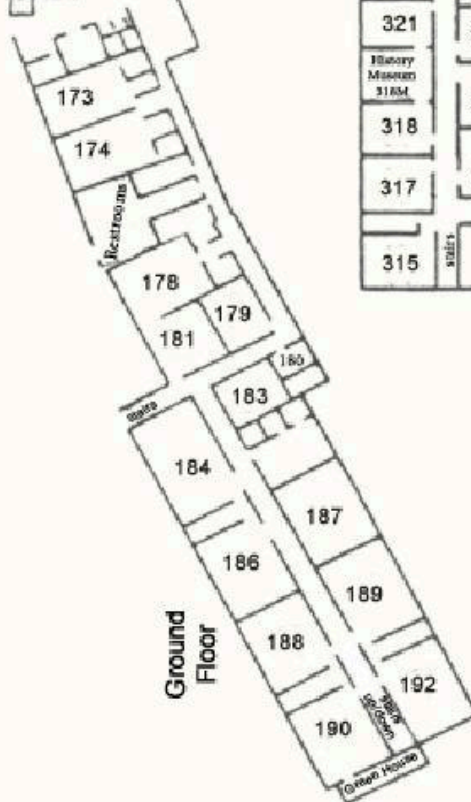
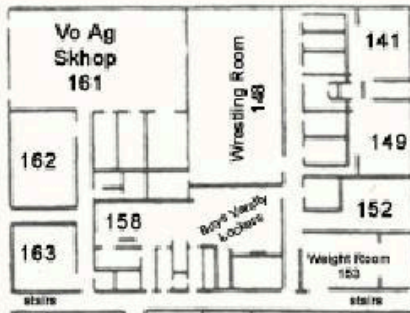
Mr. Don Hall Mrs. Heather Chew
Mrs. Martha Swinehart Mr. Jake Hendershott
Mr. Delon Vansickle

Student Services

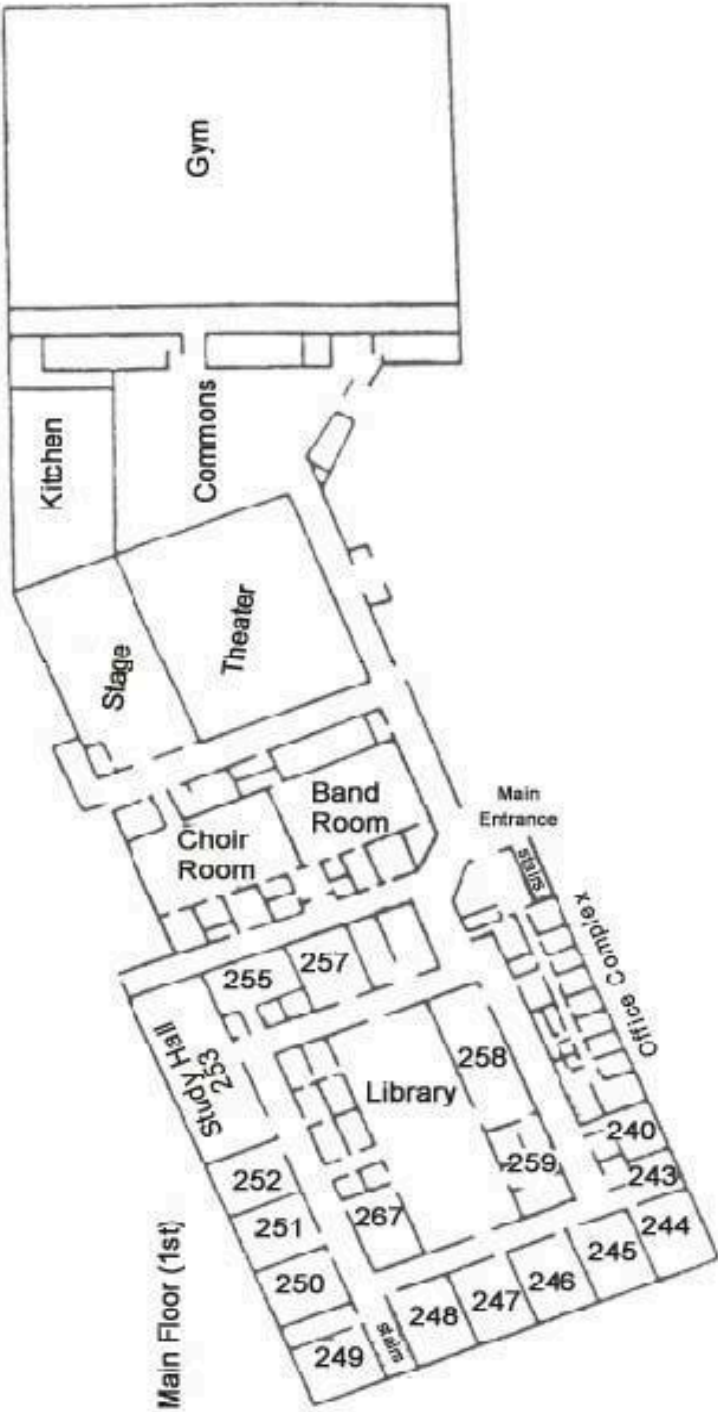
Mrs. Carrie Maltarich Director
Mrs. Maria Morris School Psychologist
Mrs. Molly Johnson Case Manager
Mrs. Kati Tuitama Case Manager
Mr. Tom Eastep School Nurse

Technology

Mr. Dave Rhoades
Mr. Chad Troyer
Mr. Keaton Leppla



Second Floor



BELL SCHEDULES

*Faculty due in building at 7:00 AM

*End of school day is 2:30 PM

*Lunches will be 5th, 6th & 7th periods

REGULAR BELL SCHEDULE

1st.....	7:25	—	8:30
2nd.....	8:34	—	9:15
3rd.....	9:19	—	10:00
4th.....	10:04	—	10:45
5th.....	10:49	—	11:30
6th.....	11:34	—	12:15
7th.....	12:19	—	1:00
8th.....	1:04	—	1:45
9th.....	1:49	—	2:30

ONE HOUR DELAY BELL SCHEDULE

1st.....	8:25	—	9:02
2nd.....	9:06	—	9:43
3rd.....	9:47	—	10:24
4th.....	10:28	—	11:05
5th.....	11:09	—	11:46
6th.....	11:50	—	12:27
7th.....	12:31	—	1:08
8th.....	1:12	—	1:49
9th.....	1:53	—	2:30

TWO HOUR DELAY BELL SCHEDULE

1st.....	9:25	—	9:55
2nd.....	9:59	—	10:29
3rd.....	10:33	—	11:03
4th.....	11:07	—	11:37
5th.....	11:41	—	12:11
6th.....	12:15	—	12:45
7th.....	12:49	—	1:19
8th.....	1:23	—	1:53
9th.....	1:57	—	2:30

EARLY RELEASE BELL SCHEDULE

1st.....	7:25	—	7:55
2nd.....	7:59	—	8:29
3rd.....	8:33	—	9:03
4th.....	9:07	—	9:37
8th.....	9:41	—	10:11
9th.....	10:15	—	10:45
5th.....	10:49	—	11:19
6th.....	11:23	—	11:53
7th.....	11:57	—	12:30

WEST HOLMES HIGH SCHOOL 2024-25 CALENDAR

Aug. 12.....	New teacher orientation/Teacher Work Day
Aug. 13.....	Staff In-Service
Aug. 14.....	Teacher Work Day
Aug. 15.....	First day of school
Sept. 2.....	Labor Day (No School)
Oct. 14.....	Parent-Teacher Conferences 6-12
Oct. 15.....	Parent-Teacher Conferences K-5
Oct. 16.....	Parent-Teacher Conferences 6-12
Oct. 17.....	Parent-Teacher Conferences K-5
Oct. 18.....	End of 9 Weeks
Oct. 18.....	Teacher In-Service Day (No School)
Oct. 25.....	Report Cards Home
Nov. 27-29.....	Thanksgiving Vacation (No School)
Dec. 2.....	Conference Comp Day (No School)
Dec. 3.....	Staff In-Service Day(No School)
Dec. 23-Jan. 3.....	Christmas Vacation (No School)
Jan. 6.....	First day of school in 2025
Jan. 10.....	End of 9 weeks
Jan. 16.....	Report Cards Home
Jan. 17.....	Staff In-Service Day (No School)
Jan. 20.....	Martin Luther King Day (No School)
Feb. 10.....	Parent-Teacher Conferences K-5
Feb. 11.....	Parent-Teacher Conferences 6-12
Feb. 12.....	Parent-Teacher Conferences K-5
Feb. 13.....	Parent-Teacher Conferences 6-12
Feb. 14.....	Teacher In-Service Day (No School)
Feb. 17.....	Presidents Day (No School)
March 21.....	End of 9 Weeks
March 21.....	Staff In-Service Day (No School)
March 24-28.....	Spring Break (No School)
April 4.....	Report Cards Home
April 18.....	Conference Comp Day (No School)
April 21.....	Easter Break
May 9.....	Teacher In-Service Day (No School)
May 23.....	End of 9 Weeks
May 23.....	Last Day of School
May 23.....	Graduation (7:00 pm)
May 26.....	Memorial Day (No School)
May 27.....	Staff Work Day

Priority make up days: Feb. & May

FEES AND MATERIALS

1. Students are required to pay a \$10 student activity fee. This fee helps defray costs during the school year for school wide assemblies, planner, awards, and numerous student activities.
2. Most textbooks & the chromebook/charger are furnished free of charge. These items belong to the West Holmes Board of Education. They are not to be marked, torn, or mistreated in any way. If these items are damaged or lost, the student to whom the books/chromebook was issued is responsible for the replacement cost.
3. Workbooks will be paid for by the student.
4. Certain subjects will either require fees or materials paid for by the students. These fees must be paid during the first grading period of the year or semester course.
5. Class dues are collected each year to assist in covering expenses (prom, graduation, student condolences, etc.).
6. **All fees should be paid in the office.**
7. Past fees must be paid prior to graduation or no diploma will be awarded.

ACTIVITY FEES			
All Students		\$10.00	
INSTRUCTIONAL SUPPLY FEES			
BUSINESS FEES		VO AG FEES	
Accounting I	\$30	Ag & Industrial Power	\$25
AP Test		Ag Food & Natural Resources	\$20
All Subjects	\$85-95	Animal & Plant Science	\$25
ART FEES		Business Management for Ag	\$25
Art I & II	\$7	Science & Technology of Food	\$25
Art III, Art IV, Art V	\$20	Livestock Selection, Nutr. & Mgmt.	\$25
Ceramics I & II	\$20	A&E Capstone Ag	\$25
Art History	\$20	INDUSTRIAL ARTS FEES	
FAMILY & CONSUMER SCIENCES FEES		Metal Tech I & II	\$30
Intro to Fam. & Consumer Sci.	\$15	Graphics/Crafts	\$30
Principles of Food	\$20	MATH FEES	
Textile & Design	\$10	AP Calculus	\$10
Nutrition & Wellness	\$20	ENGLISH FEES (Only selected classes)	
SCIENCE LAB FEES		Vocabulary Books	\$10
Biology & CP Biology	\$10	CLASS DUES	
Chemistry	\$15	Freshman Year	\$20.00
Physics	\$10	Sophomore Year	\$20.00
Anatomy and Physiology I & II	\$15	Junior Year	\$20.00
		Senior Year	\$20.00
Outstanding dues & fees will be listed on all schedules & grade cards			

FUNDRAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

1. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
2. Students may not participate in a fundraising activity for a group in which they are not members without the approval of the administration.

SCHOOL JURISDICTION TO & FROM SCHOOL

All students are considered to be under the jurisdiction of the school both on school grounds and on property bordering school grounds, upon arrival at school in the morning and while leaving school in the afternoon. Upon arriving, students should exit their automobiles and enter school immediately. Students arriving by bus should exit their bus and enter the school immediately and not proceed to the parking lot.

MISCONDUCT OFF SCHOOL GROUNDS

Students may be subject to discipline for their misconduct, even when it occurs off school property or when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

BEFORE/DURING SCHOOL

Once students are on school property, they may not leave during school hours unless permission is received from the office. All students must sign-out in the office when leaving and sign-in at the office when arriving to school late. The building is open for students at 7:12 A.M. Students entering at 7:12 A.M. must report to their first period class. Students may not go to the parking lot during the day without permission.

DRIVING PRIVILEGES

Remember, driving on school property is a privilege, not a "right". To ensure the safety of both pedestrians and drivers the following traffic and parking regulations must be followed. Violation of these regulations will result in Suspension of Driving Privileges. If you plan on driving to school, you must register your car in the office and purchase a permit. The cost of the permit is \$5.00 for the year and requires that you park in your assigned area. Failure to do so may result in your loss of privileges, detention, suspension from school, or a traffic violation. All students driving to school must register their car and display the permit in the front window of their car.

1. Leaving early without permission is not allowed.
2. Students must park in their assigned student parking area only.
3. Speeding or reckless driving will not be tolerated.
4. All cars must remain in the parking lot once the buses start moving.
5. Driver's Licenses can be suspended according to House Bill 204.
6. All vehicles entering school property are subject to search and inspection.

BUS TRANSPORTATION

The School Board provides transportation for students. The driver is in full charge of the bus at all times, and he/she is responsible for order. Pupils shall conduct themselves on the school bus as they would in the classroom. When a bus driver finds there is a discipline problem on his/her bus that may cause removal of a student from his/her bus, he/she shall report the problem to the office before refusing transportation to a student. The school administrator will then review the problem and decide whether or not the student shall continue to ride the bus. Students may be subject to school discipline for inappropriate behavior on the bus.

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

When transportation by district vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using the for Parental Consent for Transportation by Private Vehicle form. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular programs. Student participation in a field trip requires the submission of a field trip permission statement signed by an authorized adult (completed online) and a completed emergency medical form (completed online), appropriate student behavior, and appropriate attire that presents a positive image of the school. For overnight field trips, the administration has the final decision on student room arrangements. The Student Code of Conduct and attendance rules apply to all field trips. While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent/guardian does not give permission to attend. Students who violate school rules may lose the privilege to go on field trips. A student's participation on a field trip may be restricted based on grades and attendance. Parents attending field trips must follow the board policy for volunteers and visitors.

ELEVATOR USAGE

Students will not use the elevator without permission from the office. Usually, students need access to the elevator for a limited time period due to health concerns, surgery, or an accident. Students with handicaps may choose one person to ride the elevator with them to assist with their needs.

NOTICE OF VIDEOS AND PICTURES

Throughout the year, the yearbook staff will be documenting activities using video and "still" pictures. If you are opposed to being included in these, please fill out the Student Media Release on Final Forms at www.finalforms.com.

CHILD CUSTODY REGULATIONS

In cases of divorce/separation, a copy of the final agreement of the divorce decree/separation agreement that stipulates the custodial provisions must be provided to the school. Any subsequent changes to the court order or decree must also be provided to school officials. Proper identification may be requested to address custody/student issues with building staff.

EIGHTEEN-YEAR-OLD POLICY

All students, regardless of age, will be required to follow and abide by all school rules, procedures, and policies. Students who turn 18 years old are considered adult students. Adult students may request to be considered as educationally independent (responsible for all of their actions).

ELIGIBILITY OF NON-RESIDENT STUDENTS

The Board of Education reserves the right to verify the residency of any student and the validity of the claim of any students to an education in this district. A student whose parent has signed a contract to buy, build, or rent a residence in this district may be enrolled at the discretion of the Superintendent/Principal. Regularly enrolled students whose parents have moved out of the school district may be permitted to finish the school year at the discretion of the Superintendent/Principal. Other non-resident students may be admitted to this district through open enrollment upon recommendation of the Superintendent/Principal and approval of the Board.

ATTENDANCE

We believe that regular, punctual attendance to school is essential if our students are to receive maximum benefit from the educational program we offer. Success in school is directly related to attendance habits, and developing a regular pattern of good attendance is crucial for future success.

According to the "Missing Children's Law," **all parents are required to notify the school the same day their child is absent. A parent should call the school before 8:00 A.M.** at (330) 674-6085 informing us why a child is not in school. **If the parent is unable to call, the student, upon his/her return to school, must present a written excuse for the absence. If the excuse is not presented within 5 school days, the absence will be officially recorded as unexcused.**

The excuse must contain the following:

1. Student's name & grade
2. The date of the absence
3. The specific reason for the absence.
4. Signature of parent or guardian.

Attendance Procedures: Punctual and regular attendance at school is extremely important. Poor attendance often results in poor classroom performance. Daily participation is crucial to the student's education. A student must be in attendance to participate in class. If a student must be absent, make-up work for excused absences will be arranged between the student and the teacher. The student must request the make-up work from the teacher, and will have (1) day for each consecutive day's absence to complete the make-up work.

The Ohio State Board of Education's policy on excused absences identifies the following reasons for excused absence from school:

1. Personal illness, the approving authority may require the certificate of a physician if he deems it advisable.
*Student must be fever free (less than 100.4) for at least 24 hours without medication before returning.
2. Illness in the family.
3. Quarantine of the home.
4. Death of a relative.
5. Observance of religious holidays.
6. If you have a doctor, dentist or eye appointment you must bring a signed statement from the doctor to be excused.
7. Legal reasons-if a student's presence is required in court.
8. Emergency or other circumstances deemed to be of sufficient cause for absence from school.

Circumstances of prolonged illness will be reviewed by the Principal's office. Any student who misses 4 periods or more will be considered absent for ½ day.

Seniors who miss more than 20 days without extenuating circumstances may not be permitted to walk at graduation.

UNEXCUSED ABSENCE

Absences that are not on the approved list or those that do not follow proper procedure will be considered unexcused. A student missing school due to unexcused absence may receive a zero for all graded material, but can still request the work missed so they can keep up with the class.

Examples of Unexcused Absences include, but are not limited to:

- A. Work at home or for family
- B. Haircut appointment
- C. Hunting, fishing, etc.
- D. Car would not start
- E. Working a job
- F. Missing the bus, overslept, etc.
- G. Senior picture
- H. Vacation without prior arrangement with principal.
- I. Staying at home to do homework.
- J. Driver's Education Training
- K. Tanning

All absences other than those excused absences can at the discretion of the principal be considered unexcused absences.

Medical excuse notes must be turned into the office within seven (7) calendar days of the absence date.

Unexcused absences will also carry the following consequences:

1. 3 days or 19 unexcused school hours during the school year will result in one (1) day of ALE or Lunch Detention.
2. 30 consecutive hours of unexcused absences, 42 consecutive hours of unexcused absences in 1 month, or 72 hours of unexcused absences in a school year may result in charges being filed with Juvenile Court.
3. Absences beyond this point will be dealt with on an individual basis.

EXCUSE VERIFICATION STATUS

Students who are absent for ten days or 65 hours during the school year, excused or unexcused, will be put on excuse verification status. At this point, only a doctor or hospital excuse, court excuse, death in the immediate family, or a principal's approval will be accepted. The excuse or arrangements to provide the excuse must be received within 24 hours of the student's return to school. Parents of students with chronic medical conditions should contact the principal, assistant principal and/or the office.

After ten absences, those absences not covered by a doctor or hospital excuse, court excuse, death in the immediate family, or principal/assistant principal's approval will be processed as unexcused.

TRUANCY

A student who is absent without the consent of his/her parents or guardians and the school administration is considered truant. Truancy is cause for disciplinary action. A student is considered truant if he/she:

1. Leaves school without permission of the school office.
2. Becomes ill and stays in the restroom or leaves the building without reporting to the office.
3. Comes to school but does not report to his/her assigned location.
4. Skips 1 or more classes at any point during the day. A tardy may be considered a skip if the student has pre-planned the late arrival without consent of parents and school officials.

In addition, Ohio lawmakers passed House Bill 410, which makes several changes to the law governing student truancy and discipline. A student will be designated as a "habitual truant" if they are absent without a legitimate excuse for:

1. 30 or more consecutive hours
2. 42 or more hours in a school month
3. 72 or more hours in a year

Once a student has been designated a "habitual truant," the school shall assign the student to an absence intervention team. This team will consist of a school administrator, school counselor, and the child's parent, custodian, guardian ad litem or temporary custodian. The team may include other members assigned by the principal. When a student is designated as a "habitual truant," the Assistant Principal will attempt to secure the participation of the parent, custodian, guardian ad litem, or temporary custodian in an absence intervention team meeting. If 7 school days elapse and the parent/custodian/guardian fails to respond to the attempts to secure parental participation in the team meeting, the school shall report to the public children services agency and shall instruct the absence intervention team to proceed with developing a plan for the child. The absence intervention plan will then be put into place. A school administrator will file a complaint with Juvenile Court if the child has refused to participate or fails to make progress on the intervention plan.

DROP OUTS (O.R.C. 4510.32)

Students who drop out of school will have their names turned over to the Bureau of Motor Vehicles to have their driver's license revoked. In addition, a letter will be sent to the Holmes County Prosecutor with the parent/guardian/ student explaining the reason(s) for dropping out.

DRIVER'S LICENSE REVOCATION BILL

The Ohio Revised Code 3321.13 authorizes the Superintendent to petition the Registrar of Motor vehicles to suspend driver's licenses when a student:

1. Drops out of school without a legitimate reason.
2. The student is absent without a legitimate excuse

SCHOOL CALAMITY DAYS

If it is necessary to cancel school because of emergency conditions, this official announcement will be made by WKLM Millersburg (95.3 FM), WKYC 3 Cleveland, News 5 Cleveland, and Fox 8 News Cleveland.

TARDIES

Students need to report to school on time. Being punctual to school is the minimum expectation that we have for all of our students in preparing them for the workplace. The warning bell will ring at 7:21 and will be followed by the tardy bell at 7:25. If a student does not arrive to class before the 7:25 bell, they will be considered tardy. If a student misses more than half of a class period due to unexcused tardies, they may not receive credit for that individual class period. Students who accumulate numerous tardies, whether excused or unexcused, will receive the following consequences:

5 tardies in a nine week period—2 lunch detentions

8 plus tardies in a nine week period—5 lunch detentions

HUNTING POLICY

Our school calendar has been adjusted to have our Parent Conference Compensatory Day on the Monday after Thanksgiving. This was done purposefully to coincide with the first day of the deer season; therefore, the unwritten rule of permitting an excused absence for hunting is no longer necessary due to our not having school on the first day of deer season. Vacation days for hunting will be approved if attendance has been good and you're with a parent while hunting. Written requests should be presented at least three school days in advance of absence. **Remember; please do not bring your shotguns to school in your vehicles.**

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, an extended absence application form must be completed and approved two weeks prior to the vacation. It is the student's responsibility to complete all missed assignments. Vacations taken at the end of the school year are not encouraged. If a vacation is taken at the end of the school year and the student misses the final exams, that student will be required to complete their finals when they return from vacation. The student will not be able to take their finals early.

COLLEGE VISITATION

Seniors are permitted 2 school days for college visits.

Juniors are permitted 2 school days for a college visit.

Students provide their own transportation.

Procedure for College Visitation

1. Contact the admissions office at selected college to agree upon a date/time to visit.
2. On the school day prior to your visit, bring a note to the WHHS main office giving parental consent to be absent from school for your visit to the chosen college.
3. On the day of the visit, ask a member of the admissions staff to sign a form confirming your visit.
4. On the next school day following your visit, bring the form signed by the admissions staff to the WHHS main office.

RULES AND REGULATIONS

R FACTOR

We are constantly working to improve the culture & well-being for all students at West Holmes High School. Beginning in the fall of 2023, all students in grades 9-12 will learn and apply the "R Factor" to their daily routine at school. The R Factor is a culture, behavior, and decision-making framework the students will use to develop exceptional life skills to successfully navigate their school and life experiences.

EXPECTED BEHAVIOR

Students are expected to:

1. Act courteously to adults and fellow students;
2. Be prompt to school and attentive in class;
3. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
4. Complete assigned tasks on time and as directed;
5. Help maintain a school environment that is safe, friendly, and productive;
6. Act at all times in a manner that reflects pride in self, family, and the school.

ELECTRONIC/COMMUNICATION DEVICES

This policy is meant to help maintain an educational focus in the classroom and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We acknowledge that this is the age of instant communication and technology, but at the same time, there is a need to maintain a proper environment for students, faculty, and the educational process.

However, the use of cell phones or electronic devices (including but not limited to iPods, MP3 players, games, and digital cameras, along with their corresponding earbuds or headphones) during the school day can seriously impede and distract from the learning process. We also know they can be damaging to a child's well-being as phone addiction is real. We have attempted other methods to curb students' use of phones in school, but as with any addiction, it is difficult to just put it aside and not use the device if it is readily available. When students are fully engaged with their teachers and classmates, learning and social behavior improve.

HB 250 requires each public school to adopt a policy governing the use of cellular telephones by students during school hours. HB 250 emphasizes that student cellular telephone use be as limited as possible during school hours to reduce cellular phone-related distractions in the classroom setting.

Students are permitted to possess cell phones and electronic devices but they are not to be used in the classroom unless authorized by the classroom teacher for an educational purpose. When not approved for use, it is the student's responsibility to make sure devices are **turned off or placed on silent mode and kept in the student's locker, backpack, purse, or classroom pocket chart.**

Students who use a personal electronic device to monitor a medical condition are still permitted to do so in classrooms and throughout their day as necessary provided that it has first been approved.

Before School:

Personal Electronic Device use is permitted.

During Class Changes:

Personal Electronic Device use is permitted except for earbuds and headphones. Earbuds and headphones must be out of the ears and completely off the head.

During Class:

Personal electronic device use is not permitted unless requested by the teacher for an educational purpose. Devices are expected to be put away out of sight.

During Lunch:

Personal electronic device use is permitted.

After school:

Personal electronic device use is permitted.

HB 250 also states the policy shall also specify any disciplinary measures that will be taken for a violation.

Students failing to comply with this policy will face the following progressive discipline:

1st Offense: One-on-one conversation with an assistant principal with a call home.

2nd Offense: Student will receive lunch detentions. Parent contacted.

3rd Offense: Student will receive 1 day of ALE. Parent contacted.

4th Offense: Student will receive 2 days of ALE. Parent contacted.

5th Offense: Student will receive 2 days of Out of School Suspension. Parent contacted.

After the 5th offense, the student will be required to turn their phone in the office each morning when they come to school.

Failure to comply with any of these consequences will be considered insubordination and result in further disciplinary action which could include but is not limited to additional days of ALE or Lunch detentions.

The district is not liable for lost or stolen electronic devices. Parents are encouraged to utilize the school phone to relay any urgent messages to their child.

Contents of electronic devices may be searched if there is reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

Students are prohibited from capturing, recording and/or transmitting the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person without prior consent and will be considered a violation of the code of conduct. Using a device 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. If the violation involves potentially illegal activity, a confiscated device may be turned over to law enforcement.

HEADPHONES/EARBUDS

Headphones or earbuds cannot be used during hallway transitions so that students can hear any directions given for safety purposes and may not be used in the classroom except for educational purposes with the permission of the teacher.

ANNOUNCEMENTS & COMMUNICATIONS

Announcements will be made at the end of 1st period. Only emergency announcements will be made after 8:30 a.m. The morning announcements are also posted on the TV monitor flip screen. Please watch the flip screen for updates throughout the day. We also encourage you to visit our website for announcements and upcoming events at www.westholmes.org

CAFETERIA

1. All students are to eat in the school cafeteria including those who carry lunches.
2. All trays, dishes, and leftovers are to be taken to the disposal window by the person using them.
3. Food or drinks may not be taken out of the cafeteria.
4. Students may NOT leave the school grounds for lunch. West Holmes has a closed lunch period.
5. During your lunch period you must be in the cafeteria or other designated area..
7. Students may not order lunch to be delivered to the school.

CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

1. A teacher to communicate effectively with all students in the class, and
2. All students in the class have the opportunity to learn.

HALLWAY BEHAVIOR

The students have four minutes between periods, and halls should be cleared within that period of time. Students are to conduct themselves in an orderly manner in the halls at all times. Corridors should be open to traffic by walking to the right. Be aware of your surroundings and others when in the hallways. Be considerate of others when classes are in session.

HALL PASSES

Students are not permitted to be out of class without a hall pass. If the student asks to leave the classroom, they must inform the teacher/staff member/trusted adult of their purpose for leaving the classroom, and submit the request using the online hall pass app on their Chromebook. Any time a student spends outside of the classroom must be documented (date/time(s)/location/purpose). A student may be denied the privilege of leaving the classroom for the following reason(s) that may include, but are not limited to:

1. A student is unwilling to follow the appropriate procedures.
2. Excessively asking to leave the classroom during individual periods, throughout the school day, and/or over multiple days.
3. Improper use of time spent outside of the classroom or abuse of time spent outside the classroom (i.e., wandering the hallways, not reporting to/from a specific location in a timely manner, or causing a distraction to the educational process or learning environment).
4. Committed a violation(s) of classroom rules and/or the Student Code of Conduct.
5. Administratively denied hallway privileges.

If a student needs to be out of the classroom to manage medical issues, a doctor's note that specifies the need to be excused from the classroom must be submitted to the school nurse and administration

MEDIA CENTER

The media center is open during most school hours. Students wishing to visit the media center during their study halls will be permitted to do so. However, the media specialist will determine the number of students permitted to attend each period based on the media center's schedule of classes. The online card catalog gives students the availability of materials at all school buildings in the district. The availability of materials at West Holmes High School, as well as the Holmes County Public Library, can also be checked out through the online catalog. Staff and students also have access to the library catalogs throughout the Tri-County Area.

The library media center rules are made so that students will respect the rights of others, and so that it is an educational area of learning. The use of the media center is a privilege.

RESTROOMS

Students must use the restroom closest to the classroom from which they are excused. Students feeling ill must report to the clinic or office and not remain in the restroom. Disciplinary action may result if proper procedures, and bathroom rules that are posted, are not followed.

VISITORS

For the safety of our students and staff, visitors are not allowed in the building unless they have a specific appointment with staff members and are authorized by the office. All visitors are required to register in the general office and wear visitor identification. Visitors who are not authorized face a charge of trespassing. Parents are always welcome.

WITHDRAWAL FROM SCHOOL

Any student who is about to move to another school district should report to the Guidance Office to receive a withdrawal form. This form must be signed by a parent/guardian. Books and other supplies furnished by the school are to be returned to the student's teachers at the same time. All outstanding fees must be paid. The student will then be informed how to properly transfer credentials to the new school.

FIRE AND TORNADO DRILLS

At the sound of the fire bell, students should put work aside. Teachers will inform you as to which exit to use. Information for proper exit should be displayed in each classroom. All windows and doors should be closed as classrooms are vacated. Students are to exit the building immediately and meet with their homerooms at the designated locations. Teachers will inform students of designated safety areas and dismiss appropriately.

GYMNASIUM USE

During the school day, the only footwear which will be allowed on the floor is gym shoes. No food or soft drinks will be allowed in the gym during the school day. No one is to use the gym or any of its facilities without proper supervision (coach/teacher).

SIGNS AND POSTERS

The passing out of literature, posting posters and signs must be first cleared in the office of the administration. A community bulletin board will be provided, but material posted on it must be approved by the administration.

STUDENT MESSAGES

The school will deliver EMERGENCY messages to students upon request. Emergencies are generally considered unpredictable circumstances which involve the health or safety of an individual. The office cannot deliver messages or call students to the telephone unless it is an emergency.

TELEPHONE USAGE

The telephone located in the general office is to be used for school business only and is to be used only after permission is received from a school secretary (not a student office helper).

LOCKS AND LOCKERS

Students' right to privacy with regard to lockers and gym lockers is limited to the idea that the lockers provide a secure place for students to store articles of personal clothing and scholastic materials. Hall and gym lockers are owned by the school district and are provided to students for the aforementioned purposes. Tape and contact paper may not be used on the inside or outside of student lockers. Students should not share lockers or locker combinations as this compromises the security of the locker.

Section 3313.20 O.R.C. authorizes a school board to adopt a policy, which authorizes the administrative staff to search any pupil's locker and the contents thereof. All lockers made available for student use are the property of West Holmes School District. All such lockers and the contents thereof are subject to random search at any time by appropriate school officials without regard to whether there is reasonable suspicion that any locker or the contents thereof contain evidence of a violation of a criminal statute or school rule. K-9 units from a local law enforcement agency may be used in conducting searches. A drug-searching dog may go through lockers, classrooms, restrooms, parking lots, etc. to seek drugs. In addition, a metal detector may be used. West Holmes High School is a drug free school. Drugs will not be tolerated at WHHS.

SURVEILLANCE CAMERAS

Students are duly informed that their behavior may be monitored on school property, buses and/or adjacent property by security cameras.

PROM

The prom is a formal dance for West Holmes High School juniors and seniors only. Juniors and seniors from other schools or graduates may be invited but must be approved by the office.

SCHOOL DANCES

1. The two organizations that can host a dance are student council (Homecoming) and the Junior Class (Prom). The total number of teacher chaperones present must be at least six, with the total adult chaperones numbering at least eight.
2. Check with the principal before any date is set for a dance. It must be put on the school calendar in the office.
3. No dance will be held during the school week.
4. School dances must be over by 11:00 pm. (unless approved by the principal in advance)
5. School rules govern a school dance.
 - Attendance at school dances is a privilege extended to all students who uphold the standards of conduct expected within our educational community. In order to maintain a positive and inclusive environment during such events, students must adhere to certain behavioral and attendance expectations leading up to the dance.
 - Accordingly, any student who has received more than two days of suspension (In-School or Out of School) or more than five days of detention within a school year, leading up to a scheduled dance will be ineligible to attend the event.
 - In addition, students are expected to attend classes regularly which is a legal requirement. Therefore, if a student exceeds the established benchmark for excessive absences or habitual truancy- as noted by HB 410 unless excused by the principal, they will be deemed ineligible to attend the scheduled school dance.

This policy reinforces the importance of responsible behavior and regular attendance within our school community. It allows us to create a safe and enjoyable atmosphere for everyone at school dances.

6. Dances are for West Holmes High School students. No elementary or junior high students will be permitted. A guest of a West Holmes High School student that is not a West Holmes student or graduate must be registered in the office prior to the Homecoming dance or prom and must be under the age of 21. (guests are not permitted at other dances)
7. Once a student leaves the building, he/she is not permitted to return.
8. Students under suspension are excluded from all extracurricular activities.
9. Students must dress appropriately for formal dance occasions (prom) and wear formal attire (tuxedo, suit, dress, etc.) in order to gain admittance.

LOST AND FOUND

Take items found to the office and also inquire about all lost articles there. Never bring great amounts of money to school. Never leave anything of great value in your locker. If you do find it necessary to bring something of value to school, leave it in the office for safekeeping.

IMMUNIZATIONS

Ohio Revised Code 3313.671 states that students shall be permitted to remain in school no more than fourteen (14) days unless he/she presents written evidence of receiving immunization. The required immunizations in Holmes County are:

DTaP/DT Tdap/Td (Diphtheria, Tetanus, Pertussis)

K-12

Four or more doses of DTAP or DT, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required.

Grades 1-12

Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 years and older with the first dose being Tdap. Minimum spacing of four weeks between doses 1 and 2, and six months between doses 2 and 3.

Grade 7

One dose of Tdap vaccine must be administered on or after the 10th birthday. **

All students in grades 8-12 must have one documented Tdap dose.

POLIO

Grades K-12

K-12 Three or more doses of IPV. The FINAL dose must be administered on or after the fourth birthday, regardless of the number of previous doses and there must be six months spacing between doses 2 and 3. If a combination of OPV and IPV was received, four doses of either vaccine are required.

MMR (Measles, Mumps, Rubella)

Grades K-12

Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.

HEP B (Hepatitis B)

Grades K-12

Three doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.

Varicella (Chickenpox)

Grades K-12

Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.

MCV4 (Meningococcal)

Grade 7-11

One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to 7th grade entry. **All students grades 8-11 must have one documented dose of MCV4.**

Grade 12

Two (2) doses of meningococcal (MCV4) at age 16 years, with a minimum interval of eight weeks between doses. If the first dose was given on or after the 16th birthday, only one dose is required.****

EMERGENCY MEDICAL AUTHORIZATIONS

By law, each student must have an emergency medical authorization form completed and on file in the office. The purpose of this form is to enable parents/guardians to authorize the provision of emergency treatment for students who become ill or are injured while under school authority when parent/guardians cannot be reached. Emergency Medical Forms will be submitted through Final Forms. Instructions will be provided before the start of school.

MEDICATIONS

Only prescription drugs in the original container from the pharmacy, labeled with the date, the student's name, and exact dosage will be administered at the high school. Likewise, all non-prescription drugs must be in their original container, labeled with the student's name, the date and the dose to be taken. **The school will need a Doctor's permission slip on file to administer ALL drugs;** we can no longer administer drugs, either prescription or non-prescription, without a doctor's slip. Parental permission no longer satisfies the Ohio Department of Health's regulations pertaining to medication administration at school.

All drugs must be taken in the main/guidance office under the supervision of a school official. Parents and students are responsible for drug refills as needed. Inhalers may be carried and administered by the student, but a self-medication form must be on file in the guidance office. We strongly encourage that a second inhaler, labeled appropriately, be kept in the office for emergencies.

Epi Pens may be carried by the student if their physician deems it necessary; again, a self-carry order from the doctor is required.

ACCIDENT INSURANCE

A voluntary accident insurance program is available for all students. Any student involved in curricular or extra-curricular activities must be covered by insurance. This is a parent's responsibility. The school does provide an opportunity to purchase an insurance policy. West Holmes is not involved with any company and receives no revenue from its sales.

CLINIC

West Holmes High School has a clinic. These are located in the area of the general office. Should you become ill during school, you are to report to the office with a pass from your teacher. If you are so ill as to require more than one period in the sickroom, you are to call and have a parent take you home.

GUIDANCE SERVICES

School counselors are available for personal, career, educational, and occupational counseling. Computerized scholarship and occupational searches can be personalized in the Guidance Office as well. Mental health counseling is also available through a partnership with Anazao Community Partners.

SCHEDULE CHANGES

Courses, which are selected, help to determine how many sections of a course are needed, the total master schedule, the number of teachers needed, and the number of textbooks needed. Therefore, schedule changes, once finalized, will be made only when absolutely necessary. Any student who drops from 8 classes to 7, after the 3rd week of a new course will receive a grade of "F" for the course.

From the beginning of the scheduling process, February through April, ample opportunities are provided for the student to take an active part in the development of his/her schedule. Any request for changes after May 30, will be honored only due to extenuating circumstances. Once school begins in August, a student's request to change a class will only be considered if the request is a response to a technical error in scheduling or a student being academically misplaced as identified by the teacher.

CONFIDENTIALITY OF STUDENT RECORDS

Students and their parents (custodial and non-custodial) have the right to view and copy (at reasonable cost) student records. Other than directory information (name, address, phone number, date and place of birth, dates of attendance, sports and activities participated in, height and weight, date of graduation, awards received), no records will be released without authorization from a parent, or in the case of an eighteen year old, the student him/herself. Directory information will be made available unless a parent or student 18 years or older notifies the school in writing by September 1st of each school year that he/she will not permit distribution of the information.

GRADUATION REQUIREMENTS

Students must meet the requirements specified below to be eligible to receive a diploma.

<i>West Holmes Graduation Requirements</i>									
Class	Credits							State Test	
	<i>ELA</i>	<i>Math^a</i>	<i>Sci^b</i>	<i>ss^c</i>	<i>H/PE^d</i>	<i>Elec^e</i>	<i>Financial Literacy</i>	<i>Total</i>	
2027	4	4	3	3	.5/.5	5.5	.5	21	<i>Ohio State Tests</i>
2026	4	4	3	3	.5/.5	6	.5	21	<i>Ohio State Tests</i>
2025	4	4	3	3	.5/.5	6		21	<i>Ohio State Tests</i>
2024	4	4	3	3	.5/.5	6		21	<i>Ohio State Tests</i>

a Mathematics units must include 1 unit of algebra II or the equivalent of algebra II

b Including Physical Science and Biology

c Including American Government and U.S. History

d High school students who have participated in interscholastic athletics, marching band, or cheerleading at an accredited high school for at least two full seasons by the end of the 10th grade, will not be required to complete physical education but must complete the .5 units in another course. In order to fulfill this requirement, the student must complete 2 seasons of interscholastic athletics, marching band, or cheerleading OR 2 semesters of Physical Education credit. It cannot be one season and one semester of Physical Education.

e Electives must include one or any combination of foreign language, fine arts, business, career-technical, family & consumer sciences, technology, agricultural, or English, math, science, or social studies not otherwise required. In addition, all students must complete at least two semesters of fine arts taken any time in grades 7-12.

f Starting with the class of 2026, Ohio law requires all students earn 0.5 credit of financial literacy. This course will be offered in the 2024-2025 school year for the class of 2026 to take as juniors.

2023 and Beyond GRADUATION ASSESSMENT REQUIRED

Must demonstrate Competency and Readiness

Competency: Earn a 684 on Ohio's high school Algebra 1 and English 2 tests.

Is testing not your strength? After you have taken your tests, there are three additional ways to show competency:

Additional Option 1:

Demonstrate Two Career-Focused Activities (At least one must be from the foundational section):

Foundational

- Proficient scores on WebXams (**Please see following section on options at West Holmes)
- A 12-point industry credential (**Please see following section on options at West Holmes & Career Center)
- A pre-apprenticeship or acceptance into an approved apprenticeship program

Supporting

- Work-based learning
- Earn the required score on WorkKeys
- Earn the OhioMeansJobs Readiness Seal

Additional Option 2:

Enlist in the Military Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

Additional Option 3:

Complete College Coursework Earn credit for one college-level math and/ or college-level English course through Ohio's free College Credit Plus program.

Readiness: Earn two of the following diploma seals

At least one of the two must be Ohio-designed:

- OhioMeansJobs Readiness Seal (Ohio)
- Industry-Recognized Credential Seal (Ohio)
- College-Ready Seal (Ohio)
- Military Enlistment Seal (Ohio)
- Citizenship Seal (Ohio)
- Science Seal (Ohio)
- Honors Diploma Seal (Ohio)
- Seal of Biliteracy (Ohio)
- Technology Seal (Ohio)
- Community Service Seal (Local)
- Fine and Performing Arts Seal (Local)
- Student Engagement Seal (Local)

Guidelines for State seals can be found at education.ohio.gov/graduation

Guidelines for Local seals can be found below.

Community Service Seal

Definition of Community Service: Unpaid work that is designed to help an individual group or community. In order to earn the Community Service Seal at West Holmes High School under the Ohio graduation requirements for students in the class of 2023 and beyond, each student will need to complete **12 hours** of community service. It is recommended that students complete **3 hours** of community service each year. Community service hours must be pre-approved by school administrators or counselors through the completion of a plan.

That plan should/may include the following:

1. Description of Community Service that will be performed.
2. Location of Community Service.
3. Total number of hours logged at one location will be recorded on the representative signature page.
(Min. of 1 hour at each location)
4. Signature from a representative at the organization where the community Service will be completed.
5. Students will track their hours using the Community Service hours log sheet.
6. Completed service hours and documentation is due by May 1st of the student's senior year.

Community Service Pre-Approval List

- If you plan to complete your community service hours at one of the following organizations, then you do not need pre-approval from the principal, assistant principal, or guidance counselor.
- If you plan to complete your community service hours at an organization that is **NOT** on the list, then you must get pre-approval from the principal, assistant principal, or guidance counselor.

Approved Organization List

1. Any local church activity (Missions Trips - excluded)
2. Save and Serve
3. Holmes County Humane Society
4. Any local nursing home
5. Holmes County Training Center
6. GoodWill Industries
7. Share a Christmas
8. Love Inc
9. West Holmes Local School Elementary Buildings
10. Holmes County Library
11. Any Local Food Pantry

Student Engagement Seal

In order to earn the Student Engagement Seal at West Holmes High School under the Ohio graduation requirements for students graduating in the class of 2023 and beyond each student will need to complete **2 years** in a non-academic credited course. A list of programs offered is listed below. If you are unsure if you will receive credit for an activity, please seek guidance from an administrator or school counselor.

Programs

- Any athletic sport offered by the high school regardless if you are on the Freshman, Junior Varsity, or Varsity team. (Playing multiple sports in one year will not count as two years)
- Involvement in the High School Musical
 - Involvement in the High School Play
 - Academic Challenge Team
 - Jazz Band (If not taken for high school credit)
 - Pep Band

Fine and Performing Arts Seal

In order to earn the Fine and Performing Arts Seal at West Holmes High School under the Ohio graduation requirements for students graduating in 2023 and beyond each student will have to complete **4 credit hours** in the fine and performing Arts. A list of classes in the Fine and Performing Arts department can be found below.

- Art I, II, III, IV
- Art Appreciation
- Ceramics I & II
- Intro to Band
- HS Concert Band
- Concert/Marching Band
- HS Symphonic Band
- Symphonic/Marching Band
- Concert Choir
- Chamber Choir
- Music History/Appreciation
- Music Theory
- CCP Music History: Bach to Rock

Additional information for Foundational WebXam and 12 point Credential Option

WebXam Pathway	Courses (Complete and Pass at last 3 WebXams)
Family & Consumer Science	Introduction to Family Consumer Science Principles of Food Child Development Textiles & Interior Design Textile Design, Construction & Maintenance Principles of Nutrition & Wellness Personal Financial Management
Agriculture	Ag Food & Natural Resources Animal & Plant Science Science & Technology of Food Business Management for Ag & Environmental Systems Livestock Selection, Nutrition, & Management Agricultural & Industrial Power
Construction Technologies	Principles of Wood Construction Core & Sustainable Construction Carpentry & Masonry Structural Coverings & Finishes Structural Systems

12 Point Credential Programs at Ashland County West Holmes Career Center

Auto Body

Auto Tech

Animal Vet. Science

Construction

Cosmetology

Criminal Justice

Culinary Careers

CyberSecurity (waiting for confirmation from CC)

Early Childhood Education

Graphics (waiting on confirmation from CC)

Health Tech

RAMTEC

Welding

EARLY GRADUATION

A student who wishes to graduate earlier than other members of the class must comply with the requirements of the Board of Education Policy and apply for early graduation by May 1st of the sophomore school year. Students who wish to apply for early graduation should apply to the high school principal.

Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Once approval for early graduation is established, the student becomes a member of the class in the school year in which his/her graduation requirements are completed. The diploma may be given at the completion of all requirements or at the next graduation ceremony.

GRADUATION EXERCISES

Commencement is an extra-curricular ceremony conducted by the West Holmes Board of Education to honor its graduating students. Participating in the commencement exercise is a privilege and not a right. Students are expected to behave in a manner befitting the dignity and importance of this event. All fees must be paid in full in order to participate in the commencement ceremony. Those not wishing to conform to behavioral expectations may desire to receive their diploma in an alternative setting.

Undergraduates who misbehave during the graduation ceremony will be subject to school discipline. Misbehavior at commencement exercises violates the Code of Conduct.

CAREER CENTER

1. Entrance needs for Juniors: 2 credits in Math, 2 credits in Science, 2 credits in Social Studies, 2 credits in English, 1/2 credit in Health and 1/2 Physical Education.
2. Application: See your counselor during your sophomore year (before February)
3. Withdrawal from the Career Center: Approval to withdraw must be approved by the Career Center guidance counselor, your parents, the high school counselor and the high school Principal.
4. Graduation: Career Center students graduate from their home school.
5. Extracurricular activities: Career Center students are eligible to participate in all home school extracurricular activities held outside school hours.
6. Suspension at Career Center may be enforced at the home school.

COLLEGE ADMISSIONS POLICIES

The state supported colleges and universities with little variation have adopted minimum requirements. The minimum requirements follow:

- 4 units of English
- 3 units of math
- 3 units of social studies (including .5 unit of government)
- 3 units of science
- 2 units of foreign language (same language, 3 units preferred)
- 1 unit of visual or performing arts (art, band, chorus, school dramatic production)

Students wishing to attend any of Ohio's public or private four-year colleges or universities should plan to meet these requirements.

AP CURRICULUM

The goal of the AP curriculum is to provide an accelerated curriculum. The rigors and demands of AP are meant to prepare students for advanced placement tests. Departments may have criteria in place that serve as prerequisites to being admitted to the AP courses. It is required that AP students take the test at the culmination of the year. Students must pay for their tests, but will be reimbursed by the district if they score a 3 or above.

EDUCATIONAL OPTIONS

In an effort to afford expanded learning opportunities to meet specialized student needs or interests, West Holmes makes educational options available to students. These options provide students the opportunity to learn in an independent or individual setting. Educational options can be, but are not limited to, correspondence courses, mentor programs, tutorial programs, educational travel, or college courses. Educational options should be explored with Guidance Counselors and/or the Principal.

COLLEGE CREDIT PLUS

Ohio's College Credit Plus (CCP) program can help qualified high school students in Ohio earn college and high school credits at the same time by taking college courses from colleges and/or universities. When participating in CCP, you are still required to follow all of the graduation requirements set forth by the State of Ohio. Students must submit a letter of intent by April 1st, be accepted by the college, and must be enrolled full time at the college (12 credit hours) or a combination of high school and CCP credits equivalent of full time. Interested students should contact their school counselor for further information. You can also find additional information regarding CCP using the following link:

<https://westholmes.org/college-credit-plus/>

CCP Advantages:

Participation in CCP can benefit students in several ways:

1. A student can take courses at West Holmes High School and receive both high school and college credits.
2. A student can receive college credits free of charge.

CCP Potential Risks: These are some possible risks/disadvantages to participating in CCP:

1. College-level courses may be more difficult than high school-level courses.
2. A student's grades in college courses could affect the student's high school grade point average and class ranking, which could also affect eligibility for Federal Student Aid and scholarship opportunities.
3. If a student fails or withdraws from a college course, it may affect the credits a student needs to graduate from high school.
4. If a student fails, withdraws from, or does not attend a course, the student and/or parent(s) may become responsible for the costs of the course.
5. Low or failing grades can affect athletic eligibility.

Failures and Dropping of CCP Course(s)

Students who fail or drop a CCP course beyond the allowed drop date will be held financially responsible for the full cost of the course. Failure or dropping late will negatively impact a student's high school academic standing and can potentially negatively impact their future college academic standing. Students will be prohibited from walking through graduation ceremonies and receiving their diploma until all costs due to the school have been paid in full. Students who qualify for free and reduced lunch cannot be held financially responsible for the cost of a failed or dropped course.

COURSE CREDIT TRANSFER

Courses taken by West Holmes students (other than new students) at other institutions or by correspondence must be approved prior to taking the subject if credit is to be allowed toward graduation from West Holmes High School.

GRADES

When a student appears to be at risk of failure in any course, reasonable effort, such as requesting a parent/teacher conference, will be made to notify the parents/guardians so they can talk with the teacher about what actions can be taken to improve grades.

Our teachers use an electronic grade book to record student progress. Through an account provided by the school, parents/guardians may access their student's homeroom attendance, assignments, and grades in courses. This information is available through any computer, or mobile device, with web access. Parents/guardians and students will also be provided a username and password to access their individual information.

GRADING POLICY

A student's grade will be comprised of the average of the 4 nine week grading periods for a year-long class or the 2 nine weeks of a semester class.

The following additional guidelines will be used in determining if credit will be awarded in a yearlong/semester course.

- Yearlong Course - Students must pass three of the four grading periods in a yearlong course to receive credit, regardless of final average
- Semester Course- Semester grades will be determined by averaging the two nine-week grading period grades.

A failing grade can be recorded for non-completion of the required work of the course. The "N" (non-completion) can be recorded at the end of a one-semester course or at the end of a yearlong course. The entire amount of work required for the course in all grading periods will be considered when evaluating a completion or non-completion of that particular course. It should be noted that unless there are extenuating circumstances when a student has an incomplete, he/she will be allowed the number of days absent to make up work at the end of the nine weeks (up to 2 weeks maximum). After this time period, an F will be assigned.

Grades and Grading

- The A, B, C, D, and F system is used.
- All incompletes must be made up. No one will pass with an incomplete.
- A grading period is nine (9) weeks.
- Calculation of Grades:

Letter	Numerical	Points		
A	3.60-4.00	90-100	A	4
B	2.60-3.59	80-89	B	3
C	1.60-2.59	70-79	C	2
D	.50-1.59	60-69	D	1
F	0-.49	0-59	F	0

- Physical education is pass-fail and is not used in calculating point averages.

GRADE POINT AVERAGING

A student's overall grade point average will only be determined at the conclusion of each course. No grade point average will be determined while a student is in the process of taking a course. Grade point averages reflect only completed course work except for the purpose of determining valedictorian, salutatorian and the top 10% senior class rank.

RETAKEING A CLASS

With teacher and parent approval, a student may request to retake a class to establish a stronger foundation in that particular subject. In retaking a class, completing all homework, quizzes, tests, projects, and class participation is expected. No credit will be granted for the retake. The retake grade will replace the grade received originally. Class enrollment determines the availability of this option.

CONCERNS/QUESTIONS

The district encourages parents to first work with their child's teacher(s) to address concerns or resolve conflicts. If you have further concerns after meeting with the teacher(s), they can contact the school's administration.

VALEDICTORIAN AND SALUTATORIAN POLICY

The class valedictorian is the student (or students) ranked number one in the graduating class at the end of the seventh semester, based on the formula below, and meeting the other criteria. The class salutatorian is the student (or students) with the second highest rank at the end of the seventh semester, based on the formula below, and meeting the other criteria.

The valedictorian rank will be determined by the following formula: $(.75 \times \text{GPA}/4.0) + (.25 \times \text{ACT score}/36) = \text{Rank Score}$

The following rules are applied to ensure fairness in the determination:

1. The student must have attended West Holmes High School for a minimum of two semesters prior to second semester of senior year.
2. The student must have attended high school for a minimum of eight semesters. Early grads are not eligible.
3. The courses included in the calculation of the GPA are used to determine class rank.
4. Honors, advanced or advance placement courses are not granted additional weight. Credit earned through Credit Flexibility option other than College Credit Plus will not be calculated into the formula.
5. Only final course grades are used. Nine week grades do not count. Pluses and minuses do not affect GPA.
6. Students who transfer from systems with weighted grades will not have an unfair advantage over other students – the GPA will be calculated without weights.
7. Students must also qualify for an Honors Diploma as determined by the State of Ohio.
8. College Credit Plus courses and grades will be figured in the GPA without weight or degree of difficulty.
9. All students satisfying the above rules are eligible. All credits earned that meet Board and State guidelines are qualified (Ashland County –West Holmes Career Center students, special education students, KLAS students, tutored and home instructed students. Those not included would be: home schooling students, correspondence students).
10. An "improved" grade for a course retaken will not be considered to determine the Valedictorian or Salutatorian. Students who do not meet the residency requirement, yet meet the scholastic requirements, will be listed and honored as School Valedictorian and/or School Salutatorian. The Valedictorian and Salutatorian are expected, but not required, to speak at Commencement. No Salutatorian will be chosen if there is more than one Valedictorian.

HONORS-SCHOLAR ACHIEVEMENT NIGHT/HONORS ASSEMBLY

Students that will be recognized at the Awards Night in May must have a 3.0-3.59 GPA for Merit Roll Recognition and a 3.6-4.0 GPA for the Honors Roll Recognition. A student must be carrying at least 4 units of credit and have no incompletes. The first three grading periods of the current school year will be used as the criteria for these awards. In addition, CCP 1st semester grades for the current school year will only be used. The first year a student maintains a 3.6-4.0 for the first three grading periods he/she will receive an academic letter, second year – academic pin, 3rd year – academic pin, and 4th year – gift card.

NATIONAL HONOR SOCIETY

Eligibility for membership in the National Honor Society is based upon a student's scholarship, character, leadership, and service. All juniors and seniors who are currently taking at least four subjects and who have a cumulative grade point average of 3.5 or higher at the end of the first nine week grading period are evaluated in these four areas by their teachers. A five-member faculty committee then reviews these evaluations and makes the final selection of members.

Class of 2025 Honors Diploma Requirements

Diplomas with Honors Criteria		
Subject	High School Academic Diploma with Honors	Career-Technical Diploma with Honors for Graduating
English	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or a four-year sequence of courses that contain equivalent or higher content	4 units, including Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or a four-year sequence of courses that contain equivalent or higher content
Science	4 units, including two units of advanced science	4 units, including two units of advanced science
Social Studies	4 units	4 units
World Languages	3 units of one world language, or no less than 2 units each two world languages studied	2 units of one world language studied
Fine Arts	1 unit	N/A
Career-Technical	Not counted toward requirements, and may not be used to meet requirements	Now counted in Electives
Electives	Not counted toward requirements	4 units of Career-Technical minimum
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT/WorkKeys	27 ACT / 1210 SAT	27 ACT / 1210 SAT/ WorkKeys (6 Reading for Information & 6 Applied Math)
Field Experience	N/A	Complete a field experience and document in a portfolio specific to the student's area of focus
Portfolio	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts
Additional Assessment	N/A	Earn an industry recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent
Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code		

Students interested in receiving an International Baccalaureate, STEM, Arts, or Social Science & Civic Engineering Honors Diploma can check the academic requirements at the following web site:

<http://education.ohio.gov/getattachment/Topics/Ohio-Graduation-Requirements/Graduation-Requirements-2014-2017/Criteria-for-Diploma-with-Honors/Honors-Diploma-Revised-Grid.pdf.aspx>

New Honors Diploma Requirements Class of 2026 & Beyond (You can only earn one of the following Diplomas)

Academic Honors Diploma

Must meet minimum of 7 to qualify.

1	Math	4 th Math must be >Algebra 2
2	Science	1 additional unit Advanced Science
3	Social Studies	1 additional unit Social Studies
4	World Language	3 sequential units of one world language, or no less than 2 sequential units of two world languages studied
5	GPA	3.5 on a 4.0 scale
6	ACT/SAT	ACT: 27 or higher/ SAT: 1280 or higher
7	Seal Requirement	Earn 2 additional diploma Seals, not including Honors Diploma Seal
8	Experiential Learning	Field Experience/Portfolio, OMJ Readiness Seal, or Work Based Learning

**Students may replace any of the shaded options with a 'Student Strength Demonstration'. Can only replace one.

Student Strength Options include:

- College Credit Plus: 12 Credits
- AP: 3 courses with 3 or higher on AP tests
- CTAG: 12 College Credits
- Apprenticeship/Pre-Apprenticeship: Completion or evidence of acceptance if required to be older than 18
- WorkKeys: 6 or higher on all tests (void for Career Tech Honors Diploma)
- ASVAB: Score of 50
- Work Based Learning: 250 hours

**Students can use OMJ Readiness Seal in 2 additional seals if it is not used in Experiential Learning Requirement

Career-Tech Honors Diploma

Must meet minimum of 7 to qualify.

1	Math	4 th Math must be >Algebra 2
2	Career-Tech Coursework	4 units of Career-Tech Courses
3	Career-Tech Proficiency	Proficient pathway score on WebXams
4	World Language	2 units of world language
5	GPA	3.5 on a 4.0 scale
6	ACT/SAT/WorkKeys	ACT: 27 or higher/ SAT: 1280 or higher WorkKeys: Earn a score of six or higher on all three sections of the WorkKeys assessment
7	Industry Recognized Credential Seal or Technology Seal	Meet requirements to earn the Industry Recognized Credential seal or Technology seal
8	Experiential Learning	Field Experience/Portfolio, OMJ Readiness Seal, or Work Based Learning

**Students may replace any of the shaded options with a 'Student Strength Demonstration'. Can only replace one.

Student Strength Options include:

- College Credit Plus: 12 Credits
- AP: 3 courses with 3 or higher on AP tests
- CTAG: 12 College Credits
- Apprenticeship/Pre-Apprenticeship: Completion or evidence of acceptance if required to be older than 18
- WorkKeys: 6 or higher on all tests (void for Career Tech Honors Diploma)
- ASVAB: Score of 50
- Work Based Learning: 250 hours

STEM Honors Diploma

Must meet minimum of 7 to qualify.

1	Math	4 th Math must be >Algebra 2
2	Science	1 additional unit Advanced Science
3	STEM	2 units additional of STEM courses as electives
4	World Language	3 sequential units of one world language, or no less than 2 sequential units of two world languages studied
5	GPA	3.5 on a 4.0 scale
6	ACT/SAT	ACT: 27 or higher/ SAT: 1280 or higher
7	Industry Recognized Credential Seal or Technology Seal	Meet requirements to earn the Industry Recognized Credential seal or Technology seal
8	Experiential Learning	Field Experience/Portfolio, OMJ Readiness Seal, or Work Based Learning

**Students may replace any of the shaded options with a 'Student Strength Demonstration'. Can only replace one.

Student Strength Options include:

- College Credit Plus: 12 Credits
- AP: 3 courses with 3 or higher on AP tests
- CTAG: 12 College Credits
- Apprenticeship/Pre-Apprenticeship: Completion or evidence of acceptance if required to be older than 18
- WorkKeys: 6 or higher on all tests (void for Career Tech Honors Diploma)
- ASVAB: Score of 50
- Work Based Learning: 250 hours

Arts Honors Diploma

Must meet minimum of 7 to qualify.

1	Math	4 th Math must be >Algebra 2
2	Fine Arts	4 units
3	Electives	2 units of Fine Arts (may overlap with general 4 units)
4	World Language	3 sequential units of one world language, or no less than 2 sequential units of two world languages studied
5	GPA	3.5 on a 4.0 scale
6	ACT/SAT	ACT: 27 or higher/ SAT: 1280 or higher
7	Fine Arts Seal	Meet local district requirements to earn the Fine Arts Seal
8	Experiential Learning	Field Experience/Portfolio, OMJ Readiness Seal, or Work Based Learning

**Students may replace any of the shaded options with a 'Student Strength Demonstration'. Can only replace one.

Student Strength Options include:

- College Credit Plus: 12 Credits
- AP: 3 courses with 3 or higher on AP tests
- CTAG: 12 College Credits
- Apprenticeship/Pre-Apprenticeship: Completion or evidence of acceptance if required to be older than 18
- WorkKeys: 6 or higher on all tests (void for Career Tech Honors Diploma)
- ASVAB: Score of 50
- Work Based Learning: 250 hours

Social Science & Civic Engagement Honors Diploma

Must meet minimum of 7 to qualify.

1	Math	4 th Math must be >Algebra 2
2	Social Studies	2 additional units of social studies
3	World Language	3 sequential units of one world language, or no less than 2 sequential units of two world languages studied
4	GPA	3.5 on a 4.0 scale
5	ACT/SAT	ACT: 27 or higher/ SAT: 1280 or higher
6	Community Service Seal	Meet local district requirements to earn the Community Service seal
7	Citizenship Seal	Meet the requirements to earn the Citizenship seal
8	Experiential Learning	Field Experience/Portfolio, OMJ Readiness Seal, or Work Based Learning

**Students may replace any of the shaded options with a 'Student Strength Demonstration'. Can only replace one.

Student Strength Options include:

- College Credit Plus: 12 Credits
- AP: 3 courses with 3 or higher on AP tests
- CTAG: 12 College Credits
- Apprenticeship/Pre-Apprenticeship: Completion or evidence of acceptance if required to be older than 18
- WorkKeys: 6 or higher on all tests (void for Career Tech Honors Diploma)
- ASVAB: Score of 50
- Work Based Learning: 250 hours

CLASSROOM AND LAB STANDARDS

CLASSROOM STANDARDS

1. Be in class and seated on time.
2. Bring necessary materials to class.
3. Follow instructor's directions.
4. Get permission before speaking.
5. Be respectful and courteous to others.
6. No profanity or inappropriate language.
7. Help keep your classroom clean

LAB STANDARDS

1. Follow safety rules.
2. Wear appropriate clothing.
3. Use equipment properly.
4. No horseplay or inappropriate language.
5. Follow classroom standards.

STUDENT CONDUCT CODE

I. Preface

In compliance with provisions of Section 3313.661 of the Ohio Revised Code and House Bill 421, the West Holmes Board of Education has adopted the following rules and regulations designed to maintain order and discipline necessary for effective learning. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive means is employed on behalf of those who would destroy or deny such an environment. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students.

All students will be given copies to share with their parents/guardians of the standards of conduct and a statement of disciplinary sanctions required. Compliance with these standards is mandatory.

II. Methods of Discipline (including, but not limited to the following, and in no particular order)

1. Positive actions by teachers to inspire corrective behavior each day
2. Counseling by teachers, principals, and guidance staff
3. Parental conferences
4. Denial of privileges
5. Detention
6. Suspension from class
7. Referral to Guidance Center, Sheriff's Department or Juvenile Court
8. A.L.E.
9. Placed in WH Digital Academy
10. Saturday detention
11. Suspension
12. Suspension at Career Center may be enforced at the home school
13. Expulsion by the Superintendent
14. Placed in an alternative learning and guidance center
15. Driver license privileges may be lost if a student withdraws from school prior to age 18; has excessive absences without a legitimate excuse for more than 65 consecutive hours or a total of 96 hours during a semester; is suspended from school because of the use of or possession of alcohol or drugs or breaking other school rules
16. Any student or their parent can request that the student attend insight to check out their alcohol/drug use and the consequences of that use in order to begin making more low risk choices about their use

III. Rules (Code of Student Conduct)

Misconduct by a student that is directed at a District employee or the property of the employee, regardless of where it occurs, may result in any item of the methods of discipline listed.

1. Disruption or Interference with Curricular or Extracurricular Activities:

A student shall not by use of violence, force, coercion, threat, noise, harassment, intimidation, fear, passive resistance or

any other conduct, cause, attempt or threaten to cause disruption or obstruction of any curricular or extra-curricular school activity. Some examples of disruption would include dress and appearance, bomb threat, arson, the setting off of fire alarms, strikes or walkouts, the use or possession of stink bombs, fireworks or explosives, matches, lighters, or any other flame-producing devices or the impeding of free traffic to or within the school, etc. This is not intended to be a complete list.

2. Misuse, Damage or Destruction of School Property:

A student shall not cause damage or destruction of school property.

3. Misuse, Damage or Destruction of Private Property:

A student shall not cause damage or destruction of private property on school premises or during a school activity, function, or event off school grounds including the student's travel to and from school.

4. Assault:

A student shall not act or behave in such a way as could cause, attempt or threaten physical harm or injury to another student, a school employee, or other person on the school premises, while in the custody and control of the school, or in the course of a school related activity.

5. Possession of Dangerous Weapons or Objects:

A student shall not possess, use, transmit, or conceal any object, instrument, or weapon capable of harming or injuring other persons. Included in this prohibition would be the use of chemicals and gasses, including Mace.

6. Narcotics, Alcoholic Beverages, and Drugs:

A student shall not possess, use, transmit, conceal or be under the influence of narcotics, alcoholic beverages, drugs, or other "mood-modifying" substances other than medicine prescribed to them by a physician. Prescription medications must have a doctor's slip and must all be turned in to guidance office.

7. Disregard of Reasonable Directions or Commands by School Employees:

Students shall not refuse to comply with the directions of school personnel, talk back, argue with, or make disrespectful comments toward/about any staff member or fail to complete a previously assigned discipline.

8. Special Rules of Conduct for Buses:

The following types of prohibited conduct may result in suspension, or denial of bus privileges, from the school buses of the West Holmes School District: smoking, profanity, excessive noise, disregard of reasonable directions by school employees, fighting, vandalism, entering or leaving a vehicle improperly, littering. This is not intended to be a complete list.

9. Repeated Violations:

A student shall not repeatedly fail to comply with directions or commands of teachers, substitute teachers, student teachers, teacher aides, principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

10. Offensive Language or Conduct/Behavior:

A student shall not engage in any conduct, speech, dress, or behavior that is generally accepted to be crude, profane, vulgar or obscene. This shall include the use of obscene gestures, pictures and signs. Use of language of this type, whether written or verbal, directed toward or used in the presence of school personnel or students is prohibited.

11. Truancy and Tardiness:

Truancy is declared when a student is absent from school or any portion thereof without school authorization and parental consent. Examples of "any portion" are: missed class, study hall, lunch, any other assigned activity or who leaves the school building without administrative permission. Excuses from school must meet the State Board of Education conditions and the Ohio Revised Code. In cases of prolonged absence, a doctor's certificate may be required to verify the absence in question.

12. Theft:

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee.

13. Loitering/Trespassing:

Unauthorized presence of a student in a school building or on school grounds at restricted times is prohibited.

14. Tobacco/Vape:

A student shall not possess tobacco products/paraphernalia (such as a cigarette lighter) or use tobacco of any form on school property or at school sponsored activities. This policy includes vaping devices/juices/cartridges.

15. Anti-Hazing:

No student shall coerce, harass, persecute or participate in any act or attempt to threaten, injure, disgrace, or degrade any other student.

16. Bullying/Verbal and Sexual Harassment:

Students shall not engage in any intentional written, electronic (cyber-bullying), verbal, graphic or physical act against a student or group of students which causes mental or physical harm that is persistent or pervasive and creates an intimidating, threatening or abusive school related environment.

17. Look-Alike Drugs:

A student shall not possess, make, sell, or transmit any counterfeit controlled substances or related tools.

18. Gambling:

Students shall not participate in games of chance for money or other stakes, bookmaking, wagering, or any other form of gambling.

19. Honor Violations:

Students shall not be involved in activities including, but not limited to: cheating, plagiarism, and improper collusion, misuse of privileges, forgery, or falsification of information.

20. Transmission/Possession of Prescription or Non-Prescription Medication:

No student shall store in their locker, possess/transmit or attempt to transmit any form of prescription or non-prescription or over-the-counter medication to another student.

21. Fighting:

Students shall not verbally or physically harm or attempt to harm another student. This may include name calling, swearing or other forms of provocation, shoving, pushing, punching, grabbing, tripping, slapping, etc. This is not intended to be a complete list.

22. Extortion:

Students shall not solicit money or objects of value from other students for any reason.

23. Complicity:

Students shall not be present or in such a position as to allow or assist another student to be in violation of any school rule. This specifically includes, but is not limited to students who serve as "look outs."

24. Appearance Code:

Students shall not violate school rules pertaining to appearance and dress.

25. Gang Activity:

Students shall not engage in any gang activity. Any indication of gang activity by the type of dress, apparel, activities, act, behavior or manner of grooming, displayed, reflected, or participated in by a student is prohibited.

26. Other Similar Types of Conduct:

A student shall not engage in any similar misbehavior or activity as those listed even though not specifically mentioned.

DETENTION

A student may receive detention for minor offenses. Detention will be assigned at the discretion of the teacher, and if assigned after school the student will be given ample time to make necessary arrangements for transportation. Missing detention will lead to ALE, or suspension.

SATURDAY SCHOOL

Saturday School may be assigned at the discretion of the administration for but not limited to the following offenses:

1. Excessive truancy or tardiness.
2. Failure to serve after-school and lunch detentions.
3. Disruption of school.
4. Fighting.
5. Insubordination.
6. Misconduct on a school bus.
7. Any other action detrimental to the educational system. Saturday School will not be offered as an option when, in the opinion of the administration, the offense is criminal or serious in nature.

ALTERNATIVE LEARNING ENVIRONMENT (ALE)

The major purpose of this program is to provide students an opportunity to achieve in school, and at the same time, provide a highly structured program of school discipline. Hopefully the ALE program will be a learning experience offering the student an opportunity to complete assignments and change undesirable behavior patterns. All students placed in the ALE program will complete all assignments, projects, tests, etc., and receive full academic credit.

EMERGENCY REMOVAL OF PUPIL

If a pupil's presence "poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises", then:

1. The superintendent, principal, or assistant principal may remove the pupil from curricular or extra-curricular activities or from the school premises.
2. A teacher may remove the pupil from curricular or extra-curricular activities under his supervision but not from the school premises altogether.

SUSPENSION/EXPULSION OF A PUPIL FROM SCHOOL

In accordance with Ohio Law, Section 3313.66 O.R.C., the superintendent, the principal, or the assistant principal of a school may suspend a pupil from school for not more than ten days per occurrence. In addition, the superintendent may expel a student from school for up to eighty days. Suspensions or expulsions may extend from one school year to the next. (A student may be excluded from attending any Ohio Public School for certain very serious offenses.)

Due process in the context of quasi-judicial administrative proceedings, carried out by the school authorities, does not mean that procedures used in courts in juvenile proceedings must be followed exactly by school authorities when engaged in school-related disciplinary actions. It does mean that clear, definite, and fundamentally fair rules of procedure must govern disciplinary actions taken by school authorities.

According to Ohio law, a student must be given written notice of intent to suspend, with reasons for the intended suspension, and an opportunity to explain his/her behavior to the school administrator. Written notification will then be mailed to the parent or guardian.

Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school during the term of the suspension.

REFERRAL TO LOCAL AUTHORITIES

Students who violate a criminal law are referred to local police authorities. In addition, action may be taken by the school administration.

SCHOOL RESOURCE OFFICER

The Board of Education has entered into an agreement with the Holmes County Sheriff's Office to provide a full-time deputy sheriff as a School Resource Officer (SRO). This officer works with the administrative staff, faculty, and students to promote a safe, effective, and crime-free learning environment. The SRO has authority to investigate criminal offenses, traffic offenses, and other complaints brought to his/her attention or to the attention of school administrators. The SRO is also available to provide appropriate advice or instruction on a variety of law enforcement and safety topics.

THEFT AND DESTRUCTION OF SCHOOL PROPERTY

Parents are responsible for up to \$10,000 worth of damage to school property.

VIOLENT BEHAVIOR POLICY

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the West Holmes District must conform to school regulations and accept directions from authorized school personnel. The West Holmes Local Board of Education has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to West Holmes Board approved student discipline regulations pursuant to applicable state and federal law and local ordinances. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to addressing student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written

information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct, which are subject to suspension, expulsion from school, alternative educational placement (as may be appropriate per PL105-17, The Reauthorization of Individuals with Disabilities Education Act), or other forms of disciplinary action. The West Holmes Board directs the administration to make all students aware of the student code of conduct, which includes progressive discipline intervention strategies, including excessive school truancy, and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to student and parents and is posted in a central location within each building.

LEGAL REFS: PL105.7

OAC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662

FALSE ALARMS

Deliberately initiating a false fire alarm, bomb alarm or dialing 911 is a serious matter. A student who is known to have initiated a false fire alarm, bomb alarm or dialing 911 will be suspended immediately from school while further investigations are being conducted. If the investigation establishes guilt, the student may be recommended for expulsion. In addition, a referral will be made to the proper authorities.

TOBACCO AND VAPE

The safety and health of the students are of utmost importance. The effects of vaping are harmful to users and may be harmful to those in close proximity. A student shall not possess, use tobacco, or vape device/juice/cartridge of any form on the school campus and/or at school activities. The West Holmes Local Schools has installed and uses vaping detectors to help with investigating suspected occurrences of vaping and to reduce its use. The administration reserves the right to have the school resource officer use a metal detector (wand) when searching for contraband.

Students who are found to be actively using tobacco, an E-cigarette, vaping instrument, or in possession of a vaping instrument will be disciplined in accordance with the Student Code of Conduct. In addition, law enforcement officers may be notified. Student discipline may be reduced if a student completes a counseling education session(s).

SEARCH AND SEIZURE

The Board or its designee reserves the right to search the locker, desk, person, and personal property of a student on school grounds, in school vehicles or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. At the beginning of the school year, students will be informed that their lockers, desk, persons and personal belongings, including, but not limited to, purse, athletic bags, and articles of clothing in the locker, are subject to search at any time and without warning. Searches will be based upon reasonable suspicion. In determining whether there is reasonable suspicion, the following factors will be taken into consideration (not all inclusive): the age, history and school record of the students, the prevalence and seriousness of the problems, the need to avoid delay, and the reliability of the information on which suspicion is based. The West Holmes School District, as part of its overall safety and security program, may from time to time during the school year request law enforcement agencies to assist the district in detecting the presence of illegal drugs and/or weapons in our school.

ACADEMIC DISHONESTY

Plagiarism occurs when a student uses someone else's words, work or ideas and does not give that person credit. Plagiarism is as serious as stealing someone's possessions. Providing one's own work for another student to copy is also considered cheating. All students will be taught in their English classes what plagiarism/academic dishonesty is and how to avoid it by giving proper credit to the owner of borrowed words, work or ideas.

1st Offense – "F" for the paper or test; teacher contacts parent. Office is notified of the offense.

2nd Offense – "F" for the paper or test; teacher contacts parent; 2 detentions.

3rd Offense – "F" for the paper or test; teacher contacts parent; progressive discipline.

DRESS CODE

It is the policy of the West Holmes Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance. Attire should not interfere with the orderly process of education. Students in school shall be neat, clean, and dressed in a manner appropriate to an educational setting. Wearing apparel shall not be dangerous, distracting, or embarrassing to the wearer or to others. Student dress should not cause a safety hazard. The final determination for acceptable dress rests with the school administration.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (No)
2. Does my clothing advertise something that is prohibited for minors? (No)
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
4. Am I dressed appropriately for the weather? (Yes)
5. Do I feel comfortable with my appearance? (Yes)

The following is considered **inappropriate** at West Holmes High School:

1. Clothing with obscene sayings or suggestive innuendos;
2. Hats or head wear that interfere with a student's ability to be identified in person or on camera. Each teacher has the authority to adjust the headwear expectation in their classroom.
3. Coats, hoods and sunglasses during school hours;
4. Clothing related to drugs, tobacco, alcohol or other inappropriate material.
5. Tank tops, sleeveless shirts or dresses with straps less than 2 inches in width, attire that display undergarments, muscle shirts, short shorts, bicycle shorts, bare midriffs or sides, boxer shorts, pajama pants, sagging pants or pants with inappropriate holes. Dresses, skirts, and shorts may be worn if they are fingertip length when standing up with arms at one's sides. Holes and tears that show skin must be at or below fingertip length.
6. Clothing, make-up or grooming that draws undue attention.
7. Backpacks/purses/bookbags may not be carried to class.

Addressing a student for dress code infractions may include: counseling the student, communication with the parent/guardian, remedying the infraction, and/or, disciplinary measures for repeat offenders, as deemed appropriate by building administration. The building administrator reserves the right to make a judgment as to what is appropriate. Time from school will be unexcused and makeup work will not be accepted.

EXCESSIVE DISPLAY OF AFFECTION

An excessive show of affection between couples that attracts undue attention to them shall be considered in poor taste and is prohibited. This will include **close body contact, hugging, kissing**, and like actions. The use of good judgment should always be one's guide.

ATHLETICS and EXTRA-CURRICULARS

WEST HOLMES LOCAL SCHOOLS BOARD POLICY ON SPORTSMANSHIP, ETHICS, AND INTEGRITY

The West Holmes Board of Education supports the Sportsmanship, Ethics, and Integrity Program that has been established by the Ohio High School Athletic Association. The OHSAA has been serving member schools, coaches, student-athletes, and contest officials since 1907. The OHSAA mission is to serve its member schools and enrich interscholastic opportunities for students.

The OHSAA created in 2004, the **Respect the Game** program, was the culmination of the OHSAA's Sportsmanship, Ethics, and Integrity Committee along with ideas and input from administrators, coaches, and student-athletes across Ohio.

The school district has made a commitment to promote the values of the **Respect the Game** program. This policy has been established as a means to help promote this program and as a guide for the future. This includes student participants, coaches, administration, fans, cheerleaders, booster groups, and parents. Through various programs, we hope to encourage everyone involved with our interscholastic activities to "Be a Sport" and "Act with Dignity, Speak with Courtesy, Play with Pride."

West Holmes High School is also a member of the Ohio Cardinal Conference (OCC). The Ohio Cardinal Conference also has sportsmanship guidelines asking that fans attending athletic events maintain a high standard of sportsmanship behavior.

The OCC values the ideals of sportsmanship and promotes a safe and positive environment in which competition takes place.

Each school in the OCC is responsible for ensuring that all cheers, chants, and remarks made by fans, coaches, players, and student sections are of a positive nature. All cheers, chants, and remarks should be directed to their own team and **not in any way shape, or form be directed to the opposing fans, players, coaches, or officials of the contest.**

The West Holmes Board of Education believes that extracurricular activities are a part of the total educational process. We feel that extracurricular activities help our students have experiences that encourage them to become positive and productive citizens in our society. The board asserts that the level of responsibility and behavior expected in our classrooms should be maintained throughout practices and competition. The West Holmes Board of Education fully supports the values of the OHSAA Respect the Game program and the OCC sportsmanship guidelines.

ATHLETIC ELIGIBILITY

Fall sports athletes of the school year must have passed five one-credit courses or the equivalent during the last grading period of the prior school year. At the end of the first grading period and the end of each subsequent grading period of the current school year, students will need to be passing five one-credit courses or the equivalent to participate in interscholastic competition.

Daily Athletic Eligibility: An athlete must be in school at least one half day to participate in a practice and/or sporting event. A student must be in attendance at least four periods of the school day, unless permission is granted by the Principal.

ATHLETIC DRUG, ALCOHOL, AND TOBACCO POLICY

The West Holmes Local School District recognizes that the use of mood altering chemicals is a significant health problem for learning abilities, performance, social and emotional development. We, therefore, wish to discourage the use of drugs including alcohol and encourage young people to lead a wholesome, chemically free life.

The Drug, Alcohol and Tobacco Policy applies to athletes at West Holmes Middle School and West Holmes High School. This policy is cumulative for grades 7-8 and 9-12. Upon completion of the 8th grade the student's records will be expunged and the student will start high school with a clean slate. For those students participating in athletic activities the

enforcement period will be in effect for the whole calendar year.

PROCEDURE FOR HANDLING DAT OFFENSES

1. A possible violation can be reported by staff, law enforcement, student, parent or community member.
2. The building principal or his/her designee leads the proceedings for investigating possible violations and enforcing the consequences.
3. Within a reasonable time after the investigation has been completed the investigator will set up a meeting consisting of the building principal, athletic director and coach(s) to determine whether an offense has been committed and, if so, the consequences. The principal or a person designated by the principal will contact the parent and student to explain the offense and its consequences.
4. A notice of denial of participation form will be completed and will be given to the student by the AD or his/her designee.
5. A parent may appeal the decision to the Athletic Review Board in which case a hearing will be held within 3 school days. The athlete will be excluded from participation in athletic activities during the appeal process.

1. SALE and/or DISTRIBUTION of DRUGS

The principal will report the offense immediately to the proper law enforcement agency. The student athlete will be **denied participation** from all WEST HOLMES LOCAL SCHOOL DISTRICT athletic activities for **one year** from the date of violation.

2. USE and/or POSSESSION OF DRUGS - Included, but not limited to prescription drugs, counterfeit, look-alike drugs, and/or illegal drugs.

The principal or designee will report the offense to the proper law enforcement agency, if warranted, and parents of the student athlete. The student will be required to participate in the West Holmes counseling program with the parents being responsible for the cost of the materials required for counseling.

If the student is involved in any athletic activity he/she will be denied participation in the next number of completed contests that equates to a total of 40% of their scheduled regular season contests, which will be calculated to the nearest whole number. Student attendance at team functions will be at coach and administrator discretion. (Exception: While an individual is suspended from school he/she is not permitted to attend school functions.)

If a student athlete is out of season and a violation has been committed, consequences will take place in the next season the athlete participates in and completes. The consequences will be the same as if he/she were in season. Failure to comply with all requirements will result in immediate denial of participation from all athletic activities, including receipt of awards, until such time as this obligation is met.

SECOND OFFENSE CONSEQUENCES for USE or POSSESSION of DRUGS

If the principal determines a 2nd offense has occurred, the student, in or out of season, will be denied participation from all West Holmes Local School District athletic activities for a period of one year from the date of the violation.

The student will be required to undergo an assessment by a certified professional agency and agree to follow the assessment recommendations until released by the agency. The student must present written evidence of treatment by the agency. The parents must incur the cost of the assessment and treatment. This requirement must be completed before a student will be granted the privilege to participate in any athletic activity sponsored by the school.

Failure to comply with all requirements will result in immediate denial of participation from all athletic activities, including receipt of awards, until such time as this obligation is met.

FIRST OFFENSE CONSEQUENCES for ALCOHOL

The principal or designee will report the offense to the proper law enforcement agency, if warranted, and parents of the student athlete. The student will be required to participate in the West Holmes counseling program, with the parents being responsible for the cost of the materials required for counseling.

If the student is involved in any athletic activity, he/she will be denied participation in the next number of completed contests that equates to a total of 20% of their scheduled regular season contests, which will be calculated to the nearest whole number. Attendance at team functions will be at the coach and the administrator's discretion. (Exception: While a student is suspended from school he/she is not permitted to attend school functions.)

If a student athlete is out of season and a violation has been committed, consequences will take place in the next season the athlete participates in and completes. The consequences will be the same as if he/she were in season. Failure to comply with all requirements will result in immediate denial of participation from all athletic activities, including receipt of awards, until such time as this obligation is met.

SECOND OFFENSE CONSEQUENCES for ALCOHOL

If the principal determines a second offense has occurred, the student will be required to undergo an assessment by a certified professional agency and will agree to follow the assessment recommendation released by the agency. The individual must present written evidence of treatment by the agency. The parents must incur the cost of the assessment and treatment. Failure to comply with all requirements will result in immediate denial of participation from all athletic activities until such time as this obligation is met.

If the student is involved in any athletic activity, he/she will be denied participation in the next number of completed contests that equates to a total of 40% of their scheduled regular season contests, which will be calculated to the nearest whole number. Attendance at team functions will be at the coach and the administrator's discretion. (Exception: While an individual is suspended from school he/she is not permitted to attend school functions.)

If a student athlete is out of season and a violation has been determined, consequences will take place in the next season the athlete participates in and completes. The consequences will be the same as if he/she were in season.

Failure to comply with all requirements will result in immediate denial of participation from all athletic activities, including receipt of awards, until such time as this obligation is met.

THIRD OFFENSE CONSEQUENCES for ALCOHOL

If the principal determines a 3rd offense has occurred, the student, in or out of season, will be denied participation from all West Holmes Local School District athletic activities for a period of one year from the date of the violation.

The student will be required to undergo an assessment by a certified professional agency and agree to follow the assessment recommendations until released by the agency. The student must present written evidence of treatment by the agency. The parents must incur the cost of the assessment and treatment. This requirement must be completed before a student will be granted the privilege to participate in any athletic activity sponsored by the school.

Failure to comply with all requirements will result in immediate denial of participation from all athletic activities, including receipt of awards, until such time as this obligation is met.

TOBACCO VIOLATION AND VAPE

A student shall not possess or use tobacco or vape device/juice/cartridge in any form. The use or possession of any vape device, snuff or tobacco in any form will not be tolerated.

Students, participating in athletic events, who use or possess tobacco or vape device/juice/cartridge in any form, will be denied participation in the next number of completed contests that equates to a total of 10% of their scheduled regular season contests, which will be calculated to the nearest whole number. If the violation occurs at any school function or on school property, the school rules will also be enforced.

Note: If a student Athlete is out of season and a First violation occurs, the student athlete may choose the option of completing 20 hours of community service, approved by the school principal or his/her designee (Applies to tobacco only).

ATHLETIC REVIEW BOARD –Appeal Process

The Board consists of: Principal and /or Assistant Principal, (High School and/or Middle School) Coach and Athletic Director. The student athlete involved, and the parents will make the appeal and will be invited to be present at the appeal hearing.

DROPPING OR TRANSFERRING SPORTS

An athlete may find it necessary on occasion to drop a sport for a good reason as determined by the athlete and parents. If so, the following procedure must be followed:

1. Talk with your coach about the reasons for dropping the sport
2. Report your situation to the athletic director
3. Check-in all equipment issued to you. This means that you turn it in. Your friend should not turn it in.

4. If a student decides to drop out of a sport after the fourth week of practice officially begins, that student cannot join another athletic team for practice, training, or organized activities until the team they dropped has competed in their last contest that year.

Failure to follow these guidelines in dropping a sport may result in losing your privilege to participate in athletics

CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES

Any student who attempts to participate in too many extracurricular activities will undoubtedly be in a position of conflict of obligations.

When conflicts do arise, the coaches/advisors of those groups will meet to discuss a solution so that the student does not feel overwhelmed or caught in between too many extracurricular activities. If a solution cannot be found the principal shall make the decision based on the following criteria including, but not limited to:

1. The relative importance of each event
2. The importance of each event to the student
3. The relative contribution the student will make
4. How long each event has been scheduled; and
5. Talk with the parents.

If a student does participate in more than one sport then they have to declare which sport is their primary sport and which is their secondary sport. This is only to help the principal and athletic director to make a determination on where a student attends if a conflict takes place along with the above criteria.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

COMPUTER, NETWORK AND INTERNET ACCESS

Guidelines of Destruction of Computer Equipment: A person is guilty of the computer crime of destruction of Computer equipment when that person, without authorization, intentionally or recklessly tampers with, takes, alters, damages or destroys any equipment used in a computer system.

Guidelines for District Network and Internet Access for Educational Purposes. This access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

The West Holmes Local Schools considers the Internet to be a valuable tool for education. All students will have access to the district network. This will connect all computers available for student use to a server located in the district. This district network serves a limited educational purpose (e.g., word processing, data base, educational software and library access). In addition, the district is making Internet access available to students with parental permission.

The student and his/her parent/guardian are to be given a copy of these guidelines and will be required to sign a form agreeing to them. If the form is not signed and returned to the student's school office, the district will not provide the student with independent access to electronic mail or the Internet.

Guidelines for All District Network and Internet Acceptable Use Policies Approved By the District:

District Network:

- A. The use of the district network is a privilege which may be revoked. Appropriate reasons for revoking privileges include, but are not limited to, the altering of the system software and the placing of unauthorized information, computer viruses of harmful programs on or through the computer system in either public or private files or messages. The district reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The district reserves all rights to any materials stored in files which are generally accessible to others and will remove any material which the district, at its sole discretion, believes may be unlawful, obscene, pornographic, sexist, abusive, or, otherwise objectionable. The district provides a proxy server which prohibits students from using district technology to obtain, view, download, or otherwise gain access to such materials.

Internet / e-mail:

- A. All access provided through the Internet is intended for educational use by the district's registered users. Any use of these resources for commercial or for profit or other unauthorized purpose (e. g., advertisements, chat rooms, political lobbying), in any form is expressly forbidden.
- B. Each user is responsible for the appropriate use of his/her access privilege, i.e., account, password. Any problems or misuse, which arise, are the responsibility of the user and may be grounds for loss of access privileges, and other discipline.
- C. Any misuse of the district network and/or Internet access may result in suspension of access privileges and/or other disciplinary action determined by the district. Misuse shall include, but not be limited to:
 - 1. Any illegal activity that violates West Holmes Local School Policy, federal, state, or local law is strictly forbidden.
 - 2. Intentionally seeking information on, obtaining copies of, or modifying files, other user's data, or passwords belonging to other user;
 - 3. Obtaining or creating material that is profane, obscene, indecent, sexually explicit, or otherwise unsuitable of objectionable in the judgment of the district;
 - 4. Developing and/or transmitting inappropriate graphics;
 - 5. Transmitting sexual or ethnic slurs and/or jokes;
 - 6. Misrepresenting other users on the network and/or Internet
 - 7. Disrupting the operation of the network through abuse of the hardware or software;
 - 8. Interfering with others' use of the network and/or Internet;
 - 9. Extensive use for non-curriculum related communication;
 - 10. Illegal installation of copyrighted software, or any other illegal activities;
 - 11. Unauthorized downloading, copying, or use of licensed or copyrighted software;
 - 12. Allowing anyone access other than the account holder;
 - 13. Providing personal information about others (e.g., telephone numbers, passwords, pictures, home addresses, social security numbers);
 - 14. Plagiarizing works found on the network and/or Internet;
 - 15. Using the Internet e-mail for commercial activities, purchasing products, product advertising, personal financial gain or lobbying. The district will not provide e-mail accounts for students. Students having Web-Mail accounts are not permitted to use these accounts on the district's computers unless given specific permission by the teacher in charge.
- D. A special exception may be made for certain material or literature prohibited by this section or guidelines, if the purpose of access is to conduct research and both the student's teacher and parent have approved. If a student mistakenly accesses inappropriate information, the student should immediately inform the teacher or another district employee.

- E. Students are to use the Internet only for educational and career development activities and limited, high quality self-discovery activities. Students are not permitted to download large files unless absolutely necessary. If necessary, students should download the file at a time when the system is not being heavily used.
- F. The district does not guarantee that network and Internet access will meet any specific requirements of the user, or that it will be error free or uninterrupted; it shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- G. The district reserves the right to log Internet use. The district may periodically make determinations whether specific uses of the network and Internet are consistent with the acceptable-use policy.
- H. Should the user transfer a file which infects the network with a virus and causes damage, the user may be liable for any and all repair costs to make the network once again fully operational and may be subject to other disciplinary measures as determined by the district.
- I. Anyone who violates these guidelines, or any provisions of the Code of Student Conduct or other Board of Education policies rules in connection with the use of district network or Internet access, are subject to disciplinary action including, but not limited to, denial of the privilege of district network or Internet access, suspension, or expulsion from school and referral to law enforcement authorities when deemed necessary

Digital Citizenship

Although social media can be useful for many purposes, care must be taken to maintain an atmosphere of respect consistent with the behavior expected of students in school as outlined in federal and/or state law, board policy and school rules. Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the Internet. Students are personally responsible for the content they publish online. Because digital content lives forever, anything you publish will be public for a long time. Use common sense and adhere to digital citizenship when posting content online. Any social media post that interferes with the educational process or creates a disruption within the school environment may result in school discipline, or turned over to law enforcement.

III. CLUBS AND ORGANIZATIONS

ACADEMIC CHALLENGE TEAM

Advisor:	Ms. Lisa Lang
Purpose:	This organization's purpose is to promote academic excellence and competition among schools.
Affiliation:	Ohio Cardinal Conference
Membership Requirements:	Participants will be expected to be at 80% of the scheduled practices and participate in the competitions.
Practices:	One day per week after school. Participants may choose to attend either the 3:00 practice or the 5:30 practice.
Membership Dues:	None
Activities:	The Academic Challenge Team participates in the OCC Academic Challenge Tournament, the Mohican Academic Challenge Tournament, and the Tri-County Tournament. If we perform well enough, we will participate in the Regional Tournament also.

CHAMBER CHOIR

Advisor:	Mrs. Kristen O'Brien
Purpose:	This organization's purpose is to learn to sing with good vocal technique, to perform a varied repertoire of music, to develop sight-reading skills and to develop skills in 4-8 part singing.
Membership Requirements:	Members are selected by the director.
Meetings:	Members meet daily, during assigned class period
Membership Dues:	None
Activities:	Fall Concert; Christmas Concert; Solo & Ensemble Contest; Celebration of the Arts Biannually; Spring Concert & Awards

CONCERT CHOIR

Advisor:	Mrs. Kristen O'Brien
Purpose:	This organization's purpose is to learn to sing with good vocal technique, to perform a varied repertoire of music, to develop sight-reading skills and to develop skills in 3-5 part singing.
Membership Requirements:	Any student is eligible for membership.
Meetings:	Members meet daily, during assigned class period.
Membership Dues:	
Activities:	Fall Concert; Christmas Concert; Solo & Ensemble Contest; Celebration of the Arts Biannually; Spring Concert & Awards.

FAMILY, CAREER, & COMMUNITY LEADERS OF AMERICA (FCCLA)

Advisor:	Mrs. Tes Kinsey
Purpose:	<ol style="list-style-type: none">1) to provide opportunities for personal development and preparation for adult life;2) to strengthen the function of the family as a basic unit of society;3) to encourage democracy through cooperative action in the home and community;4) to encourage individual and group involvement in helping achieve global cooperation and harmony;5) to promote greater understanding between youth and adults;6) to provide opportunities for making decisions and for assuming responsibilities;7) to prepare for the multiple roles of men and women in today's society;8) to promote family and consumer sciences and related occupations.
Affiliation:	5 levels of affiliations-Local, District, Regional, State & National
Membership Requirements:	Any student who has taken or is taking a course in Family & Consumer Sciences is eligible for membership.
Meetings:	During activity period; when necessary; and once every other month after school (day TBA until

4:00.

Membership Dues: \$20 includes local, state & national dues (which can be paid through participation in fall fundraiser)
Past Activities: Community service activities such as providing a meal for teachers during parent/teacher conferences, annual Easter Egg Hunt for children 3-Kindergarten, providing child care or activities during Holmes County "Week of the Child" and other organizations, as well as local group activities such as annual "Spooky Dinner" bowling.

FFA CHAPTER

Advisor: Ms. Jaime Chenevey
Purpose: The organization's purpose is to develop a student's potential for leadership, personal growth, and career success.
Affiliation: (State) – Ohio FFA Association
(National) – National FFA Organization
Membership Requirements: Be enrolled in an agricultural science class.
Meetings: Usually the third Monday night of the month at 7:30 pm.
Membership Dues: 1st year-\$20.00 for FFA Dues & Shop Fee; Other years-\$25.00 for FFA Dues & Shop Fees
Activities: State and National FFA Conventions, Public Speaking and Parliamentary Procedure Contests, Parent-Student Banquet, Fruit Sale, and Skills Contests to include dairy, general livestock, soils, agronomy, meats, poultry, horse, wildlife management and more.

THE CROSSING

Advisors: Mr. Jeremy Westbrook
Purpose: The purpose of The Crossing is to put faith into action through student participation.
Meetings: Every other week before school
Membership Dues: None – All students welcome

FOREIGN LANGUAGE CLUB

Advisor: Mr. Kevin Beachy & Miss Andrea Anderson
Purpose: To provide opportunities for cultural activities in addition to language classes.
Member Requirements: Any student enrolled in a foreign language course.
Meetings: As needed
Membership Dues: \$10
Activities: After school cultural activities and given the opportunity, other potential cultural events.

MARCHING BAND/JAZZ BAND/PERCUSSION ENSEMBLE

Advisor: Mr. Steve Butcher
Purpose: Marching Band performs at all football games. Also plays at Band Festivals, Parades, and Pep Rallies. Jazz Band performs concerts, Jazz Festivals, Assemblies and for Selected Community Functions, etc. Percussion Ensemble performs at concerts and contests. Selected community events may be added.
Member Requirements: Marching Band-Permission of Director-Open to both Concert and Symphonic band members. Majorettes selected through tryout. Jazz Band-Selected through auditions or tryouts. Percussion Ensemble-Permission of Director and experience on necessary instruments.
Meetings: **Marching Band**-meets every day after school until 4:30 **Jazz Band**-meets one day a week after school until 4PM. **Percussion Ensemble**-meets one day a week after school until 4PM.

SYMPHONIC BAND/CONCERT BAND

- Advisor: Mr. Steve Butcher
- Purpose: To provide students with education in the area of Instrumental Music through rehearsal and performance.
- Member Requirements: In general, students have completed the requirements for Middle School Band/Intro. To Band or the equivalent.
- Meetings: The bands meet daily as a regularly scheduled class.
- Activities: The Symphonic Band and Concert Band perform a number of public concerts each year. The members also regularly participate in solo & ensemble contests and occasionally in large group contests as well as in festivals. Members also have opportunities to become involved in various state and area Honors Bands throughout the year.

NATIONAL HONOR SOCIETY

- Advisor: Mrs. Lacey Reynolds
- Purpose: The purpose of this organization is to honor those students who excel in scholarship, leadership, character, and service. Members are held to the high standards of the National Honor Society and are expected to promote and exemplify the four pillars inside and outside the classroom. Character should be noted as "the way one behaves even when no one is looking," emphasizing behaviors outside the classroom environment. All members and future members abide by the National Organization rules and requirements in addition to the rules of West Holmes.
- Affiliation: NHS is part of the National Organization, and is also one of the organizations administered through the National Association of Secondary School Principals.
- Membership Requirements: To earn membership, students need to meet the requirements that follow, in addition to the regulations found in the National Honor Society Handbook. Students must have a 3.6 cumulative GPA, take leadership roles and initiatives (inside and outside the classroom), participate in community service, and showcase high degrees of character and integrity.
- Meetings: As needed
- Membership Dues: \$15 for tshirt
- Activities: The group has some fund-raising activities and otherwise all activities are service oriented; i.e., helping with needs at the school, drug/alcohol programs for younger kids, peer tutoring, etc.

KNIGHTS OF THE ROUND TABLE

- Advisor: Mr. Adam Brately
- Purpose: The primary purpose of this organization is to develop leadership and sportsmanship skills and put these skills into practice with our teams, school, and community. The secondary purpose is to serve as ambassadors to other schools in the OHSAA.
- Membership: One representative from each Varsity sport.
- Selection Process: Applicants must complete an application and essay. Each sport will be allotted two spots. Representatives will be chosen through review of the essay and application by individual sport coach, advisor, athletic director and principal.
- Membership Requirements: Must have earned a varsity letter in previous school year. Students must remain active and participate in KORT activities including but not limited to: outside reading, community service, out of school trips, and weekly meetings.

SCIENCE CLUB

Advisor:	Mr. Jeremy Westbrook
Purpose:	The purpose of this organization is to provide science-based activities not provided in the normal school setting.
Membership Requirements:	None
Meetings:	As needed during activity periods.
Activities:	The group takes various field trips.

SKI AND SNOWBOARD CLUB

Advisor:	Miss Andrea Anderson
Purpose:	This organization offers an introduction to a sport that our students can participate in for the rest of their lives and allows an opportunity to meet a variety of people
Membership Requirements:	None
Meetings:	During activity period as needed.
Membership Dues:	\$35 to ride the bus & fees for a season pass at Snow Trails Ski Resort.
Activities:	Through January and February, members will ski and board at Snow Trails Ski Resort on six Tuesdays (3:30-8:30). The bus leaves from West Holmes High School at 2:45 pm. and returns at 8:45 pm. Beginners are encouraged to take lessons and they must pass a hill safety test. All other members are encouraged to continue taking lessons. No experience is necessary.

STUDENT COUNCIL

Advisor:	Mrs. Alison Gardner
Purpose:	The organization's purpose is to provide a forum for student expression, assist in the management of the school, provide orderly direction of school activities, improve school morale, and promote the general welfare of the school.
Affiliation:	National Association of Student Councils
Membership Requirements:	Student at WHHS; 2.0 GPA/grading period if you are a representative; 2.5 GPA/grading period if you are an officer; follow the Drug/Alcohol/Tobacco policy; attend all meetings unless excused by the advisor. All members must participate in at least 4 student council activities per year to maintain student council membership.
Meetings:	As needed during Activity Period
Membership Dues:	None
Activities:	Homecoming; Share-A-Christmas; Various fundraisers for school/community