

# STUDENT HANDBOOK

## 2025-2026

10901 State Route 39  
Millersburg, Ohio 44654  
Phone 330-674-4761 Fax 330-674-2311

STUDENT HANDBOOK/PLANNER BELONGS TO:

NAME \_\_\_\_\_

PHONE \_\_\_\_\_ LOCKER NUMBER \_\_\_\_\_

GRADE \_\_\_\_\_ HOMEROOM TEACHER \_\_\_\_\_

## BELL SCHEDULES:

### REGULAR SCHEDULE

Homeroom	7:20 – 7:25
Period 1	7:25 – 8:07
Period 2	8:10 – 8:52
Period 3	8:55 – 9:37
Period 4	9:40 – 10:22
Period 5	10:25 – 11:07
Period 6 /Lunch	11:10 – 11:40
Period 7 /Lunch	11:43 – 12:13
Period 8	12:16 – 12:58
Period 9	1:01 – 1:43
Period 10	1:46 – 2:30
Dismissal	2:30

Activity Period: 11:30 – 11:50

### 2 HOUR DELAY

Homeroom	9:20 – 9:25
Period 1	9:25 – 9:55
Period 2	9:58 – 10:24
Period 3	10:27 – 10:53
Period 4	10:56 – 11:22
Period 6 / Lunch	11:25 – 11:55
Period 7 / Lunch	12:58 – 12:28
Period 5	12:31 – 12:58
Period 8	1:01 – 1:28
Period 9	1:31 – 1:58
Period 10	2:01 – 2:30
Dismissal	2:30

Activity Period 11:45 – 12:05

### EARLY DISMISSAL

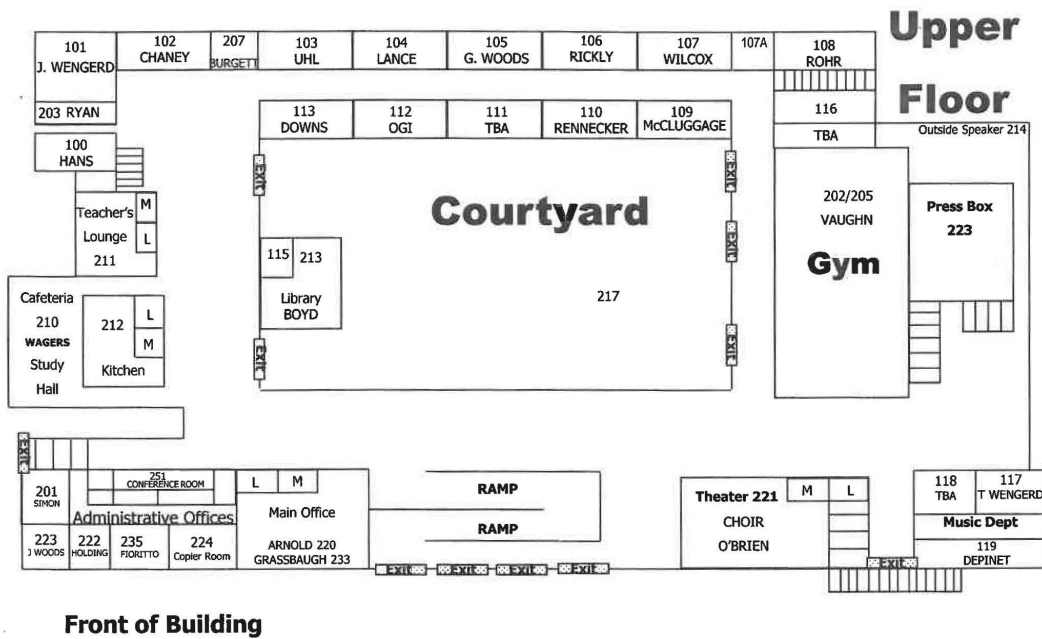
Homeroom	7:20 – 7:25
Period 1	7:25 – 7:55
Period 2	7:58 – 8:24
Period 3	8:27 – 8:53
Period 4	8:56 – 9:22
Period 5	9:25 – 9:52
Period 8	9:55 – 10:22
Period 9	10:25 – 10:52
Period 10	10:55 – 11:22
Period 6/ Lunch	11:25 – 11:55
Period 7/ Lunch	11:58 – 12:30
Dismissal	12:30

Activity Period 11:45 – 12:05

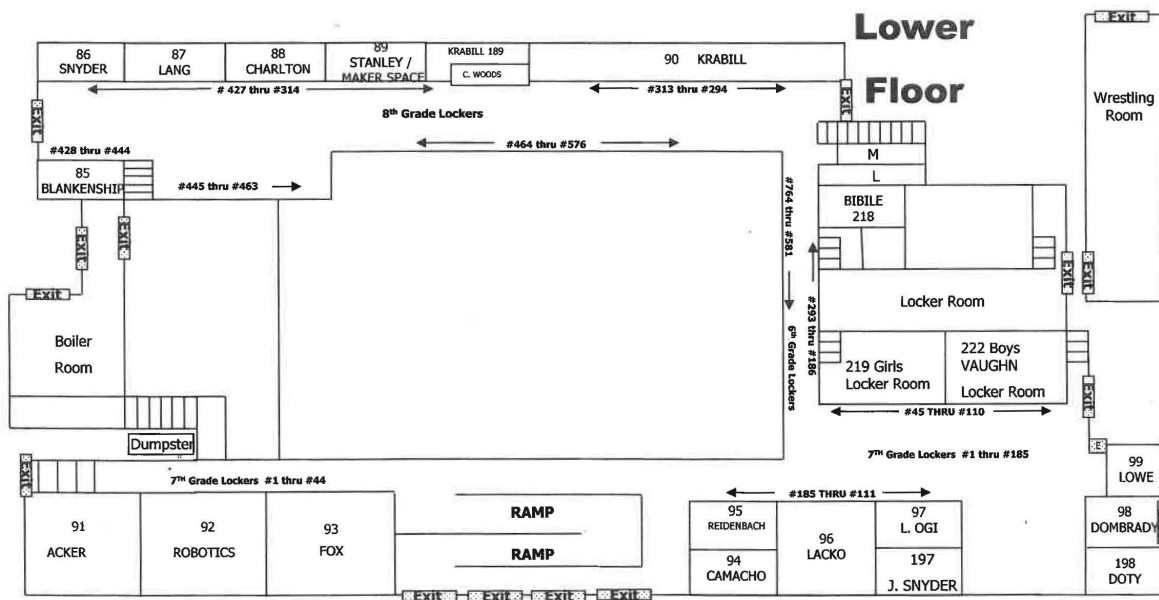
ONLINE RESOURCES FOR STUDENTS AND PARENTS CAN BE FOUND AT: [WWW.Westholmes.org](http://WWW.Westholmes.org)

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## WEST HOLMES MIDDLE SCHOOL 2024 - 2025



5/24/2024

## Teacher and Office Staff Emails:

PLEASE TEAR OUT THIS PAGE AND KEEP FOR REFERENCE

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## **Additional WHMS Staff:**

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ARLENE WALTMAN	CLASSROOM AIDE
GEOFF WAGERS	STUDY HALL
	INCLUSION AIDE
JESSICA VAUGHN	ED CLASSROOM AIDE
CHERRI TYSON	HEAD COOK
MEGAN STOCKER	COOK
LEAH RAMSEYER	COOK
SHERRI MAYNARD	COOK
MARNITA MAST	COOK
MADISON CHANAY	COOK
GARTH ROACH	FIRST SHIFT CUSTODIAN
PATTY BOWERS	SECOND SHIFT CUSTODIAN
ANDREA BARTRUM	SECOND SHIFT CUSTODIAN
TERRY WILLIAMS	THIRD SHIFT CUSTODIAN
DONNA GREENOUGH	THIRD SHIFT CUSTODIAN
ADAM BRATELY	ATHLETIC DIRECTOR (WEST HOLMES DISTRICT)

## **WEST HOLMES MIDDLE SCHOOL**

### **SCHOOL COLORS:**

Red, White and Blue

### **SCHOOL MASCOT:**

Knight

### **SCHOOL MOTTO:**

Unita Fortior (Stronger because United)

### **SCHOOL SONGS:**

#### **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 er'e faithful be,  
Hail to West Holmes High.*

#### **FIGHT SONG - Red, White and Blue**

*Cheer for West Holmes Knights and you'll win again and again...*

*The Red, White and Blue are charging again, on to 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 till the end...*

*Cheer for West Holmes Knights and you'll win again and again...*

# WEST HOLMES LOCAL SCHOOLS

## 2025-2026 SCHOOL CALENDAR

GRADE PERIOD ENDS		DIST. OF GRADE CARDS
October 16	41 days	October 24
January 9	46 days	January 16
March 20	47 days	March 27
May 27	41 days	May 29 Mailed
175 days + 2 workday, 4 in-service & 2 conference		

\*\*\*\*\*

**MAKE-UP DAYS WILL BE ON LINE**

<b>Aug. 15</b>	New Teacher Orientation / Work Day
<b>Aug. 18</b>	Staff In-Service / Open House
<b>Aug. 19</b>	Teacher Work Day
<b>Aug. 20</b>	1 <sup>st</sup> Day for Students
<b>Sept. 1</b>	Labor Day (No School)
<b>Oct. 13</b>	Parent-Teacher Conferences 6-12
<b>Oct. 14</b>	Parent-Teacher Conferences K-5
<b>Oct. 15</b>	Parent-Teacher Conferences 6-12
<b>Oct. 16</b>	Parent-Teacher Conferences K-5
<b>Oct. 17</b>	Staff In-Service Day (No School)
<b>Nov. 26-28</b>	Thanksgiving Vacation (No School)
<b>Dec. 1</b>	Conference Comp Day (K-12 No School)
<b>Dec. 22-Jan. 2</b>	Christmas Vacation (No School)
<b>Jan. 5</b>	First Day of School in 2025
<b>Jan. 19</b>	Martin Luther King Day - (No School)
<b>Feb. 9</b>	Parent-Teacher Conferences K-5
<b>Feb. 10</b>	Parent-Teacher Conferences 6-12
<b>Feb. 11</b>	Parent-Teacher Conferences K-5
<b>Feb. 12</b>	Parent-Teacher Conferences 6-12
<b>Feb. 13</b>	Staff In-Service Day
<b>Feb. 16</b>	President's Day (No School) Staff In
<b>Mar. 30-Apr. 3</b>	Spring break (No School)
<b>April 6</b>	Conference Comp. Day (No School)
<b>May 8</b>	Staff In-Service Day (No School for students)
<b>May 25</b>	Memorial Day (No School)
<b>May 28</b>	Last day for Students / Graduation (7:00 pm)
<b>May 29</b>	Teacher Work Day

### **Distribution of Mid Term Reports:**

Sep 19	Nov. 14
Feb 12	April 24

### **End of 9 Weeks Grade Card Home**

Oct. 24	Jan. 16
Mar. 27	May 29

### **STAFF INSERVICE DAYS**

(No School for Students)

August 18

October 17

February 13

May 8

## ACADEMICS

The school year is divided into two semesters with each semester consisting of two nine-week grading periods. Students receive grades at the end of each nine-week period. Semester grades are computed by combining the grades for both nine-weeks. Grades and point averages will be computed based upon the courses a student is enrolled in.

### GRADING SCALE:

Letter grades in each course for students in grades 6, 7, 8 are graded according to the following percentage scale:

$$90 - 100 = A, \quad 80 - 89 = B, \quad 70 - 79 = C, \quad 60 - 69 = D, \quad 0 - 59 = F$$

Grades are earned by students and are a means of communication between teachers, students and parents. Grades reflect the quality and type of work done by students. Online access to Progress Book is available to parents by logging into the system. Passwords are mailed out to parents at the start of a student's sixth grade year. Once access is given, it is available throughout a student's career as West Holmes Middle and High School students.

### ACADEMIC LOAD:

All students are required to take their core courses – Language Arts, Math, Science, and Social Studies. All students will also be required to take Art, Health, Physical Education, and Project Lead the Way, which meet for one quarter per school year. 7<sup>th</sup> & 8<sup>th</sup> grade students may take 2 semester electives or 1 full year elective. Electives offered are Band, Choir, Sports & Wellness, Public Speaking, Woodshop, Adv. Robotics, Current Events and Maker Space.

### ALGEBRA:

Algebra is offered for high school credit to Middle School students that qualify. The High School credit earned for this course is the start of a student's cumulative GPA at the high school and starts the student's overall class ranking.

### ACCELERATED MATH REQUIREMENTS

In order for a student to qualify or continue in the accelerated math track, he or she must meet the following requirements.

1. Previous year's final math grade must be a A- or higher
2. Previous year's Ohio State Test math score must be in the advanced or accelerated range.
3. Student must be in the top 10% of class.

In order for any 7<sup>th</sup> or 8<sup>th</sup> grade student to continue in the accelerated math track, they must continue to meet the following requirements:

1. Previous year's final math grade must be a B or higher.
2. Previous year's Ohio State Test math score must be in the advanced or accelerated range.
3. Teacher recommendation.

### 7th GRADE ACCELERATED SCIENCE

In this course, 7th grade students will complete the 8th grade science curriculum. This course is considered a prerequisite for CP Physical Science 9, to be taken in the eighth grade. Students must meet all of the following requirements in order to receive an invitation to enroll in this course:

1. Earn a score in the top 20% on a placement test, to be given in spring of their 6th grade year.
2. Earn no lower than a B in any quarter of their 6th grade science course.
3. Display Knight PRIDE in both behavior and attendance throughout their 6th grade year, as evidenced by attendance records, behavior/detention records, and science teacher recommendations.

### CP PHYSICAL SCIENCE 9 (8th grade accelerated science)

In this course, 8th grade students will complete the 9th grade science curriculum for high school credit. Students must meet all of the following requirements in order to receive an invitation to enroll in this course:

1. Earn no lower than a B average for the year in 7th grade accelerated science.
2. Display Knight PRIDE in both behavior and attendance throughout their 7th grade year, as evidenced by attendance records, behavior/detention records, and science teacher recommendations.

*\*It is important to note that this course will be on a student's high school transcript, and will therefore be factored into his/her high school GPA.*

### **DROPPING A COURSE:**

With written permission from a parent/guardian a student may drop a class within the first two weeks of the school year. Drops after the two-week period will be addressed at the conclusion of the quarter at which time a determination will be made with parent, teacher and administration. A note must also accompany this from a parent/guardian. Students must maintain the required academic load. Students may be removed from an elective for poor behavior or safety concerns with the grade they have at time of removal.

### **HONOR ROLL and MERIT ROLL:**

At the end of each nine-week grading period, recognition is given to those students who achieve academically. In order to be awarded Honor Roll status, a student must achieve a grade point average of 3.5 or better; Merit Roll status is awarded to those students who achieve an average of 3.00 to 3.499.

Grade point averages are based on a four-point scale, with points assigned as follows:

A = 4    B = 3    C = 2    D = 1    F = 0

+’s and -’s may appear on the student report card as a more detailed explanation of a student’s grade. These marks do not, however, impact the value of the letter grade; for example, a B, B-, or B+ all carries a point value of 3.00.

### **REPORT CARDS:**

Students receive report cards approximately one week after the end of each nine-week grading period. The last report card of the year is mailed to parents. Report cards include letter grades and comments for each course, absence records, tardy records, and grade point averages. Questions on individual grades should be directed to the teacher involved.

### **REPORT CARD DISTRIBUTION DATES:**

1st Quarter .....October 24, 2025  
3rd Quarter.....March 16, 2026

2nd Quarter.....January 16, 2026  
4th Quarter.....May 29, 2026 Mailed

### **INTERIM PROGRESS REPORTS:**

Parents are notified through Final Forms on the fourth week of availability of Interim Progress Reports (IPR’s) Parents are encouraged to contact the teachers or counselor of students who are not doing well academically and plan to attend the Parent/Teacher conferences schedule throughout the school year.

### **INTERIM PROGRESS REPORT DISTRIBUTION DATES:**

1st Quarter ..... September 19, 2025  
3rd Quarter..... February 12, 2026

2nd Quarter.....November 14, 2025  
4th Quarter.....April 24, 2026

### **PARENT/TEACHER CONFERENCES:**

Communication between the home and school is viewed as extremely important. Parent-Teacher conferences are held formally on **October 13 & 15, 2025 and February 10 & 12, 2026** during the first and third nine weeks of the school year. Other conference times can be scheduled throughout the year by teacher or parent request.

### **STATE ACHIEVEMENT TESTING:**

The State test will be administered sometime during the year for all students in grade 6, 7 and 8. District testing will include Math, Reading and Science for the 2025 - 2026 school year. The State Department determines which tests are taken and the scores necessary to pass. **Students in grades 6, 7 and 8 will take the Reading and Mathematics Assessments. Students in grade 8 will take the Science Assessment in addition to the Reading and Math Assessments.**

### **FEES AND MATERIALS:**

All textbooks are furnished free of charge. These books belong to the West Holmes Board of Education. They are not to be marked (except for your name), torn, or mistreated in any way. If a book is damaged or lost, it is the responsibility of the student to whom the book was issued to make financial payment to cover the replacement, or the repairs. Most textbooks cost at least \$75.00.

Student fees for the 2025-26 school year will be paid at the time of schedule pick-up. Fees for lab classes (if applicable) are associated with the specific classes students will be enrolled in next fall and specific materials used in those classes. **Students will not be issued grade cards until all fees are paid. This includes but is not limited to lost or damaged books, athletic equipment or chrome books.**



## **ATTENDANCE**

### **STUDENT ATTENDANCE POLICY:**

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. informing us why a child is not in school. 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. Students first and last name.
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 class room 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. If the student will be missing multiple days, homework is posted in the student google classroom.

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.
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.

### **EXCUSE VERIFICATION STATUS:**

Students who are absent for 65 hours during the school year or 38 hours during a month excused or unexcused, may 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 65 hours or 38 during a month, 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.

### **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. **Following Ohio Revised Code, excessive unexcused absences will lead to charges being filed with the Holmes County Juvenile court.**

### **TRUANCY**

A student who is absent without the consent of his/her parents or guardians 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. Is absent without prior permission from parents or guardians.
3. Becomes ill and stays in the restroom or leaves the building without reporting to the office.
4. Comes to school but does not report to his/her assigned location.

### **HABITUAL TRUANCY POLICY:**

House bill 410 changes absenteeism to hours not days. West Holmes will continue to implement any changes made by the state. State guidelines for truancy are listed below:

- \*30 or more consecutive hours.
- \*42 or more hours in one school month
- \*72 or more hours in a school 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.

### **SCHOOL CALAMITY DAYS**

If it is necessary to cancel school because of emergency conditions, this official announcement will be made by Call One Now, WWST Wooster (960 AM – 104.5 FM), WKLM Millersburg (95.3 FM), Coshocton WTNS (1560 AM - 99.3 FM), Ashland WNCO (101.3 FM - 1340 AM), and K Country (107.7 FM.) Make sure to sign up for test alerts from your school.

### **TARDY TO SCHOOL**

Students need to report to school on time. Announcements will start at 7:20 and will be followed by the tardy bell at 7:25. If a student does not arrive to class before the 7:20 bell they will be considered tardy. Students who accumulate numerous tardies will be called to office to discuss reasons and resolutions for tardiness with a call home to follow.

### **MAKE-UP WORK:**

When a student returns from an absence, it is his/her responsibility to make arrangements for completing make-up work. Generally, students will be allowed one day make-up time for each day absent, but exceptions may be made with the approval of the teacher. If a student will be absent for a prolonged period of time (two or more days), assignments are posted on google classroom. **Teachers update this daily.** Textbooks and other materials will not be sent home with other students unless the student is an immediate member of the family. If homework is requested, work should be completed upon your child's return to school.

### **FRACTIONAL SPLIT:**

A student must be in attendance 5 periods of the day to be counted as a half day. All athletes must be present a half day to participate in an athletic contest and extra-curricular activities unless permission is granted by the Principal.

### **PLANNED ABSENCE:**

Absence for a family trip or vacation, extracurricular activities, non-school sponsored activities, college visitations, etc., is to be considered a planned absence. **An *Application for Extended Absence* (Available in office) is to be completed and**

**submitted to the Assistant Principals' Office 2 weeks prior to the scheduled absence from school.** Care should be given when planning a vacation during the school year because a student's grades may be adversely affected. The following criterion applies to all requests for planned absences:

1. Planned absences are not to be requested during those days established for Standardized Testing.
2. It will be the student's responsibility to make arrangements for makeup work and/or tests missed upon return to school. No more than one day's makeup time shall be permitted for each day of absence. Teachers will not be expected to tutor individual pupils.
3. All work and/or tests are expected to be made up in the prescribed period of time. Failure to do so will result in zero (0) credit to be computed in the pupil's current grading period average.
4. Absence in excess of ten consecutive school days may require individual tutoring at the parents' expense.
5. If work is collected and sent home at parent request, work will be expected to be completed upon student's arrival back to school.

#### **MEDICAL APPOINTMENTS:**

Appointments for medical and dental visits during the school day must follow the established procedure:

1. A parent must call or send a note to the office prior to, or the morning of, an appointment. A parent is to sign out in the office when he/she leaves the building.
2. When the student returns to school, the student must report to the office to notify the secretary of the return and sign in on the Attendance Log.
3. Emergency appointments will require a parent call prior to the student leaving; the office, upon return to school may request verification from the doctor's office.
4. Failure to follow the procedure will result in the absence from school being marked as unexcused.
5. When students leave and then return the amount of time will be calculated and records made.

#### **TARDINESS TO CLASS:**

A student is tardy to class if he/she is not in the classroom when the tardy bell rings. If a student enters a class late, the teacher will mark the student tardy.

**For every 3 tardies to class the teacher will issue 1 lunch behavior detention.**

All teachers will provide passes if a student is held over from class. Students will not receive a pass from the office for tardiness between classes unless the students were on official office business. Tardy marks will reset to zero at the end of the nine weeks.

### **EXTRACURRICULAR PROGRAMS**

Participation in extracurricular programs is an important aspect of a student's total education. Student government, clubs, performing groups, service organizations, office helpers, athletics and other types of competition groups give students an opportunity to succeed in areas where they have special interest or talent. We are proud of the many activities offered to our students and encourage their participation. The following are representative of the extracurricular activities and clubs offered to members of the student body.

#### **\*ACADEMIC CLUBS:**

Power of the Pen	Art Club	Archery Club	Knights Council
Robotics Club	Ski Club	Academic Challenge	

**\* Can vary based on staffing and student interest from year to year.**

## **ATHLETICS:**

As members of the Ohio Cardinal Conference, the Knights compete in a number of sports at the middle school level. Listed below is the team sports sponsored by the school. In addition, some students have competed as individuals in other sports recognized by the Ohio High School Athletic Association. Questions should be directed to the Athletic Office at 330-674-6085.

### **BOYS**

Football	Cross Country
Golf	Wrestling
Basketball	Track / Soccer

### **GIRLS**

Volleyball	Cross Country
Golf	Cheerleading
Basketball	Track / Soccer

## **INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY:**

Eligibility requirements for participating in athletic programs must conform to the policies, rules/regulations, and limitations outlined by the Ohio High School Athletic Association. To be eligible, a student-athlete must be currently enrolled in West Holmes Middle School and have received passing grades in a minimum of five of all subjects in which enrolled the immediately preceding grading period. The eligibility of a student will continue until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Eligibility or ineligibility for the first grading period is determined by the previous year's fourth quarter grades. However, all beginning 7<sup>th</sup> graders are eligible for the 1<sup>st</sup> quarter of the school year. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year. Students who participate in interscholastic athletics and extracurricular activities are also subject to the rules of the West Holmes Middle School Drug, Alcohol, and Tobacco Policy. The policy is discussed with all participants at the beginning of their season and/or activity. Parents of student-athletes will also discuss the policy at their initial meeting with the schools administration.

This policy is contained in the West Holmes Athletic Handbook. Copies are available in the athletic office or from extracurricular advisors. **Attendance in class (not the clinic) is required for five periods of the day.** (Exceptions to this rule may include field trips, or unforeseen circumstances such as funerals or family emergencies pending approval by a building administrator.)

## **ATHLETIC SPECTATOR CODE OF CONDUCT:**

1. I will cheer for my team, not against my opponents.
2. As a spectator I am here as a guest of the school and will conduct myself with respectful enthusiasm.
3. I will respect the decisions of game officials (who have a difficult job) even when I do not agree with them.
4. I will not criticize or demean coaches or players.

I will respect the welfare of the players, other spectators and the facility. I will realize that any action that threatens this welfare (throwing objects, physical or verbal attacks and game disruptions) will be cause for ejection from the premises. I also realize that I may be denied the privilege of attending future games.

## **PROCEDURES & CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS**

### **VALIDATION OF VIOLATION & DUE PROCESS PROCEDURES**

Procedures to be followed if a participant is considered in violation of any code of conduct policy:

*A coach/advisor shall not take any disciplinary action against any participant involving the possible violation of code of conduct rules until the participant has been provided the following due process procedures:*

A participant is considered to be in violation of the Code of Conduct if the violation is observed by a school employee, coach/advisor, school activity chaperone, member of any law enforcement agency, or the parents of the participant or through statement of admission by the student.

1. Alleged infractions reported by community members to a building administrator will be evaluated to determine if the established investigative procedures will be implemented.
2. Every attempt will be made to investigate the potential violation before or after school hours or during the student's study hall period. However, due to the student or school personnel schedules, the investigation could occur during school time.

3. The building principal or his/her designee will lead the proceeding for investigating possible violations and enforcing the consequences.
4. 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 will contact the parent and student or a person designated by the principal to explain the offense and its consequences.
5. When the alleged infraction of the code of conduct becomes known, a conference will then be held with the participant. If found to be in violation of the code of conduct, he/she shall be given written notice of denied participation and the reasons for such action by a building administrator.
6. 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. Refer to review board and appeals process later in this manual for more information.

## **CONSEQUENCES OF THE USE OF TOBACCO, DRUGS, ALCOHOL AND VAPE DEVICES**

The West Holmes Local School District recognized 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 8<sup>th</sup> grade the student's records will be expunged and the student will start high school with a clean slate.

The following expectations and consequences are established for extracurricular participants and are in effect during their enrollment at West Holmes Middle School and/or West Holmes High School.

*Expectation:* *Students who participate in extracurricular activities are expected not to use or possess tobacco, drugs or alcohol at any time during their middle school or high school career.*

### **CONSEQUENCES FOR DRUGS**

#### ***SALE and/or DISTRIBUTION DRUGS***

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

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

#### **First Offense Violation**

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 the 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 Violation

If the principal determines a 2<sup>nd</sup> 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.

## **CONSEQUENCES FOR ALCOHOL**

### First Offense Violation

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. 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 the 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 Violation

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 Violation

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.

### **CONSEQUENCES FOR TOBACCO**

A student shall not possess or use tobacco in any form. The use or possession of snuff or tobacco in any form will not be tolerated.

Students, participating in athletic events, who use or possess tobacco 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.

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 violation only)

### **\*ATHLETIC REVIEW BOARD-APPEALS PROCESS**

The Board consists of: High School and Middle School Principal and/or Assistant Principal, High School and/or Middle School Coach and Athletic Director.

The student athlete involved and Parents will make the appeal and will be invited to be present at the appeal hearing. Due Process Procedures are to be followed if a participant is considered in violation of any Code of Conduct policy.

### First Violation

The student has the right to appeal a decision of the athletic director to the building principal.

### All Subsequent Violations

The student has the right to appeal a decision of the athletic director to the building principal.

If the above stated appeal to the building principal is denied and an initial six-month period following the second/third violation with no participation in extracurricular activities, the student can submit a petition to the principal in writing, requesting to present an appeal in front of the Code of Conduct Review Board. The student will have the opportunity to furnish any evidence to the review board that would show: completion of assessment recommendations, successful drug/alcohol rehabilitation and/or counseling, attendance and input of student support group meetings. Application for reinstatement of the privilege of participating in extracurricular activities shall be reviewed by the Code of Conduct Review Board, taking into consideration the student's age, maturity and history of appropriate behavior since any violation of the Code of Conduct. The Code of Conduct Review Board will respond to the student's petition within ten days of the building principal's receipt of the written petition.

A recommendation of approval or disapproval of the petition for reinstatement shall be made by the Review Board. The principal shall inform the student and his/her parents/legal guardian in writing within 72 hours of the review board's decision.

### Points of Information

1. Scheduled public performances would mean the announced or printed schedule (i.e. 10 football games, 8 Mock Trial competitions....).
2. Athletic scrimmages would not be considered part of the scheduled public performances. Participation in scrimmages would not be permitted during the suspension and would not count as one of the scheduled games/performance.
3. In the case of a cancellation of a scheduled public performance the violation would carry over to the next date of activity (i.e. weather conditions cancel an event that consequence was to be imposed).
4. If a violation occurs during a season and the consequence does not permit fulfillment of responsibility (i.e., one performance left on schedule with the consequence being two performances), then remaining consequence(s) will transfer to the next season/activity.
5. The participant who has violated the code for a first or second violation of the use of tobacco, drugs, or alcohol is eligible for a number or letter award as long as all specific requirements have been met. No other West Holmes Schools award or individual recognition will be given.
6. Students are permitted to try out for activity participation provided they are eligible for 50% or more of the season games/performance.
7. There will be no public recognition of a student currently under suspension.

### **WEST HOLMES MIDDLE SCHOOL STUDENT CODE OF 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.

#### **LUNCH TIME DETENTION**

- Detention will be held during the student's lunch period. Students will have the chance to eat during this time.
- Students are to report to their designated detention room at the beginning of the detention period.
- Students must bring books and materials to the detention room.
- Students who fail to show up for detention on time may be assigned an additional day **of detention**.
- If the student is absent on the day they are to serve the detention they must serve it on their first day back.

#### **Consequence Ladder for Lunch Time Detention**

3<sup>rd</sup> behavior detention: A letter will be sent home to indicate a third detention has been served.

6<sup>th</sup> behavior detention: Students will serve an after-school detention (2:30-3:30).

9<sup>th</sup> behavior detention: Students will serve one day of ALE.

12<sup>th</sup> behavior detention: Student will serve a Friday school (2:30-5:30)

15<sup>th</sup> behavior detention: Student will serve two days of ALE.

16<sup>th</sup> or more behaviors detentions may result in the following:

- Additional Friday schools (2:30-5:30)
- Students may serve the detention through the office and additional consequences may be assessed. For the remainder of the semester all subsequent detentions may be reported to, and served through, the principal or assistant principal and additional consequences may be assessed, which could include behavior modification programs, or other programs developed by staff and administration to remedy academic or behavior problems.
- The student will not be allowed to participate in the next school dance or possible trip.
- Possible change of placement to Digital Academy.



## **AFTER SCHOOL DETENTION OR FRIDAY SCHOOL:**

- **After school detentions will be held from 2:30-3:30 in the middle school office.**
- **Friday school will be held from 2:30-5:30 in the middle school office.**
- **Students are to bring their own schoolwork, and should have enough work and materials to be productive for the entire detention period.**
- **All school rules will apply to students serving an after-school detention or Friday school.**

## **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. The ALE program provides 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. ALE is served at the West Holmes High School. Students assigned one or multiple days of ALE will report to the Middle School office with his/her books and materials by 7:20. The student will be given his/ her assignments for the day and then will report to the ALE room at the high school. At the end of the school day, after being dismissed by the ALE instructor, the student must report directly back to the Middle School office and turn all assignments in to the secretary. Upon the end of the day bell the student will be dismissed from the office to the bus. Any student that has been placed in ALE will not be allowed to participate in the next special in-school activity (i.e. pep assemblies, winter extravaganza, dance, etc.).

## **SUSPENSION**

Pursuant to Section 3313.66 of the Ohio Revised Code, the Superintendent, Principal or Assistant Principal may suspend a pupil from school for not more than ten (10) school days. If, at the time a suspension is imposed, there are fewer than ten (10) school days remaining in the school year, in which the incident which gives rise to the suspension takes place, the Superintendent or his/her designee may apply any remaining part or all of the period of the suspension to the following year. Suspension may be imposed for violations of the rules and regulations appearing in the Code of Conduct and Board of Education policies on student behavior. Any student that has been suspended out of school will not be allowed to participate in the next special in-school activity (i.e. pep assemblies, winter extravaganza, dance, etc.).

## **EXPULSION**

Pursuant to Section 3313.66 of the Ohio Revised Code, the Superintendent may expel a pupil from school attendance for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the instant it gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent or his/her designee may apply any remaining part or all of the period of the expulsion to the following year. Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) may subject the offender to expulsion for up to one year. Additionally, violations of the weapons in school policy may result in expulsion of up to one (1) year.

## **KNIGHT PRIDE PROGRAM**

Our school goal is to promote a positive/pleasant school environment for all students to learn and excel with their education. The word “PRIDE” will stand for: P-prepared, R-respect, I-integrity, D-dedication, E-effort. The students are presented with instructional materials, instruction, slide shows, videos, etc. during Knight pride period throughout the school year by their first period teacher. Students have the opportunity to earn Knight Bucks for displaying these behaviors/traits. The Knight Bucks allow them to be chosen for “Knight Pride Student of the Week” and receive a prize. Also, the Bucks are put together for prize drawings at the end of each nine weeks as well as through out the 9 weeks.

All students will be given the opportunity to earn a celebration at the end of each semester. These celebrations take place during the school day.

There are a few circumstances that can take place that will remove a student from the Knight Pride Celebration: 3 or more behavior detentions, in-school (ALE) or out of school suspension and bus suspensions during the nine weeks and or a failing grade (F) at the time of the celebration.

## **MISCONDUCT FOR WHICH ACTIONS MAY BE IMPOSED:**

### **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 by a physicians. Prescription medications must have a doctor's slip and must all be turned in to main 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, and 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 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:**

A student shall not possess tobacco products/paraphernalia or use tobacco of any form on school property or at school sponsored activities. **(This includes any kind of vape pen or Juul device)**

#### **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, 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 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.” Also includes recording illegal activity on personal or school devices.

## **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. Improper Use of Electronic Devices (School or Personal devices):**

A student shall not disrupt or disturb another student’s right to a safe learning environment. This includes any type of harassment that may occur outside of school and is brought into school. Examples: harassment, cyber bullying, sexting

## **27. Other Similar Types of Conduct:**

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

## **BULLYING POLICY**

This subject will be addressed with a hand out at the beginning of school. Each student will be given a copy to bring home and show parents.

## **CLASS TRIP RESTRICTIONS:**

We at West Holmes Middle School believe that class trip opportunities provide enriching learning experiences and wish to include all students in order to enhance their education and experience. We also believe that students should demonstrate responsibility for their behavior and demonstrate their ability to conduct themselves appropriately on a class trip. Therefore, if a student earns the following disciplines within the year of their class trip, they will not be permitted to attend the class trip.

- **Students that accumulate two (2) separate out of school suspensions (not total of days, but incidents)**
- OR**
- **Students that accumulate four (4) separate Alternative Learning Environment (ALE) and/or Friday school placements (not total of days, but incidents)**
- OR**
- **Students that accumulate a combination of one (1) out-of-school suspension (incident) and two (2) separate Alternative Learning Environment (ALE) and/or Friday School placements.**

### **DRESS CODE/STUDENT ATTIRE:**

Student dress and grooming should be such that it does not detract from the educational process or have a detrimental effect on the governance and discipline of the school; therefore, students are expected to meet reasonable standards in their dress and grooming.

The following are considered inappropriate:

- Wearing hats, sunglasses, bandanas, hoods, or other headwear that interferes with a student's ability to be identified in person or on camera.
- Transparent clothing
- Sagging pants and/or below the hip bone, low cut pants
- Clothing that displays reference to tobacco products, alcoholic beverages, drugs or other illegal items
- Clothing or makeup that draws undue attention.
- Clothing that depicts violence or is associated with gang activity
- Clothing that is lewd, contains sexual innuendo or suggestive phrases or photos
- Wallet chains; heavy or oversized jewelry worn around the neck, wrist, or waist
- Holes in pants that are revealing of private areas.
- Tank tops must be 3-finger width and no midriff shirts.
- Any other attire deemed inappropriate by the administration

Specifications on permissible attire:

- Skirts, culottes (skorts), and dresses that are inappropriately revealing.
- All outerwear must cover underwear. Shorts will be permitted when they are in compliance with the dress code criteria. **(This includes covering yoga and spandex leggings)**
- Outdoor apparel (coats, vests and jackets) must be placed in the student's locker for the duration of the day. Students who consider the building to be cold should wear sweaters, sweatshirts or an over shirt.

We understand that students might change clothes from what parents witnessed before school. Students who violate the dress code will be referred to the office. Attempts to secure appropriate clothing from home or borrow from the office will be made.

### **FINES FOR MISUSE OF SCHOOL PROPERTY:**

In accordance with Section 3313.642, Revised Code of the State of Ohio, the following policy is in effect:

- A. Students and their parents are liable for payment of loss, damage, or destruction of school apparatus, equipment, music instruments, lockers, library materials, textbooks and school buildings. **(This includes chrome books)**
- B. A fine will be assessed against any pupil to cover the cost of replacement or repair for such loss or damage.
- C. Any student who is responsible for the loss or destruction of a textbook will be requested to reimburse the school at the current replacement cost of that textbook. If the textbook has been in use in our district for over five years, the student will be asked to reimburse the district at 50% of the replacement cost.
- D. The principal may withhold schedules, grades and credits until the fine is paid.

### **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 but not limited to: the age, history and school record of the student, 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. The district and/or law enforcement officials are authorized by the Board to use dogs trained in detecting the presence of drugs or weapons to patrol school facilities, premises, and parking lots. Such patrols may be random in nature. Any time a dog alerts to a particular vehicle, locker or other container, it will be considered to create reasonable suspicion to search

the vehicle, locker or other container in accordance with established procedures. Dogs will not be used to search human beings. Two adults will conduct search.

#### **SUSPENSION PROCEDURE:**

The Superintendent, Principal and Assistant Principal are the only District employees who have the authority to suspend a student. The suspension procedure is as follows:

The Superintendent, Principal or Assistant Principal must give the pupil a written notice of the intention to suspend and the reasons for the intended suspension. When the intended suspension is for the following reasons the notice will also indicate the student may also be subject to permanent exclusion from school if the code of conduct violation is one of the following:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
2. Acts in violation of Ohio Revised Code Sections 2903.01, 2903.02, 2903.04, 2903.11, 2903.12, 2907.02, 2907.05, or the former Ohio Revised Code Section 2907.12.

The student will be given an opportunity to appear at an informal hearing before the Principal, Dean of Students, and/or Assistant Principal, and challenge the reason(s) for the intended suspension or to otherwise explain his/her actions.

The Principal, Dean of Students or Assistant Principal shall within one (1) school day after the time of a pupil's suspension, mail written notification to the parent, guardian, or custodian of the pupil, and the Treasurer of the Board of Education, of such suspension.

The written notice of the suspension must include: the reasons for the suspension; the inclusive dates of the suspension; a statement that the pupil, parent, guardian, or custodian has the right to appeal in writing to the Board of Education or its designee.

The pupil, parent or guardian shall have five (5) school days to appeal the suspension. The appeal must be made in writing and submitted to the Board of Education or its designee.

The appeal hearing of a suspension before the Board of Education or its designee shall be held within five (5) school days after the appeal is made.

#### **EXPULSION PROCEDURE:**

The Superintendent shall give the pupil and his parent, guardian, or custodian, written notice of the intention to expel the pupil and the reasons for the intended expulsion. The Superintendent shall institute expulsion proceedings with respect to any student who has committed an act warranting expulsion even if the student has withdrawn from school after the incident, but before the expulsion is imposed, and, if warranted after a hearing, shall impose the expulsion as if the student had not withdrawn.

The notice to the pupil and his parent, guardian, custodian, or representative, shall include notice of the opportunity to appear in person before the Superintendent or his/her designee at an informal hearing to challenge the reasons for the intended expulsion, or to otherwise explain the pupil's actions.

The notice must also state the time and place to appear to challenge the possible expulsion. The informal hearing must not be scheduled less than three (3) school days or later than five (5) school days after the notice is given, unless the Superintendent grants an extension of time at the request of the pupil, or his parent, guardian, custodian, or representative. If an extension is granted after giving the original notice, the Superintendent or designee shall notify the pupil, and his parent, guardian, custodian, or representative, of the new time and place to appear.

#### **EMERGENCY REMOVALS OF STUDENTS:**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the Superintendent, Principal, Dean of Students or Assistant Principal may remove the student from curricular activities or from the premises. A teacher may remove the student from curricular activities under his/her supervision, but not from the premises. If a teacher makes an emergency removal, the reasons will be submitted to the principal in writing

as soon after the removal as practicable. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirements do not apply.

## **MEDICAL**

### **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. Final Forms must be completed each year by the date determined by the district.

### **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 Tap/ Td (Diphtheria, Tetanus, Pertussis)**

**Kindergarten- 1:** 4 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4th birthday a fifth dose is required.

**Grades 1-12:** 4+ doses of DTaP, DTP, DT or Td or any combination.

**Grade 7-12:** 1 dose of Tdap or Tb vaccine and 1 dose of Meningococcal must be administered prior to entry.

#### **POLIO**

**Kindergarten-12:** 3+ doses of any combination of OPV or IPV, the final dose must be administered on or after the 4th birthday regardless of the number of previous doses.

**Grades 9-12:** 3+ doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4th birthday.

#### **MMR (Measles, Mumps, Rubella)**

**Kindergarten - 12:** 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 (HepatitisB)**

**Kindergarten - 12:** 3 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 8 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)**

**Kindergarten - 8:** 2 doses of varicella vaccine must be administered prior to entry.

**Grades 9-12:** 1 dose of varicella vaccine must be administered on or after the first birthday

#### **MCV4 (Meningococcal)**

**7-9:** 1 dose meningococcal must be administered prior to entry.

**12:** 2 doses of meningococcal must be administered prior to entry.

### **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 middle 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 drug administration form on file to administer prescription drugs**

All drugs must be taken in the main 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 main office. We strongly encourage that a second inhaler, labeled appropriately, be kept in the office for emergencies.

## **AROUND THE BUILDING- INFORMATION, RULES & REGULATIONS**

### **ANNOUNCEMENTS:**

Announcements concerning school activities are announced each morning during First period and again at the end of the day. Important school practices, or schedules will be updated daily on our school website at westholmes.org. Student groups who want an announcement read should obtain a form from the main office and have it signed by their advisor. Announcements are subject to the approval of the administrator and can/will be altered when deemed necessary.

### **ASSEMBLIES:**

Students should behave in a manner that will reflect good conduct on behalf of the student body. All students should be quiet when the person in charge of the assembly steps on stage.

### **BOOK BAGS:**

The use of book bags, satchels, duffel bags, etc., are permitted in school but must be stored in lockers during class. Book bags may be searched at any time.

### **CAFETERIA:**

Menus will be posted in the appropriate serving line. Two lunch combinations will be served each day including two main dish choices and other snacks. Items may also be purchased a la carte.

Families who may be eligible for free or reduced priced meals should pick-up an application in the main office.

Applications are available throughout the school year, as we understand circumstances do change. Students will not be given cash back when paying by check.

FOOD OR BEVERAGES ARE NOT TO BE CONSUMED ANYWHERE IN THE BUILDING EXCEPT THE CAFETERIA. The overall cleanliness of the cafeteria and of individual tables is the responsibility of those who use the facility. Students are expected to return their trays to the proper area and dispose of their waste in the appropriate receptacles. When asked to clean up an area, students are expected to respond in a positive and helpful manner, thereby demonstrating a respect for and ownership of school facilities.

### **CANCELLATIONS OF SCHOOL:**

**Parents should sign up for West Holmes alerts to receive cancellations and notifications. (one call now)**

### **CELL PHONES/SMART PHONES:**

**Cell phones/Smart phones and watches should be turned off and locked in each student's locker. If a student's cell phone is seen or heard, the phone will be taken to the office. Parents must come to office to retrieve the phone. Student will receive a lunchtime detention from the teacher.**

### **CHANGE OF ADDRESS:**

Any change of address or telephone number during the school year is to be updated on Final Forms and contact the bus garage at 330-674-1600.

### **CLINIC:**

The clinic is open throughout the day to students who feel ill or have a medical emergency. A student who wants to use the clinic should get a pass from his/her teacher before reporting to the sick room. Should a student be too ill to remain in school or if a medical emergency arises, the nurse or the school secretary will contact parents/guardians. A student may rest for a period, then return to regular classes. Visits that result in a stay over the allotted one period will result in a call home and a sick day credited to his/her attendance record.

Board of Education policy governs the dispensing of prescription medications. Students who take medication prescribed by a doctor should check with the school nurse or secretary for the proper procedure. A Medication Dispensing Form must accompany all medicine.



**DANCE ATTIRE:**

All dress must meet the requirements set forth in this handbook and are at the discretion of the building administrator or designee. Students not in compliance will be asked to leave without a refund and/or will be given an opportunity to comply with the dress code.

**DANCE RULES:**

Student dances have become a very popular extracurricular activity at West Holmes Middle School. The dances are an enjoyable fund-raising activity for the sponsoring school organizations and they also provide students with an excellent opportunity to meet socially. In an effort to make these dances a positive experience for all students, the following guidelines will be followed:

1. All school rules are in effect, whether the dance is on school property or not.
2. Once a student leaves the dance he/she is not allowed to return. No money will be refunded.
3. Students are expected to obey the requests of all chaperones, security officers, and other school personnel.
4. Dancing while on someone's shoulders is prohibited. Additionally, "moshing," "break dancing," and similar styles of dancing which encourage pushing, throwing, etc. others are not permissible.
5. Students' behavior should be such as not to endanger or bother other students.
6. Public display of affection and other inappropriate touching or overly close dancing is prohibited.
7. Students who have earned excessive detentions, assignments to ALE, assignments to Saturday School or Suspensions will be placed on a "No Dance List" and will not be permitted to attend the dance that follows the date of their disciplinary measure.

Anyone violating these rules or the Code of Conduct will be removed from the dance and may be subject to further disciplinary action. Guests from outside our Middle School will not be permitted.

**EMERGENCY PROCEDURES:**

**Fire Drills:** When the fire alarm sounds, all building occupants must leave the building in a quiet, orderly, safe manner. Exit directions are posted in each classroom and activity area. Students meet at their home room location.

**Tornado Drills:** Tornado drills are conducted during the months when tornadoes are most likely to occur. Building occupants are to proceed quickly and quietly to their designated safety area and await instructions.

**Lockdown Drill:** HB 422 requires all schools to participate in drills related to the overall lockdown of a building. We will practice the unannounced drill three times during the year. Students are required to get into or stay in the classroom away from windows and doors and remain quiet or flee to designated areas.

**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.

**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 extra-curricular programs. No student may participate in any school-sponsored trip without parent consent and a medical emergency form completed on Final Forms. Participation in a field trip is a privilege and may be denied by the administration due to academic, behavior, or attendance concerns.

**SCHOOL COUNSELOR:**

Each student has the option to meet with the school counselor who can assist him/her in making academic, vocational and personal choices. The school counselor is also responsible for maintaining student records, planning and scheduling informational meetings, and coordinating the testing program. Students who need to see the counselor during the school day should visit the office before school, after school, during study hall or lunch to schedule an appointment. In an emergency situation, the student should check with the secretary who will help secure the counselor's assistance immediately. Students and parents are encouraged to contact the counselor with questions or problems 330-674-4761.

### **HALL TRAFFIC AND HALL PASSES:**

Students should not be disruptive in the halls. Shouting, loud talking, running or other inappropriate behavior will not be tolerated. Students in the halls during classes **MUST** have their student planner signed by a teacher/staff member or signed out on E-Hall Pass. Students who work in a school office will wear proper identification. Students may not be permitted to leave classrooms to get materials from lockers once a period has started.

### **LOCKERS:**

Each student is assigned a hallway locker. Students are to use only the locker that has been assigned to them and only the locks purchased from West Holmes (no other locks will be permitted)—**DO NOT SHARE!** Lockers should be kept clean at all times. Leave non-essential valuables at home. Report damaged lockers to the school secretary in the office. Lockers are school property and are under the jurisdiction of school personnel. They are **NOT** the personal or private property of any individual and carry no expectation of privacy for the students who occupy them. Tape, contact paper, or other more permanent adhesives are not permitted in, on, or around the locker. Magnets may be used to secure photos or decorations within the locker.

1. The school is not responsible for any missing property.
2. The administration reserves the right to inspect any locker at any time.

### **LOST AND FOUND:**

The Lost and Found is located at the bottom of the ramp. Please turn in items that you have found to the secretaries in the office. Do not take things from lost & found if they do not belong to you. Items are taken to Save and Serve at the end of each quarter.

### **INTERNET ACCEPTABLE USE AND SAFETY POLICY:**

This form is signed by both parent and student at the start of school and applies to the use of any or all school computers throughout the West Holmes School District. This signed form is completed on Final Forms each year.

<b><u>West Holmes Middle School Internet Safety Policy</u></b>	
<b>I agree that:</b>	
<input checked="" type="checkbox"/>	<b>I will never give out private information, such as my last name, my address, my telephone number, or my parents' work address or telephone numbers on the Internet.</b>
<input checked="" type="checkbox"/>	<b>I understand which sites I can visit and which one are off-limits.</b>
<input checked="" type="checkbox"/>	<b>I will tell the teacher right away if something comes up on the screen that makes me feel uncomfortable.</b>
<input checked="" type="checkbox"/>	<b>I will never agree to meet in person with anyone I meet online.</b>
<input checked="" type="checkbox"/>	<b>I will never e-mail a person any pictures of myself or my classmates without the teacher's permission.</b>
<input checked="" type="checkbox"/>	<b>I will tell the teacher if I get a mean e-mail message from anyone.</b>
<input checked="" type="checkbox"/>	<b>I will remember that going online on the Internet is like going out in public, so all the safety rules I already know apply to the Internet as well.</b>
<input checked="" type="checkbox"/>	<b>I know the Internet is a useful tool, and I will always use it as a responsible person.</b>
<input checked="" type="checkbox"/>	<b>If I break any of these rules, I won't be allowed to use the computer until my teacher/ principal says that I may use it.</b>

### **LEAVING THE BUILDING:**

West Holmes Middle School has a closed campus policy. No student may leave the building at any time for any reason without permission. This includes, but is not limited to, the Middle School property, athletic areas, or any private property that borders school property. Furthermore, after their arrival at school, students are not permitted to leave and will be considered truant and subject to disciplinary consequences.

### **MEDIA CENTER / LIBRARY:**

Hours of Access: 7:15 A.M. TO 2:30 P.M.

If a student needs to use the media center for an extended period after school, arrangements can be made with the Media Specialist. Students may use the media center:

\*During their study hall time

\*With a class when their teacher brings them in

\*Before and after school (with permission)

In order to use the media center during study halls.

1. Students should report to study hall first then wait to be excused to the media center with their passes for the period that they wish to attend. Students must present their passes and additionally sign the media center attendance sheet.

**MEDIA CENTER RULES:**

1. Students must maintain a quiet work atmosphere at all times.
2. Students must be on time arriving at the media center from study hall.
3. Students must be respectful and polite to all adults and each other at all times.
4. Students must exhibit responsible use of the media center materials, furniture, and equipment.
5. Check out all materials at the circulation desk and return books to circulation desk.
6. Use the appropriately marked exit and entrance doors.
7. Push the chairs in at the end of each period and dispose of all trash in the garbage cans.
8. **NO** food items or drinks are permitted in the media center.
9. Students who do not behave in a suitable manner will have library privileges restricted or revoked.

**PERSONAL ITEMS:**

Any items not required for class, clubs or after school activities should be left home. This includes items of significant value both monetary and symbolic. These items should remain at home. All other items should be marked with the student's name and phone number.

**RIGHTS AND RESPONSIBILITIES:**

A student's main goal in school is to get an education. It is the responsibility of the school to provide that education and to prevent anyone from interfering with the achievement of that goal. Most discipline problems in school center around students disrupting others. Teachers will handle disciplinary offenses through a variety of methods. These include conferences with students, contacting parents, assigning detentions, referrals to the office, or any other suitable method they deem appropriate to the situation.

**SERVICE/LEADERSHIP OPPORTUNITIES:**

Students are encouraged to work as office aides, media center aides, student council, participate in fund raising or work in any other way to enhance their school records in service and citizenship. Colleges ask for records of community service. Begin to accumulate service in the 6th grade. Leadership opportunities exist in serving as officers of a class, club or committee. Get involved! Students must maintain grades of A, B, or C's to be considered for these opportunities.

**SPECIAL SERVICES:**

The services of a school psychologist, speech and hearing therapist, and academic tutors are available for those who qualify. In addition, a school nurse or health aide is available at regularly scheduled times. Questions should be directed to the guidance office 330-674-4761.

**STUDENT AFTER SCHOOL ACTIVITIES:**

No student shall stay after or on school property after school hours or be dropped off prior to 7:00AM unless you are required to for an activity or club. If you are part of a group meeting before or after school, you must wait for rides in the commons area. All school rules apply during after school activities or events whether participating or observing as a spectator.

**STUDENT BEHAVIOR FOR SUBSTITUTE TEACHERS:**

Substitute teachers are guests in our school. They have a very difficult job to perform and students are expected to give them the utmost respect and cooperation. Students misbehaving for substitute teachers will be disciplined accordingly.

**STUDENT PUBLICATIONS:**

Publications such as the school newspaper, school literary magazine, chrome books and school yearbook are part of the overall school program and subject to editorial control by the school's authorities.

**STUDY HALL:**

The purpose and function of study hall is to provide students with the opportunity to be better prepared for their academic studies. Students are required to attend all assigned study halls and to be knowledgeable of the following rules and regulations.

1. Students are to be in their assigned seats when attendance is taken at the beginning of the period.
2. Students are not permitted to leave the room without proper authorization.
3. There is to be no talking unless monitor permission has been given.

4. Only one male student and one female student will be permitted to go to the restroom at a time. Permission to do so must be obtained from the study hall monitor.
5. Students are to use the available restroom closest to the study hall.
6. Students are not to wander about the room or leave their seats without permission.
7. Game playing of any kind will not be permitted.
8. When leaving study hall, students are requested to see that their immediate area is left in an orderly condition.
9. Students must be engaged in academic work, not drawing or coloring unless it pertains to an academic course.
10. Sleeping is prohibited.
11. Students that do not have a "C" or above in their academic areas will not be permitted to use the library without a pass from a teacher stating an identified need to use this resource. This is updated on a weekly basis.

#### **SURVEILLANCE CAMERAS:**

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

#### **SIGNS AND POSTERS:**

Any student or group wishing to display signs or posters in the building MUST obtain permission from an administrator. It is the responsibility of the individual group to remove all signs once the event has ended. This includes any material used to post the sign (tape, tack materials, pins, etc.).

#### **TELEPHONES:**

Calls are to be made before school, during lunch periods, or after school, as necessary. Calls should be held to a minimum. Appropriate phone usage would be to contact home when sick or for emergency situations and may only be placed with permission from a member of the office or the faculty. Cell phones and "Smart" phones are to be kept in lockers and are not to be used between 7:20-2:30.

#### **TRANSPORTATION:**

Students are assigned to buses by the Transportation Department according to where they live, and are expected to ride **only on their assigned buses**. If extraordinary circumstances require a change in a bus assignment, arrangements should be made with the school secretary via a written note by a parent or legal guardian. For the safety of all concerned, students who ride the buses must adhere to the following rules:

1. No one shall interfere with the driver's operation of the bus.
2. No unauthorized person shall sit in the driver's seat or operate any controls.
3. The driver has the authority to assign seats.
4. Students must board and leave the bus at their designated bus stop unless they have parental and administrative permission to do so.
5. Forbidden cargoes include animals, firearms, ammunition, explosives, flammable substances and all other dangerous materials or objects and objects too big to sit on ones' lap.
6. No one shall have in their possession any tobacco, alcohol, or other illegal drugs or substances.
7. No one shall throw any objects on, from, or into the bus.
8. No one shall cause any part of his or her body to project from the bus window.
9. No one shall eat, drink or chew gum while on the bus.
10. No one shall cause damage to any part of the bus.
11. Profane language and fighting are prohibited on the bus.
12. Noise shall be kept to a minimum at all times to insure safety.
13. Students must remain in their seats at all times.
14. Horseplay is forbidden in the bus at all times.
15. Obscene gestures and behavior is forbidden on the school bus.
16. Students are to be at bus stop at least five minutes before pickup time.
17. All school rules apply.

The driver has the authority to enforce the above rules and regulations. Students shall conduct themselves on the school bus as they would in the classroom. Reasonable conversation is permissible. Continued disorderly conduct or refusal to obey the driver shall be sufficient reason for losing the privilege of riding the bus to and from school and for extracurricular activities and field trips. Failure to comply with the above will result in disciplinary action.

**VISITORS:**

All visitors to the Middle School must sign-in and obtain a Visitor's Pass from the main office. Visits by students from other schools are prohibited. Exceptions at the discretion of the administration may be considered for students contemplating attending West Holmes Middle School with an advanced request and parental contact.

**WITHDRAWAL FROM SCHOOL:**

When it becomes necessary to move from the District a Withdrawal Form must be completed with the School Counselor prior to leaving the District. All records will be mailed once all obligations at West Holmes Middle School have been met.

**CLASS FAILURES**

Any student that fails a class for the year must repeat this class during summer school or a remedial class the following year. Failure to complete class could result in return to present grade.

**RECORDING**

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.

**CAFETERIA PROCEDURES FOR CHARGING AND UNPAID MEAL CHARGES**

The Parent/guardian is responsible for ensuring that there are adequate funds to cover their child's meals each day. Please remember free and reduced meals are available. Online applications are available on the district website ([www.westholmes.org](http://www.westholmes.org)) under the Parents page. If you would like a hard copy of the application, please contact the Food Service Department at 330-674-3546. Meal account balances may be viewed by parents on PayschoolsCentral ([www.payschoolscentral.com](http://www.payschoolscentral.com)). This website allows households to make online payments, monitor account balances, and track student purchases in our cafeterias. To access these services, visit the district website at [www.westholmes.org](http://www.westholmes.org) and under Parents page, you will also find the link. From this page, you can create your account and add money to your child's school meal account. There is a small fee for this service. If you choose not to take advantage of the online prepayment service, you can still view account balances and track student purchases through your free PayschoolsCentral account. Cash and checks are accepted at all school buildings with no fees attached. Partial payments can be accepted, and if you would like to set up a payment plan please feel free to reach out to the Food Service Department at 330-674-3546.

**CHARGING:**

We allow meals to be charged because we feel it is important that students are not denied access to meals during the school day.

Any student K-8 who would like to purchase a lunch and does not have sufficient funds in their lunch account is permitted to charge and receive a full reimbursable meal of choice. Students whose meal accounts have insufficient funds of any amount will not be allowed to purchase a la carte items (except milk) until the account has sufficient funds.

Grades 9-12 will not be permitted to purchase a la carte items in the cafeteria without sufficient cash in hand or funds in their lunch account.

Students with a negative balance will be sent a weekly notice through email or mail notifying the household of the negative balance until the balance is fully paid off.

Students who have qualified for Free meals are still responsible for paying off any debt that was incurred prior to qualifying for Free meals.

Negative meal account balances will carry-over from year-to-year until paid in full or until a student enters 9th grade. Upon entering 9th grade, any negative meal account balances will be converted to school fees. Parents/guardians will be responsible for paying all fees. Negative meal account balance fees do not qualify for fee waivers.