

West Holmes Middle School

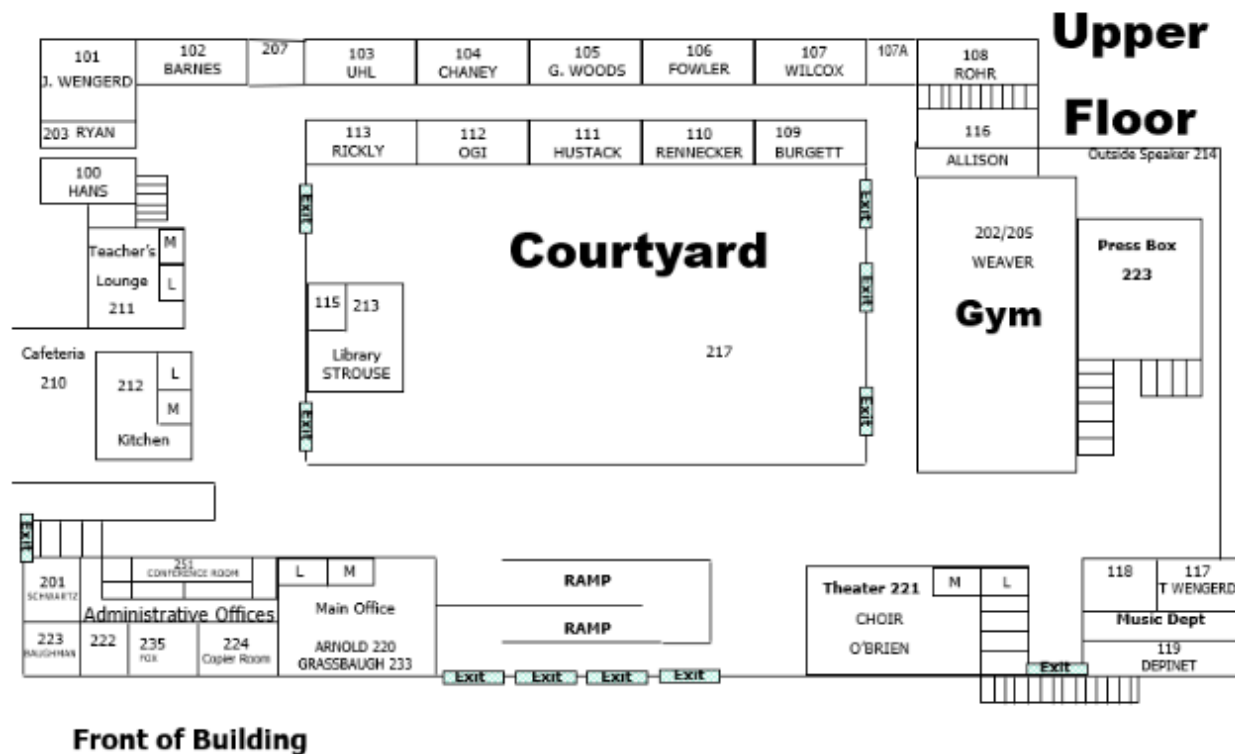
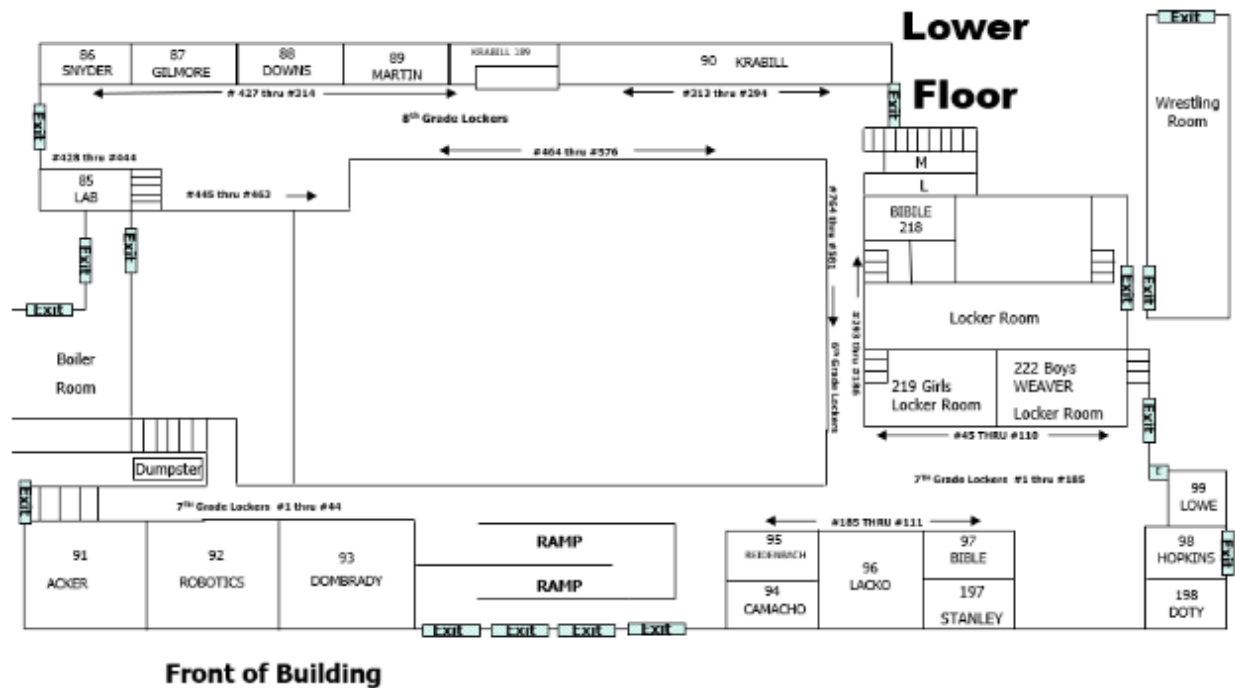
Student Handbook 2026 - 2027



“Our mission is to foster curious thinkers, creative problem solvers, and responsible citizens that make a positive difference in our school, community, and beyond. Through collaboration, respect, and perseverance, our students will develop the knowledge, skills, and character to thrive in an ever-changing world.”

Regular Schedule		2 Hour Delay		Early Dismissal	
Home Room	7:20 - 7:25	Home Room	9:20 - 9:25	Home Room	7:20 - 7:25
1st	7:25 - 8:08	1st	9:25 - 9:54	1st	7:25 - 7:51
2nd	8:11 - 8:54	2nd	9:57 - 10:26	2nd	7:54 - 8:20
3rd	8:57 - 9:40	5A/Lunch	10:29 - 11:00	3rd	8:23 - 8:49
4th	9:43 - 10:26	5B/Lunch	11:04 - 11:35	4th	8:51 - 9:17
5A/Lunch	10:29 - 11:00	5C/Lunch	11:39 - 12:10	6th	9:20 - 9:46
5B/Lunch	11:04 - 11:35	3rd	12:13 - 12:38	7th	9:49 - 10:15
5C/Lunch	11:39 - 12:10	4th	12:41 - 1:06	8th	10:18 - 10:46
6th	12:13 - 12:56	6th	1:09 - 1:34	5A/Lunch	10:49 - 11:20
7th	12:59 - 1:42	7th	1:37 - 2:02	5B/Lunch	11:24 - 11:55
8th	1:45 - 2:30	8th	2:05 - 2:30	5C/Lunch	11:59 - 12:30
AM Assembly		PM Assembly		PBIS Schedule	
Home Room	7:20 - 7:25	Home Room	7:20 - 7:25	Home Room	7:20 - 7:25
1st	7:25 - 7:59	1st	7:25 - 7:59	PBIS	7:25 - 7:55
Assembly	8:02 - 9:04	2nd	8:02 - 8:36	1st	7:58 - 8:37
2nd	9:07 - 9:41	3rd	8:39 - 9:13	2nd	8:40 - 9:19
3rd	9:44 - 10:20	4th	9:16 - 9:50	3rd	9:22 - 10:01
4th	10:21 - 10:55	6th	9:53 - 10:27	4th	10:04 - 10:43
5A/Lunch	10:58 - 11:29	5A/Lunch	10:30 - 11:01	5A/Lunch	10:46 - 11:17
5B/Lunch	11:33 - 12:04	5B/Lunch	11:05 - 11:36	5B/Lunch	11:21 - 11:52
5C/Lunch	12:08 - 12:39	5C/Lunch	11:40 - 12:11	5C/Lunch	11:56 - 12:27
6th	12:42 - 1:16	7th	12:14 - 12:48	6th	12:30 - 1:08
7th	1:19 - 1:53	8th	12:51 - 1:25	7th	1:11 - 1:49
8th	1:56 - 2:30	Assembly	1:28 - 2:30	8th	1:52 - 2:30

WEST HOLMES MIDDLE SCHOOL



Staff Positions and Emails:

Staff members	Position	Email
Acker, Gretchen	Health	gacker@westholmes.org
Allison, Tami	Teacher's Aide	tallison@westholmes.org
Arnold, Marilyn	Secretary	marnold@westholmes.org
Barnes, Hannah	Language arts	hbarnes@westholmes.org
Bartrum, Andrea	Custodian	abartrum@westholmes.org
Baughman, Brian	Principal	bbaughman@westholmes.org
Bible, Tricia	Title Math	tbible@westholmes.org
Blake, Brian	Digital Academy	bblake@westholmes.org
Burgett, Carla	Language Arts	cburgett@westholmes.org
Camacho, Erica	Intervention Specialist	ecamacho@westholmes.org
Chanay, Madison	Cook	mchanay@westholmes.org
Chaney, Brittanie	Language Arts	bchaney@westholmes.org
Depinet, Blake	Band	bdepinet@westholmes.org
Dombrady, Jeremy	PLTW / Robotics	jdombrady@westholmes.org
Doty, Michelle	Math	mdoty@westholmes.org
Downs, Dana	Science	ddowns@westholmes.org
Eastep, Tom	School Nurse	teastep@westholmes.org
Evans, Shelby	Digital Academy	sevens@westholmes.org
Flener, Kristina	Cook	kflener@westholmes.org
Fowler, Jessica	Intervention Specialist	jfowler@westholmes.org
Fox, Brooke	Assistant Principal	bfox@westholmes.org
Gilmore, Morgan	Science	mgilmore@westholmes.org
Grassbaugh, Kelsey	Secretary	kgrassbaugh@westholmes.org
Greenough, Donna	Custodian	dgreenough@westholmes.org
Hans, Mindy	Social Studies	mhans@westholmes.org
Hopkins, Jennifer	Math	jhopkins@westholmes.org
Hustack, Jennifer	Title ELA	jhustack@westholmes.org
Kessinger, Shayne	Wood Shop	skessinger@westholmes.org
Krabill, John	Intervention specialist	jkrabill@westholmes.org
Lowe, Jerrica	Math	jlowe@westholmes.org
Martin, Lorie	Teacher's Aide	lmartin@westholmes.org

Mast, Marnita	Cook	mmast@westholmes.org
Maynard, Sherry	Cook	smaynard@westholmes.org
O'Brien, Kristen	Vocal Music	kobrien@westholmes.org
Ogi, Ben	Intervention Specialist	bogi@westholmes.org
Ramseyer, Leah	Cook	lramseyer@westholmes.org
Reidenbach, Kim	Math	kreidenbach@westholmes.org
Rennecker, Melissa	Language arts	mrennecker@westholmes.org
Rickly, Briana	Intervention Specialist	brickly@westholmes.org
Roach, Garth	Custodian	groach@westholmes.org
Rohr, Amy	Art	arohr@westholmes.org
Schwartz, Katie	School Counselor	kschwartz@westholmes.org
Snyder, Rachel	Science	rsnyder@westholmes.org
Sponseller-Uhl, Sara	Language Arts	ssponseller@westholmes.org
Stanley, Logan	Intervention specialist	lstanley@westholmes.org
Strouse, Faye	Librarian	fstrouse@westholmes.org
Tech Department	Technology	tech@westholmes.org
Troyer, Christen	Teacher's Aide	ctroyer@westholmes.org
Tyson, Cherrie	Cook	ctyson@westholmes.org
Vaughn, Jessica	Teacher's Aide	jvaughn@westholmes.org
Wagers, Geoff	Teacher's Aide	gwagers@westholmes.org
Weaver, Thad	Physical Education	tweaver@westholmes.org
Wengerd, Joshua	Language Arts	jwengerd@westholmes.org
Wengerd, Teresa	Math	twengerd@westholmes.org
Wilcox, Justin	Social Studies	jwilcox@westholmes.org
Williams, Terry	Custodian	twilliams@westholmes.org
Woods, Greg	Social Studies	gwoods@westholmes.org
Zickefoose, Ryan	Custodian	rzickefoose@westholmes.org

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 WHMS 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 2026. 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 Middle 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 traditions at WHMS. 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 Middle School has to offer, you are helping to preserve the spirit of WHMS. In return, your school years will be ones you will never regret.

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 2026-27 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.

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

Scope of Student Conduct and Jurisdiction

Student conduct regulations and the Student Code of Conduct are in effect for all students while on school property, at school, and during the process of going to and from school. The jurisdiction of the school extends to all school-sponsored events, all school transportation, and any property not owned or controlled by the Board when the misconduct is connected to activities or incidents that occurred on Board-owned or controlled property. Furthermore, students may be subject to discipline for any conduct, regardless of when or where it occurs, that is directed at a Board official, employee, or their property. In addition to general conduct rules, specific infractions of school bus rules may result in a student being removed from school transportation. Finally, students are also subject to discipline for misbehavior that occurs off school property if it endangers the health and safety of students within the District or adversely affects the educational process.

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 at school late. The building is open for students at 7:10 A.M. Students entering at 7:10 A.M. must report to either breakfast or their first period class.

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.

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.

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) 674-4761 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.**

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 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.
*Students 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. Religious Expression Days- Students in grades kindergarten through 12 will be excused for up to three religious expression days per school year to take holidays for reasons of faith or religious or spiritual belief systems, or participate in activities conducted under the auspices of a religious denomination, church or other religious or spiritual organization. No academic penalty will be imposed on a student who is absent for such reasons in accordance with this policy and all requirements of State law. The number of hours for which a student is absent on an approved religious expression day is not considered in the calculations for determining absence hours for the purpose of parental notification under Ohio Revised Code.
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.
9. 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.

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:

- Work at home or for family
- Haircut appointment
- Hunting, fishing, etc.
- Car would not start
- Working a job
- Missing the bus, oversleeping, etc.
- Vacation without prior arrangement with principal.

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, if required.

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:

- Leaves school without permission of the school office.
- Becomes ill and stays in the restroom or leaves the building without reporting to the office.
- Comes to school but does not report to his/her assigned location.
- 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.**

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.

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.

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 it is recommended that an extended absence application form is completed two weeks prior to the vacation so the student has access to any missed assignments. It is the student's responsibility to complete all missed assignments. Vacations taken at the end of the school year are not encouraged. Vacations are classified as unexcused absences.

RULES AND REGULATIONS

EXPECTED BEHAVIOR

Students are expected to:

- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- 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 96 requires each public school to adopt a policy governing the use of cellular telephones by students during school hours. HB 96 mandated to implement a policy that restricts student cell phone use during the instructional day, allowing for certain exceptions. The "instructional day" encompasses the period from the first bell in the morning to the final bell at the end of the day.

Students are responsible for ensuring their cell phones are turned off or on silent mode and stored securely in a locker.

Students who use a personal electronic device to monitor a medical condition are still permitted to do so in classrooms and throughout their day. A written statement from a physician is required.

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

1st Offense: Give the student a verbal warning and require the student to store the student's cell phone in accordance with this policy. One-on-one conversation with an assistant principal, with a call home.

2nd Offense: Place the student's cell phone in the Middle School office for the remainder of the school day. The phone will need to be turned off. The student will receive a lunch detention. Parent Contacted. The student may pick cell phone up at the end of the school day

3rd Offense: Place the student's cell phone in the Middle School office for the remainder of the school day. The phone will need to be turned off and stored in a cell phone pouch in the office. Students will receive lunch detentions. Parent Contacted. The parent will need to pick up the cell phone from the office.

4th Offense: Students will receive 1 day of ALE. Parent Contacted. Parent conference to discuss the student's cell phone use. Other options may be discussed.

After the 4th offense, the student will be required to turn their phone in at 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.

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

Emergency announcements will be made during instructional time, if necessary. You can also find announcements and upcoming events on our website 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.

WEST HOLMES 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) 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). 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 and under the 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:

1. We allow meals to be charged because we feel it is important that students are not denied access to meals during the school day.
2. 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.
3. Grades 6-8 will not be permitted to purchase a la carte items in the cafeteria without sufficient cash in hand or funds in their lunch account.
4. 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.
5. Students who have qualified for Free meals are still responsible for paying off any debt that was incurred prior to qualifying for Free meals.
6. 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.

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 three 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

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.

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 may issue 1 lunch behavior detention.

All teachers will provide passes if a student is held over from class. Tardy marks will reset to zero at the end of the nine weeks.

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 Main 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 Middle School is a drug free school. Drugs will not be tolerated at WHMS.

SURVEILLANCE CAMERAS

Students are duly informed that their behavior may be monitored on school property, buses and/or adjacent property by security cameras. All students, parents and staff are advised that as a public school facility, students, parents, staff, and building visitors do not have the expectation of privacy in connection with their actions and activities while in, on or about the campus. In an effort to increase school district security, provide greater safety for students, parents, staff and building visitors, and to reduce vandalism and theft, many areas of the Middle School campus, both internally and externally, shall be subjected to video surveillance 24 hours a day, 7 days a week. The recordings of such observations shall be available for use by the administrative staff if necessary to enforce the student Code of Conduct provisions set forth by the school district and the law.

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. Grade 7 One dose of Tdap vaccine must be administered on or after the 10th birthday. ** <i>All students in grades 8-12 must have one documented Tdap dose.</i>
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 <u>must be administered prior to 7th grade entry.</u> 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 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 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/counseling 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 counseling 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.

CLINIC

West Holmes Middle 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.

COUNSELING SERVICES

School counselors are available for personal, career, educational, and occupational counseling. 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. 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. The School District follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. 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.

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

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

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 0% - 59%

ACADEMIC LOAD:

All students are required to take core courses in 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 during the 6th grade year. 7th & 8th grade students will also take semester courses in Art, Health, Physical Education, and Project Lead the Way over the course of 2 years. Students may also take electives as allowable by their schedule.

ACCELERATED CLASS AND REQUIREMENTS

Any student meeting one of the following criteria WILL BE placed in the Honors/Accelerated course pathway unless a parent or guardian chooses to opt the student out of the program.

1. Gifted identification in the discipline.
2. Scoring Advanced on the previous year's OST. (*Science will use a placement test given at the end of the 6th grade year*).
3. Scoring Accelerated on the previous year's OST AND all A's in the prior course.
4. If already in Honors or Accelerated Course sequence, successful completion of the prior course with a C average or higher.
5. Teachers may recommend students that don't fit the above criteria and those will be evaluated on a case by case basis.

Honors courses - Grade level courses with enriched curriculum focusing on going deeper into topics. These courses would take the current grade level state tests at the end of the year.

Accelerated courses - Courses that would be considered at least one grade level higher than the student's current grade. These courses would take a higher grade level state test at the end of the year.

Honors/Accelerated course pathways

<u>ELA:</u>	<u>Math:</u>	<u>Science:</u>
Honors ELA 6	Honors Math 6	
Honors ELA 7	Honors Math 7	Accelerated Science 7
Honors ELA 8	Accelerated Algebra 1	Physical Science

ALGEBRA 1 AND PHYSICAL SCIENCE (8th grade accelerated courses)

In these courses, 8th grade students will complete the 9th grade curriculum for high school credit. 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 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. 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

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.

PARENT/TEACHER CONFERENCES:

Communication between the home and school is viewed as extremely important. Parent-Teacher conferences are held formally 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.

HONORS-SCHOLAR ACHIEVEMENT NIGHT/HONORS ASSEMBLY

Students that will be recognized at the Awards Assembly 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 5 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.

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. The Ohio Department of Education and Workforce 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.

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 school counseling staff
3. Parental conferences
4. Denial of privileges
5. Lunch 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. Suspension
11. Expulsion by the Superintendent
12. Placed in an alternative learning and guidance center
13. Before/After School Detention
14. 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. Each of the behaviors and/or types of misconduct described below are prohibited and may be subject to student disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, community service, detention, in-school discipline, suspension and/or expulsion from school.

Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Disruption or Interference with Curricular or Extracurricular Activities:

Any student behavior that interferes with the educational environment/extra-curricular activity, affecting both the learning of others and the instructor's ability to teach.

2. Misuse, Damage or Destruction of School Property:

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

3. Cause and/or Threaten Serious Bodily Injury:

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.

4. Possession of Dangerous Weapons/Objects or Look-Alike Objects:

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

5. Narcotics, Alcoholic Beverages/Drugs or Look-Alikes:

A student shall not possess, use, transmit, conceal, show evidence of consumption, or be under the influence of narcotics, alcoholic beverages, drugs, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug-related paraphernalia is a violation of this Code of Conduct. Prescription medications must have a doctor's slip and must all be turned in to the Main Office.

6. Insubordination:

Insubordination in schools is the willful defiance of a school authority or the refusal to follow reasonable rules, regulations, or directives from a staff member.

7. Repeated Violations:

Continued or willful disregard of school rules.

8. 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.

9. 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.

10. 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.

11. Loitering/Trespassing:

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

12. 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. Smoking of electronic cigarettes, "vapor devices", and other substitute forms of cigarettes/vapes whether they contain nicotine or not, are also prohibited.

13. Harassment, Intimidation and/or Bullying::

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. 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.

14. Gambling:

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

15. Academic Integrity:

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.

16. 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.

17. Fighting/Violent Behavior:

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.

18. Extortion:

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

19. 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 “lookouts.”

20. Appearance Code:

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

21. 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.

22. Possession or Improper use of Electronic Devices (School or Personal devices):

A student shall not disrupt another students’ right to a safe learning environment. This includes any type of harassment that may occur outside of school and is brought into school.

ADDITIONAL RULES, POLICIES, PROCEDURES

Additional rules, policies, and procedures can be added to ensure the safe and efficient operation of the school. These rules, policies, and procedures will be communicated with students and can be adjusted throughout the year. Violations of any of these rules not specifically outlined in the Code of Conduct will be considered minor offenses. Multiple infractions could fall under Code of Conduct #7, Repeated Violations.

DETENTION

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

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 students 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

Administrators may search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement.

Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

ACADEMIC DISHONESTY

Academic Dishonesty demonstrates a lack of character that is inconsistent with the goals of the West Holmes Local School District. 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. Cheating and plagiarism are forms of Academic Dishonesty, which are defined as follows:

Intentional Plagiarism occurs when writers or researchers are aware that they are using someone else's words or ideas as their own.

Some specific examples of intentional plagiarism include but are not limited to the following:

- Using pre-written papers or materials from the Internet or other sources and claiming them as your own.
- Copying an essay or article from the Internet, on-line source, or electronic database without quoting or giving credit, regardless of the language.
- Cutting and pasting text or graphics to create a paper/project without quoting or giving credit.
- Trying to pass off an image, photo, or graphic found online/elsewhere or scanned as your own work.
- Using CliffsNotes, SparkNotes, AI or a similar source, either hard copy or online, without giving credit.
- Using words or ideas from other students or sources without giving credit.
- Allowing someone else to complete any part of an assignment given to an individual.

Unintentional Plagiarism occurs when writers or researchers unwittingly use the words or ideas of others by failing to give credit to the source, after proper citation skills have been taught. When in doubt, students must check with their teacher.

Some specific examples of unintentional plagiarism include but are not limited to the following:

- Paraphrasing poorly: changing a few words rather than taking notes and rewriting the material.
- Quoting poorly: putting quotation marks around part of a quotation but not around all of it or putting quotation marks around a passage that is partly paraphrased and partly quoted.
- Citing poorly: omitting an occasional in-text citation or citing inaccurately.

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

Cheating in West Holmes Middle School includes but is not limited to the following:

- Copying, in part or in whole, from another's test or other evaluation instrument.
- Altering or interfering with grading.
- Sitting for an examination for someone else or allowing it to happen.
- Stealing a test, quiz, etc.
- Using an online or electronic homework assistance app that completes work automatically rather than the student doing the work themselves.
- Copying homework from another student. In cases of homework copying, both the student who copies the homework and the student who allowed his or her work to be copied will be considered guilty.
- Committing any other act in the course of his or her academic work, which defrauds or misrepresents, including contributing to or sharing in any of the actions defined above.

1st Offense –In cases of Intentional Plagiarism/Cheating (consequences applied across all courses):

- The student's parents will be contacted by the teacher.
- The student may complete a written reflection or receive no credit for the assignment.

- Pending completion of the written reflection, the student may choose to redo the assignment for a grade designated by the teacher.
- The assistant principal will be notified to provide appropriate intervention at their discretion and a notation will be recorded.

2nd Offense – All aforementioned consequences from the 1st offense apply

- The student will serve two day of detention

3rd Offense – All aforementioned consequences from the 1st offense apply

- The student will serve two days in ALE
- Subsequent offenses may involve more serious consequences

In cases of Unintentional Plagiarism:

The student may opt to choose one of the following:

- Redo the assignment within teacher guidelines.
- Receive no credit.

Repeated instances of unintentional plagiarism may be determined as cheating or intentional plagiarism at the teacher's discretion.

Academic Integrity Appeal Process - Students may appeal an academic integrity violation to a committee made up of the principal or their designee, the student's school counselor, and the department chairperson of the content area where the violation occurred. In the event the incident occurred in the department chairperson's class another teacher in that content area will be designated to sit on the committee.

Ethical Use of Artificial Intelligence (AI), or Generative Artificial Intelligence (GenAI) Tools

GenAI tools (such as ChatGPT) are powerful tools that can be used to aid in the learning process. Students should look to their instructors for guidance on the fair and ethical use of AI tools for their courses. The inappropriate or unethical use of such technologies will violate the Code of Student Conduct as cheating, plagiarism, fabrication, unauthorized collaboration, misrepresentation, and/or gaining an unfair advantage.

Google Workspace And Classroom Doc Policy

All digital work for West Holmes Middle School must be completed in the document assigned by the instructor in Google Classroom or using Google Docs. CCP courses may require other learning management systems or word-processing software. Copying and pasting into any document without a discussion with your teacher could be flagged as plagiarism or violate the academic integrity policy. Teachers have the right to view the Version History of any document.

Generative Artificial Intelligence (GenAI) Use In School and The Classroom

Generative Artificial Intelligence (GenAI) programs are not a replacement for creativity, originality, and critical thinking. Unless otherwise noted during class activities, you may only use ChatGPT or any other GenAI technologies to aid your thinking, communication, and learning; but not to replace or subvert it. In specific circumstances, teachers may allow the use of GenAI, and they will share what level of GenAI involvement is permissible. It is important to note that if a teacher does not specify what "Level of AI Use" can be utilized, then NO GenAI can be used. Students must provide proper citations and disclosures when GenAI is used.

If the teacher suspects that you have submitted GenAI-generated work, they will ask you to meet in person to discuss the work in question. If you are asked to meet with your teacher to discuss your work, the potential use of AI or GenAI, and in order to verify that you have genuinely learned from the assignment and have not resorted to using

GenAI; or cheating, you should be able to discuss the topic verbally and demonstrate your knowledge and understanding of anything submitted. An inability to support/extend your work through conversation or extension questions will demonstrate a need to relearn the material and provide new evidence of the learning.

Remember, the ultimate goal of education is your growth and learning. AI or GenAI can be a fantastic tool to aid us in this journey, but it can't replace your active engagement and effort. We need to ensure that anything you submit is an accurate representation of your learning and capability.

If you find yourself turning to AI or GenAI technologies to do your work for you, consider setting up a meeting with your teacher to discuss how class activities and assignments can be adapted to support your learning (e.g., if you do not have enough time to complete the class activities and are turning to AI or GenAI to do the work for you, you could meet with your teacher to discuss flexible deadlines or alternative activities). Additionally, when using ChatGPT and other GenAI writing technologies, which are notorious for producing misinformation and fabricating information, it is your responsibility to verify the credibility, accuracy, and trustworthiness of any information you use from these technologies.

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 the 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 Pride 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 throughout 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.**

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.

OR

At the discretion of the Principal.

STUDENT DRESS AND APPEARANCE

It is the policy of the Board of Education to uphold the rights and privileges of each student concerning dress and personal appearance, provided that the exercise of these rights does not disrupt the orderly process of education.

All student dress and grooming must enhance a positive image of the students and the District, promote the health, welfare, and safety of the student body, and meet basic standards of cleanliness in the interest of sanitary conditions and safety requirements.

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)

Dress or grooming that is disruptive of the classroom or school atmosphere, or constitutes a safety hazard, is strictly prohibited. Specifically, clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco. Furthermore, any form of dress or grooming that attracts undue attention, prompts a disruption of the learning environment, or otherwise violates this policy is unacceptable. Shoes must be worn at all times for health and safety. Hats should not be worn in the building and hoods should be kept off.

When a student is participating in school activities, their dress and grooming must not disrupt their own performance or that of other students, or constitute a health threat, nor should it disrupt the overall teaching and learning process.

The school administration will make the final decision regarding dress code violations.

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.

MEDIA CENTER / LIBRARY

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, 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.

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 Middle 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 five 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 Middle 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 D.A.T. 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.

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.

FIRST OFFENSE for USE and/or POSSESSION OF DRUGS OR ALCOHOL - Included, but not limited to prescription drugs, counterfeit, look-alike drugs, and/or illegal drugs. The student will have two options:

Option A) Agreement to Treatment.

For Alcohol and Drugs: The student will receive treatment based on an assessment from a certified alcohol and/or drug treatment program. While the ultimate decision rests with the parent/guardian/custodian, a list of potential providers will be provided by the District. The parent/guardian/custodian must provide the date the assessment will take place and the program selected within five (5) calendar days of notification of the positive result. The student will be allowed to continue participating as long as the treatment plan is being followed and/or completed, as evidenced by the submission of the required documentation to the Designated Official.

For Marijuana/Nicotine: The student will participate in the nicotine education program offered from West Holmes High School. Completion of the class by certification will be provided within five (5) calendar days of the positive result. Failure to complete class within 5 days will result in a pause of participation from Athletics, Clubs, & Driving until the class is complete.

Option B) Refusal of Treatment.

For Athletics: The student refuses treatment and will be suspended from twenty percent (20%) of the season. The amount of suspension is based on the number of regular-season scheduled events. If a violation occurs at or near the end of a sport season or activity, or if the student is not "in-season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which the student is a regular participant. Students suspended under this rule, may not avoid the consequences of a denial of participation by trying out for a new sport or activity (i.e., one in which the student is not a regular participant). In such cases, the suspension applies to the next sport or activity in which the student is a regular participant.

SECOND OFFENSE CONSEQUENCES for USE or POSSESSION of DRUGS OR ALCOHOL

If the student was in Option A above:

The student must continue or re-enter the treatment/intervention plan as designed by the assessment counselor and submit the required documentation to the Designated Official.

The student also forfeits fifty percent (50%) of the athletic season contests (season or tournament) based upon the number of regular-season scheduled events. If a violation occurs at or near the end of a sport season or activity, or if the student is not "in-season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which the student is a regular participant. Students (except freshmen) suspended under this rule may not avoid the consequences of a denial of participation by trying out for a new sport or activity (i.e., one in which the student is not a regular participant). In such cases, the suspension applies to the next sport or activity in which the student is a regular participant.

If the student chose Option B above:

The student will receive treatment based on the student's assessment from a certified drug/alcohol treatment program. While the ultimate decision rests with the parent/guardian/custodian, a list of potential providers will be provided by the District. The parent/guardian must provide the date the assessment will take place and the program selected within five (5) calendar days of notification of the positive result. The student will also forfeit seventy-five percent (75%) of the contests/events/activities (season or tournament), based upon the number of regular-season scheduled events. If a violation occurs at or near the end of a sport season or activity, or if the student is not "in-season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which the student is a regular participant. Students (except freshmen) suspended under this rule may not avoid the consequences of a denial of participation by trying out for a new sport or activity

(i.e., one in which the student is not a regular participant). In such cases, the suspension applies to the next sport or activity in which the student is a regular participant.

THIRD OFFENSE CONSEQUENCES for USE or POSSESSION of DRUGS OR ALCOHOL

A third offense will result in the student being barred indefinitely from participating in athletics or extracurricular activities for the remainder of 7th and 8th grade.

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 or 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 purposes (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:
 - a. Any illegal activity that violates West Holmes Local School Policy, federal, state, or local law is strictly forbidden.
 - b. Intentionally seeking information on, obtaining copies of, or modifying files, other user's data, or passwords belonging to other user;
 - c. Obtaining or creating material that is profane, obscene, indecent, sexually explicit, or otherwise unsuitable or objectionable in the judgment of the district;
 - d. Developing and/or transmitting inappropriate graphics;
 - e. Transmitting sexual or ethnic slurs and/or jokes;
 - f. Misrepresenting other users on the network and/or Internet
 - g. Disrupting the operation of the network through abuse of the hardware or software;
 - h. Interfering with others' use of the network and/or Internet;
 - i. Extensive use for non-curriculum related communication;
 - j. Illegal installation of copyrighted software, or any other illegal activities;
 - k. Unauthorized downloading, copying, or use of licensed or copyrighted software;
 - l. Allowing anyone access other than the account holder;
 - m. Providing personal information about others (e.g., telephone numbers, passwords, pictures, home addresses, social security numbers);
 - n. Plagiarizing works found on the network and/or Internet;
 - o. Using the Internet e-mail for commercial activities, purchasing products, product advertising, personal financial gain or lobbying. 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.