



WEST HOLMES HIGH SCHOOL

2026-2027 Student Handbook



10909 SR 39
Millersburg, OH 44654

Phone 330-674-6085

Fax 330-674-0818

www.westholmes.org

REGULAR BELL SCHEDULE

***Bus Drop Off and Doors open at 7:12**

1st	7:25 - 8:06
2nd	8:10 - 8:51
3rd	8:55 - 9:36
4th	9:40 - 10:21
Activity Period	10:25 - 10:45
5th	10:49 - 11:30
6th	11:34 - 12:15
7th	12:19 - 1:00
8th	1:04 - 1:45
9th	1:49 - 2:30

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

Welcome

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

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

This Student/Parent Handbook is based in a significant part, on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 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 high school website.

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

Student Rules of Conduct First Warning

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

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

WHHS ALMA MATER

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

WHHS FIGHT SONG

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

WHO DO I SEE ABOUT?

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

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WEST HOLMES HIGH SCHOOL STAFF

Administration Assignment

Mr. Scott PringlePrincipal
Mr. Kevin WolfAsst. Principal
Mrs. Kiana Leppla.....Curriculum
Mr. Joe GilmoreAthletic Director

Counseling

Mrs. Alison GardnerCounselor (11,12)
Mrs. Kelsey RunkleCounselor (9,10)

Teachers

Mrs. BJ AddairIntervention Specialist
Ms. Melissa AmistadiIntervention Specialist
Mr. Kevin BeachySpanish
Mr. Ben BeldenEnglish
Mr. Jeremy Burnison.....English
Mr. Steve Butcher.....Instrumental Music
Mr. Clayton ChaffinCareer Connections
Ms. Jaime CheneveyVo. Ag.
Mrs. Andrea Cox.....Spanish
Mr. Nick Gerber.....Social Studies
Mr. Jacob GoudySocial Studies
Mrs. Scarlett HabrunPhysical Education
Mrs. Melinda Heffelfinger.....Social Studies
Mr. Kevin Hunter.....Building Trades
Mrs. Jessica Kaufman.....Science
Mr. Shayne Kessinger.....Woodworking
Mrs. Tes KinseyFamily & Consumer Science
Mr. Tyler Masters.....Math
Mr. Timothy McAveneSocial Studies
Ms. Sandy MillerArt
Mr. Mike MolnarCBI
Mr. Rick MullinsMath
Mrs. Kim MurphyEnglish
Mrs. Kristen O'Brien.....Choir
Mrs. Megan Palmucci.....Math
Mrs. Lindsay RettigIntervention Specialist
Mrs. Melissa Rodhe.....Computer/Technology
Mr. Matthew RootWelding
Mrs. Megan Ross.....English
Ms. Abigail SandersScience

Mr. Justin Shearer.....Intervention Specialist
Mr. Peyton Speicher.....Intervention Specialist
Mrs. Katie TysonScience
Mrs. Chloe Ueltschy.....Intervention Specialist
Mr. Scott Vaughn.....Physical Education
Mr. Jeremy Westbook.....Science
Mr. David Woods.....Math

Secretaries

Mrs. Mindi CampbellCounseling
Mrs. Shannon Dye.....Main Office
Mrs. Jeri PhillipsMain Office
Ms. Andrea PovickStudent Services

ALE

Mr. Divaunta Spearman

Study Hall

Mr. Luke Colopy

Teacher Aides

Mrs. Ashley Yoder Mr. Peyton McKinney

Librarian

Mr. Scot Mellor

Cafeteria

Ms. Megan Arnold Mrs. Tracey Hahn
Mrs. Julie Baird Mrs. Shalyn Morr
Mrs. Judy Butler Mrs. Beth Morris

Custodial Staff

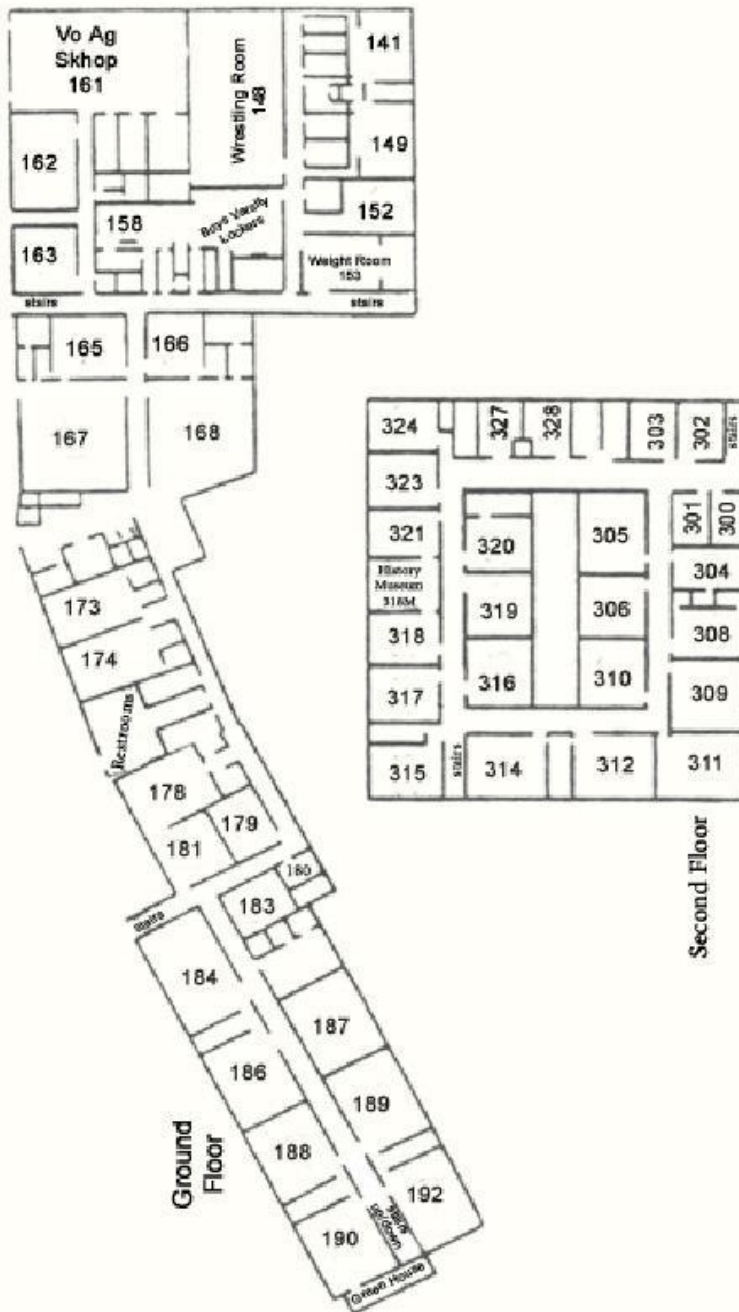
Mr. Austin Brannon Mr. Don Hall
Mrs. Heather Chew Mrs. Nicole Ervin
Ms. Cindy Geog Mrs. Martha Swinehart

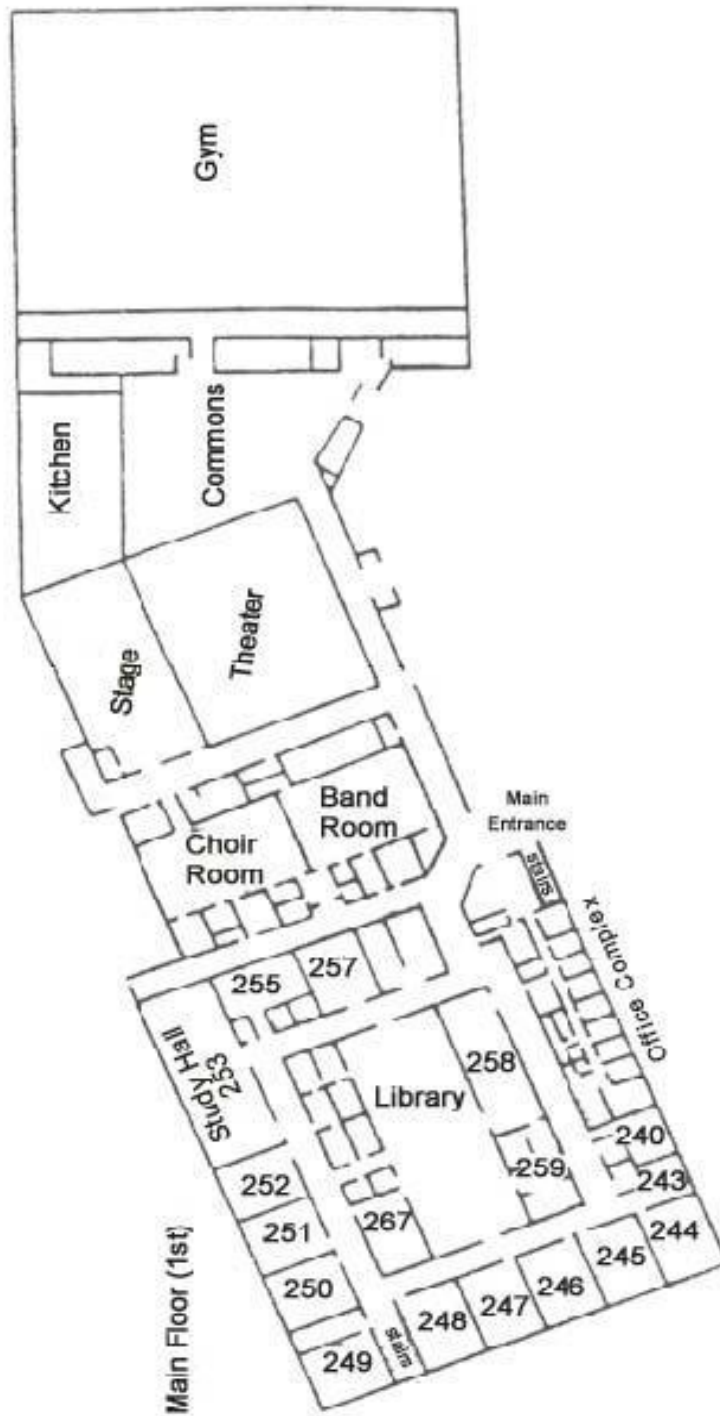
Student Services

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

Technology

Mr. Chad Troyer
Mr. Keaton Leppla





BELL SCHEDULES

*Faculty due in building at 7:00 AM

*End of school day is 2:30 PM

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

REGULAR BELL SCHEDULE

1 st	7:25-8:06
2 nd	8:10-8:51
3 rd	8:55-9:36
4 th	9:40-10:21
Activity Period	10:25-10:45
5 th	10:49-11:30
6 th	11:34-12:15
7 th	12:19-1:00
8 th	1:04-1:45
9 th	1:49-2:30

EARLY RELEASE BELL SCHEDULE

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

TWO HOUR DELAY BELL SCHEDULE

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

ONE HOUR DELAY BELL SCHEDULE

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

WEST HOLMES HIGH SCHOOL 2026-2027 CALENDAR

Aug. 20		New staff orientation/Teacher Work Day
Aug. 21		Staff In-Service
Aug. 24		Teacher Work Day
Aug. 25		First day of school
Sept. 7		Labor Day (No School)
Sept. 8		First day of school (Elementary)
Oct. 12		Parent-Teacher Conferences 6-12
Oct. 13		Parent-Teacher Conferences K-5
Oct. 19		Teacher In-Service Day (No School)
Oct. 20		Parent-Teacher Conferences K-5
Oct. 21		Parent-Teacher Conferences 6-12
Oct. 23		End of 9 Weeks
Oct. 30		Report Cards Available
Nov. 24		2-Hour Early Release
Nov. 25-27		Thanksgiving Vacation (No School)
Nov. 30		Conference Comp Day (No School)
Dec. 22		2-Hour Early Release
Dec. 23-Jan. 1		Christmas Vacation (No School)
Jan. 4		First day of school in 2027
Jan. 15		End of 9 weeks
Jan. 18		Martin Luther King Day (No School)
Jan. 22		Report Cards Available
Feb. 8		Parent-Teacher Conferences K-5
Feb. 9		Parent-Teacher Conferences 6-12
Feb. 15		Teacher In-Service (No School)
Feb. 16		Parent-Teacher Conferences K-5
Feb. 17		Parent-Teacher Conferences 6-12
Mar. 19		End of 9 weeks
Mar. 25		Report Cards Available
Mar. 25		2-Hour Early Release
Mar. 26		Conference Comp Day (No School)
Mar. 29-Apr. 2		Spring Break (No School)
May 10		Teacher In-Service Day (No School)
May 23		Graduation
May 27		End of 9 Weeks
May 27		2-hour Early Release/Last Day of School
May 28		Teacher Work Day

FEES AND MATERIALS

1. Students are required to pay a \$20 student activity fee. This fee helps defray costs during the school year for school wide assemblies, awards, and numerous student activities.
2. Most textbooks & the Chromebook/charger are furnished free of charge. These items belong to the West Holmes Board of Education. They are not to be marked, torn, or mistreated in any way. If these items are damaged or lost, the student to whom the books/Chromebook was issued is responsible for the replacement cost.
3. Certain subjects will either require fees or materials paid for by the students. These fees must be paid during the first grading period of the year or semester course.
4. Class dues are collected each year to assist in covering expenses (prom, graduation, student condolences, etc.).
5. **All fees should be paid in the office.**
6. Past fees must be paid prior to graduation or no diploma will be awarded.

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

*Instructional supply fees will be evaluated on a yearly basis by the administration and may be subject to waiver.

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 7:12 A.M. Students entering at 7:12 A.M. must report to their first period class. Students may not go to the parking lot during the day without permission.

DRIVING PRIVILEGES

Remember, driving on school property is a privilege, not a "right". To ensure the safety of both pedestrians and drivers the following traffic and parking regulations must be followed. Violation of these regulations will result in Suspension of Driving Privileges. If you plan on driving to school, you must register your car in the office and purchase a permit. To be eligible for the purchase of a parking pass and the associated privilege of driving to and from school, students in grades nine through twelve, along with their parent, guardian, or custodian, must complete and sign the mandatory Drug, Alcohol, and Tobacco Policy testing registration and consent form. Failure to secure the required annual student parking permit or to present valid proof of purchase upon request constitutes a violation of school policy regarding driving privileges. In addition to potential disciplinary action, any attempt to circumvent school policies concerning drug, alcohol, or tobacco use while on school property, or failure to comply with parking permit regulations, may result in progressive school discipline. Furthermore, unauthorized vehicles or those found in violation of these policies may be subject to towing at the owner's expense due to trespassing on school property. The cost of the permit is \$5.00 for the year and requires that you park in your assigned area. All students driving to school must register their car and display the permit in the front window of their car.

1. Leaving early without permission is not allowed.
2. Students must park in their assigned student parking area only.
3. Speeding or reckless driving will not be tolerated.
4. All cars must remain in the parking lot once the buses start moving.
5. Driver's Licenses can be suspended according to House Bill 204.
6. You acknowledge and agree that your vehicle is subject to search and inspection by school administration when there is reasonable suspicion. Exercising the privilege of parking on school property constitutes implied consent to such a search.

BUS TRANSPORTATION

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

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

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

FIELD TRIPS

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

ELEVATOR USAGE

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

NOTICE OF VIDEOS AND PICTURES

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

CHILD CUSTODY REGULATIONS

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

EIGHTEEN-YEAR-OLD POLICY

Students who are 18 years of age or older and living at home are still under their parents' authority, as outlined by Ohio Educational Law. This means that parents are responsible for completing all notes, early dismissals, and required school forms. Students who are 18 years old will not be allowed to sign themselves in or out of school. Additionally, all grades and discipline information will be shared with their parents. The administration retains the right to remove any 18-year-old student with excessive absences from school. All 18-year-old and married students must abide by this student handbook.

All students, regardless of age, are required to follow and abide by all school rules, procedures, and policies.

ELIGIBILITY OF NON-RESIDENT STUDENTS

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

ATTENDANCE

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

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

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:

- A. Work at home or for family
- B. Haircut appointment
- C. Hunting, fishing, etc.

- D. Car would not start
- E. Working a job
- F. Missing the bus, oversleeping, etc.
- G. Senior picture
- H. Vacation without prior arrangement with principal.
- I. Staying at home to do homework.
- J. Driver's Education Training
- K. Tanning

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

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

Unexcused absences will also carry the following consequences:

1. 3 days or 19 unexcused school hours during the school year will result in Lunch Detention.
2. 30 consecutive hours of unexcused absences, 42 hours of unexcused absences in 1 month, or 72 hours of unexcused absences in a school year may result in an Absence Intervention Meeting.

EXCUSE VERIFICATION STATUS

Students who are absent for ten days or 65 hours during the school year, excused or unexcused, will be put on excuse verification status. At this point, only a doctor or hospital excuse, court excuse, death in the immediate family, or a principal's approval will be accepted. The excuse or arrangements to provide the excuse must be received within 24 hours of the student's return to school. Parents of students with chronic medical conditions should contact the principal, assistant principal and/or the office. After ten absences, those absences not covered by a doctor or hospital excuse, court excuse, death in the immediate family, or principal/assistant principal's approval will be processed as unexcused.

TRUANCY

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

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

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

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

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

DROP OUTS (O.R.C. 4510.32)

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

SCHOOL CALAMITY DAYS

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

TARDIES

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

5 tardies in a nine week period—2 lunch detentions

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

HUNTING POLICY

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

VACATIONS DURING THE SCHOOL YEAR

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

COLLEGE VISITATION/JOB SHADOW

Seniors are permitted 2 school days for college visits/job shadow.

Juniors are permitted 2 school days for college visits/job shadow.

Students provide their own transportation.

Procedure for College Visitation/Job Shadowing

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

RULES AND REGULATIONS

R FACTOR

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

EXPECTED BEHAVIOR

Students are expected to:

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

ELECTRONIC/COMMUNICATION DEVICES

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

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

HB 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 or car.

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 high 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. 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 high 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 into 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. Please watch the flip screen for updates throughout the day. 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.
6. 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 Payschools Central (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 Payschools Central 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 9-12 will not be permitted to purchase a la carte items in the cafeteria without sufficient cash in hand or funds in their lunch account.
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 four minutes between periods, and halls should be cleared within that period of time. Students are to conduct themselves in an orderly manner in the halls at all times. Corridors should be open to traffic by walking to the right. Be aware of your surroundings and others when in the hallways. Be considerate of others when classes are in session.

HALL PASSES

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

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

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

MEDIA CENTER

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

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

RESTROOMS

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

VISITORS

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

WITHDRAWAL FROM SCHOOL

Any student who is about to move to another school district should report to the Counseling Office to receive a withdrawal form. This

form must be signed by a parent/guardian. Books and other supplies furnished by the school are to be returned to the student's teachers at the same time. All outstanding fees must be paid. The student will then be informed how to properly transfer credentials to the new school.

FIRE AND TORNADO DRILLS

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

GYMNASIUM USE

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

SIGNS AND POSTERS

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

STUDENT MESSAGES

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

TELEPHONE USAGE

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

LOCKS AND LOCKERS

Students' right to privacy with regard to lockers and gym lockers is limited to the idea that the lockers provide a secure place for students to store articles of personal clothing and scholastic materials. Hall and gym lockers are owned by the school district and are provided to students for the aforementioned purposes. Tape and contact paper may not be used on the inside or outside of student lockers. Students should not share lockers or locker combinations as this compromises the security of the locker. Section 3313.20 O.R.C. authorizes a school board to adopt a policy, which authorizes the administrative staff to search any pupil's locker and the contents thereof. All lockers made available for student use are the property of West Holmes School District. All such lockers and the contents thereof are subject to random search at any time by appropriate school officials without regard to whether there is reasonable suspicion that any locker or the contents thereof contain evidence of a violation of a criminal statute or school rule. K-9 units from a local law enforcement agency may be used in conducting searches. A drug-searching dog may go through lockers, classrooms, restrooms, parking lots, etc. to seek drugs. In addition, a metal detector may be used. West Holmes High School is a drug free school. Drugs will not be tolerated at WHHS.

SURVEILLANCE CAMERAS

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

PROM

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

SCHOOL DANCES

1. The two organizations that can host a dance are student council (Homecoming) and the Junior Class (Prom). The total number of teacher chaperones present must be at least six, with the total adult chaperones numbering at least eight.
2. Check with the principal before any date is set for a dance. It must be put on the school calendar in the office.
3. No dance will be held during the school week.
4. School dances must be over by 11:00 pm. (unless approved by the principal in advance)
5. School rules govern a school dance.
 - Attendance at school dances is a privilege extended to all students who uphold the standards of conduct expected within our educational community. In order to maintain a positive and inclusive environment during such events, students must adhere to certain behavioral and attendance expectations leading up to the dance.
 - Accordingly, any student who has received more than three days of suspension (In-School or Out of School) leading up to a scheduled dance will be ineligible to attend the event.
 - In addition, students are expected to attend classes regularly which is a legal requirement. Therefore, if a student exceeds the established benchmark for habitual truancy- as noted by HB 410 unless excused by the principal, they will be deemed ineligible to attend the scheduled school dance. This policy reinforces the importance of responsible behavior and regular attendance within our school community. It allows us to create a safe and enjoyable atmosphere for everyone at school dances.
6. Dances are for West Holmes High School students. No elementary or junior high students will be permitted. A guest of a West Holmes High School student that is not a West Holmes student or graduate must be registered in the office prior to the Homecoming dance or prom and must be under the age of 21. (guests are not permitted at other dances)
7. Once a student leaves the building, he/she is not permitted to return.
8. Students under suspension are excluded from all extracurricular activities.
9. Students must dress appropriately for formal dance occasions (prom) and wear formal attire (tuxedo, suit, dress, etc.) in order to gain admittance.

LOST AND FOUND

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

IMMUNIZATIONS

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

DTaP/DT Tdap/Td (Diphtheria, Tetanus, Pertussis)
K-12 Four or more doses of DTAP or DT, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. 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 high school. Likewise, all non-prescription drugs must be in their original container, labeled with the student's name, the date and the dose to be taken. **The school will need a Doctor's permission slip on file to administer ALL drugs**; we can no longer administer drugs, either prescription or non-prescription, without a doctor's slip. Parental permission no longer satisfies the Ohio Department of Health's regulations pertaining to medication administration at school.

All drugs must be taken in the main/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.

ACCIDENT INSURANCE

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

CLINIC

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

COUNSELING SERVICES

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

SCHEDULE CHANGES

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

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

CONFIDENTIALITY OF STUDENT RECORDS

Students and their parents (custodial and non-custodial) have the right to view and copy (at reasonable cost) student records. Other than directory information (name, address, phone number, date and place of birth, dates of attendance, sports and activities participated in, height and weight, date of graduation, awards received), no records will be released without authorization from a parent, or in the case of an eighteen-year-old, the student him/herself. 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.

GRADUATION REQUIREMENTS

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

<i>West Holmes Graduation Requirements</i>									
Class	Credits								State Test
	<i>ELA</i>	<i>Math^a</i>	<i>Sci^b</i>	<i>SS^c</i>	<i>H/PE^d</i>	<i>Elec^e</i>	<i>Financial Literacy</i>	<i>Total</i>	
2030	4	4	3	3	.5/.5	5.5	.5	21	Ohio State Tests
2029	4	4	3	3	.5/.5	5.5	.5	21	Ohio State Tests
2028	4	4	3	3	.5/.5	5.5	.5	21	Ohio State Tests
2027	4	4	3	3	.5/.5	5.5	.5	21	Ohio State Tests

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

b Including Physical Science and Biology

c Including American Government and U.S. History

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

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

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

2023 and Beyond GRADUATION ASSESSMENT REQUIRED

Must demonstrate Competency and Readiness

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

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

Additional Option 1:

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

Foundational

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

Supporting

Work-based learning

Earn the required score on WorkKeys

Earn the OhioMeansJobs Readiness Seal

Additional Option 2:

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

Additional Option 3:

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

Readiness: Earn two of the following diploma seals

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

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

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

Guidelines for Local seals can be found below.

Community Service Seal

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

That plan should/may include the following:

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

Community Service Pre-Approval List

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

Approved Organization List

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

Student Engagement Seal

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

Programs

Any athletic sport offered by the high school regardless if you are on the Freshman, Junior Varsity, or Varsity team. (Playing multiple sports in one year will not count as two years)

- Involvement in the High School Musical
- Involvement in the High School Play
- Academic Challenge Team
- Jazz Band (If not taken for high school credit)
- Pep Band
- School sponsored club (FCCLA, Student Council, NHS, History Club, etc.) for no credit

Fine and Performing Arts Seal

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

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

Additional information for Foundational WebXam and 12 point Credential Option

WebXam Pathway Courses (Complete & earn an average passing score on at last 3 WebXams)

Family & Consumer Science	Introduction to Family Consumer Science Principles of Food Child Development Textiles & Interior Design Textile Design, Construction & Maintenance Principles of Nutrition & Wellness
Agriculture	Ag Food & Natural Resources Animal & Plant Science Science & Technology of Food Business Management for Ag & Environmental Systems Livestock Selection, Nutrition, & Management Agricultural & Industrial Power
	Principles of Wood Construction

Construction Technologies	Construction Safety & Crew Leadership Core & Sustainable Construction Carpentry & Masonry Structural Coverings & Finishes Structural Systems
Welding Technologies	Welding Technologies Welding Fabrication Shielded Metal Arc Welding Gas Metal Arc Welding Flux Cored Arc Welding Gas Tungsten Arc Welding

12 Point Credential Programs at Heartland Technical Education Center

Auto Body
 Auto Tech
 Animal Vet. Science
 Construction
 Cosmetology
 Criminal Justice
 Culinary Careers
CyberSecurity (waiting for confirmation from CC)
 Early Childhood Education
Graphics (waiting on confirmation from CC)
 Health Tech
 RAMTEC
 Welding

EARLY GRADUATION

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

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

GRADUATION EXERCISES

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

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

CAREER CENTER

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

COLLEGE ADMISSIONS POLICIES

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

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

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

AP CURRICULUM

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

EDUCATIONAL OPTIONS

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

COLLEGE CREDIT PLUS

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

CCP Advantages:

Participation in CCP can benefit students in several ways:

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

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

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

Failures and Dropping of CCP Course(s)

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

COURSE CREDIT TRANSFER

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

GRADES

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

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

GRADING POLICY

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

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

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

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

Grades and Grading

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

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

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

GRADE POINT AVERAGING

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

RETAKING A CLASS

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

CONCERNS/QUESTIONS

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

VALEDICTORIAN AND SALUTATORIAN POLICY

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

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

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

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

HONORS-SCHOLAR ACHIEVEMENT NIGHT/HONORS ASSEMBLY

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

NATIONAL HONOR SOCIETY

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

New Honors Diploma Requirements Class of 2027 & Beyond (You can only earn one of the following Diplomas)

Academic Honors Diploma

Must meet a minimum of 7 to qualify.

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

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

Student Strength Options include:

College Credit Plus: 12 Credits

AP: 3 courses with 3 or higher on AP tests

CTAG: 12 College Credits

Apprenticeship/Pre-Apprenticeship: Completion or evidence of acceptance if required to be older than 18

WorkKeys: 6 or higher on all tests (void for Career Tech Honors Diploma)

ASVAB: Score of 50

Work Based Learning: 250 hours

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

Career-Tech Honors Diploma

Must meet a minimum of 7 to qualify.

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

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

Student Strength Options include:

College Credit Plus: 12 Credits

AP: 3 courses with 3 or higher on AP tests

CTAG: 12 College Credits

Apprenticeship/Pre-Apprenticeship: Completion or evidence of acceptance if required to be older than 18

WorkKeys: 6 or higher on all tests (void for Career Tech Honors Diploma)

ASVAB: Score of 50

Work Based Learning: 250 hours

STEM Honors Diploma

Must meet a minimum of 7 to qualify.

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

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

Student Strength Options include:

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

Arts Honors Diploma

Must meet a minimum of 7 to qualify.

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

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

Student Strength Options include:

College Credit Plus: 12 Credits

AP: 3 courses with 3 or higher on AP tests

CTAG: 12 College Credits

Apprenticeship/Pre-Apprenticeship: Completion or evidence of acceptance if required to be older than 18

WorkKeys: 6 or higher on all tests (void for Career Tech Honors Diploma)

ASVAB: Score of 50

Work Based Learning: 250 hours

Social Science & Civic Engagement Honors Diploma

Must meet a minimum of 7 to qualify.

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

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

Student Strength Options include:

College Credit Plus: 12 Credits

AP: 3 courses with 3 or higher on AP tests

CTAG: 12 College Credits

Apprenticeship/Pre-Apprenticeship: Completion or evidence of acceptance if required to be older than 18

WorkKeys: 6 or higher on all tests (void for Career Tech Honors Diploma)

ASVAB: Score of 50

Work Based Learning: 250 hours

CLASSROOM AND LAB STANDARDS

CLASSROOM STANDARDS

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

LAB STANDARDS

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

STUDENT CONDUCT CODE

I. Preface

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

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

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

1. Positive actions by teachers to inspire corrective behavior each day
2. Counseling by teachers, principals, and school counseling staff
3. Parental conferences
4. Denial of privileges
5. Detention
6. Suspension from class
7. Referral to Guidance Center, Sheriff's Department or Juvenile Court
8. A.L.E.
9. Placed in WH Digital Academy
10. Suspension
11. Suspension at Career Center may be enforced at the home school
12. Expulsion by the Superintendent
13. Placed in an alternative learning and guidance center
14. Driver's license privileges may be lost if a student withdraws from school prior to age 18; has excessive absences without a legitimate excuse for more than 65 consecutive hours or a total of 96 hours during a semester; is suspended from school because of the use of or possession of alcohol or drugs or breaking other school rules
15. 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 Counseling 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/Violence 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 other students’ right to a safe learning environment. This includes any type of harassment that may occur outside of school and is brought into school.

DETENTION

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

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/her 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 no 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 High 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 days 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 High 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. See the table below for some examples of allowable and non-allowable uses of GenAI technologies (NOTE: This is not an exhaustive list of examples).

Example of an Allowable Use	Why is this Allowed?	Things to Keep in Mind
Prompting GenAI technologies to generate ideas for a class project.	This might enhance your creative thinking by exposing you to different ideas compared to what you might come up with on your own (GenAI technologies, like ChatGPT, draw from a massive dataset of billions of parameters, which means these tools can introduce you to ideas and concepts from various fields that you might not be familiar with).	It is important to start with brainstorming your own ideas first (to aid your creative thinking), rather than letting GenAI do that initial work for you. Also, beware that GenAI might introduce biases into the topic when prompted to generate ideas.
Using GenAI technologies for writing support (e.g., using Grammarly to improve writing quality, clarity, and expression).	GenAI writing technologies and AI-powered writing assistants (e.g., Grammarly) can provide ideas for how to revise a sentence, begin a paragraph, express your thinking more clearly, and identify grammar and spelling errors. Used in this way, GenAI technologies might allow you to focus more on expressing your thinking and demonstrating your learning through writing as opposed to focusing on how to write and spell properly (although it is important to learn the foundations of writing too!).	Make sure to get your thoughts written down first rather than asking GenAI technologies to write the first draft. Writing and thinking are interconnected processes, if you prompt GenAI technologies to write the first draft for you, you are not actively engaging in thinking about the material.
Using GenAI technologies as a study or assignment aid.	GenAI technologies can offer study tips, provide example text/quiz practice questions, design a personalized study guide, design flashcards, give directions for how to complete an assignment, create learning simulations and interactive scenarios to help you develop your understanding of the class content, and it can even provide a rubric so you can self-assess your own work.	GenAI tools are known for making up information and presenting biased output. Make sure to double-check the accuracy, credibility, and reliability of any AI-generated information that you use to support your studying or assignment completion.
Prompting GenAI technologies to help make information easier to understand (e.g., explaining technical or academic jargon, providing concrete examples of an abstract idea).	GenAI technologies could potentially be used in ways that reduce cognitive load (see Cognitive Load Theory), such as breaking material into smaller chunks, summarizing and simplifying material, providing an outline of an article to support pre-reading, translating text into your native language, making content more accessible, scaffolding learning, and providing concrete examples.	If GenAI technologies are used in ways that reduce the cognitive effort required to build mental schema it can negatively impact learning. For example, asking ChatGPT to summarize an article for you instead of reading the article reduces your germane load as well as your ability to learn from the reading. Start with doing the reading first, then if you are still struggling to understand the text, consider if AI might help you with a summary or podcast overview of the content.
Using AI and GenAI technologies recommended due to disability.	GenAI technologies can be used to make learning more accessible, and digitally accessible, for disabled individuals (e.g., transcripts of recorded audio, closed captions for videos, alt text to describe images for blind/visually impaired individuals, interpretations of complex visual data).	If you have a self-identified or identified disability, consider how GenAI tools might aid your thinking, communication, and learning.

Example of a Non-Allowable Use	Why is this NOT Allowed?
Prompting a GenAI technology to respond to a discussion forum prompt for you.	Discussion prompts are meant to incorporate your voice and your thoughts. Participating in discussions is about building community and relationships as well as actively engaging in your own thinking and learning to communicate with others. Using GenAI technologies for this activity subverts both the social and learning goals of the activity. Also, if you upload discussion forum posts from your peers or instructor to the GenAI tool to help you write a response, you are giving away this data (and the intellectual property rights that come along with it) to the GenAI tool for free without permission from the original authors.
Using a GenAI technology (e.g., Slidesgo) to design a class presentation for you.	Designing a presentation requires you to actively engage in thinking and learning about the material and consider how best to communicate that information to an audience. Prompting GenAI technologies to do this work for you subverts your learning and the opportunity to develop your creative communication skills.
Modifying AI or GenAI-generated work slightly to make it appear as if you created it.	Making minor adjustments to AI or GenAI-generated work only supports surface-level learning, rather than deep learning, because the focus is on minor adjustments rather than truly understanding the material.
Prompting a GenAI technology to automatically summarize a complex academic article instead of reading and summarizing it yourself.	Used in this way, you are basically asking a GenAI technology to “read for you.” This offloads your thinking and learning to AI. You are also relying on the GenAI technology to do the work of analyzing and making sense of a text; even though these tools are predictability machines that do not have any real understanding of the text. Using GenAI chatbots to summarize readings can negatively impact your learning by taking away opportunities to critically examine the ideas of others before you formulate your own. Also, consider that uploading a copyrighted text (e.g., book chapter, article) to a GenAI technology might be considered copyright infringement since you are giving away copyrighted data to a GenAI technology without permission from the author.
Prompting GenAI technologies to analyze data for you and submitting the data analysis as your own.	Research has shown that using GenAI technologies to provide solutions for you (or in this case, provide data analysis output for you) prevents you from actively engaging with, and learning, the material. Using GenAI technologies in this way subverts your learning. Additionally, GenAI tools are not calculators or math machines, they are predictability machines (they guess which words go together to make the most plausible human-sounding response).
Copying AI or GenAI-generated text word for word into your written work, but citing it as written by AI.	When you put in the effort to find an original source to cite, you are deepening your thinking and learning about that topic and you are giving credit to human authors/artists. However, if you prompt a GenAI technology to create an original source of text or media – something that cannot be traced back to an original source – you can write “This text was generated by ChatGPT [or insert another GenAI technology] in a footnote.”
Using a GenAI technology to create media (e.g., images, audio, video) for a class project if a similar media exists already (e.g., Creative Commons images, Public Domain audio).	Considering that GenAI technologies that produce images, audio, video, and other forms of media are built on media stolen from artists without their permission AND that generating media with AI is an energy intensive process, which negatively impacts the environment, you are strongly encouraged to look for media that already exists (e.g., Pixabay images/video; YouTube audio library songs and sound effects; OpenVerse for a variety of media) as Creative Commons or in the Public Domain to include in your class projects.
Asking for a complete essay or paper on the topic without doing the necessary research or writing.	Using AI to generate work prevents learning as students do not engage with the material or develop their own understanding. It also encourages dishonesty as it is a form of plagiarism to present AI-generated work as one's own. Furthermore, it undermines the purpose of education, which is to develop critical thinking and writing skills. AI-generated content is often generic and unoriginal, lacking the depth and originality of human writing. Finally, it creates an unfair advantage for students using AI over those who complete the work themselves.

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.

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.

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.

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

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.

ATHLETICS and EXTRA-CURRICULARS

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

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

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

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

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

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

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

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

ATHLETIC ELIGIBILITY

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

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

Policy IGDJA: Drug Testing of Students in Extracurricular Activities and/or Driving Privileges

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 High School. This policy is cumulative for grades 9-12.

PROCEDURE FOR HANDLING DAT OFFENSES

1. A possible violation can be reported by staff, law enforcement, student, parent or community member.
2. The building principal or his/her designee leads the proceedings for investigating possible violations and enforcing the consequences.
3. Within a reasonable time after the investigation has been completed the investigator will set up a meeting consisting of the building principal, athletic director and coach(s) to determine whether an offense has been committed and, if so, the consequences. The principal or a person designated by the principal will contact the parent and student to explain the offense and its consequences.
4. A notice of denial of participation form will be completed and will be given to the student by the AD or his/her designee.

5. A parent may appeal the decision to the Athletic Review Board in which case a hearing will be held within 3 school days. The athlete will be excluded from participation in athletic activities during the appeal process.

Overview

The procedure for initial and random alcohol, drug, and nicotine testing of participating students is accomplished in conjunction with an independent testing Vendor selected by the Board of Education. The Vendor will be provided, by the Designated Official, a full list of eligible students and, in turn, the Vendor will randomly select students for testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this policy and accompanying procedures. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results will be reported to the Designated Official by the MRO. Specimens are collected as split specimens which requires the Vendor to separate the specimen in two (2) separate containers. One (1) specimen will be tested and the other will be held for a second test, if required.

1. A Statement of Need and Purpose

Recognizing that the use of alcohol, drugs, and nicotine by students involved in activities is a national problem, and with the support from the U.S. Supreme Court, the West Holmes Local School District implements this program of deterrence and identification, as a proactive approach to a truly safe and alcohol, drug, and nicotine-free school. Likewise, through participation in activities, students using harmful substances pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is fourfold:

- to provide for the health and safety of all students;
- to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use alcohol, drug, and/or nicotine;
- to encourage students who use alcohol, drug, and/or nicotine to participate in treatment programs; and
- to prevent the impact alcohol, drugs, and nicotine use have on the learning centers of the brain, allowing each student to achieve full academic potential while the student is involved in activities within the West Holmes Local School District.

This program is designed to create a safe alcohol, drug, and nicotine-free environment for students and assist them in getting help when needed. The program does not affect the current policies, practices, or rights of the District regarding student alcohol, drug, and/or nicotine possession or use, where reasonable suspicion is established by means other than testing through this policy.

Any student in grades nine (9) through twelve (12) and their parent/guardian/custodian(s) must first sign a testing registration/consent form in order to be eligible to participate in any one (1) or combination of the following:

- Purchasing a parking pass, which allows a student to drive to/from school;
- Athletics; and/or
- Extracurricular activities (that are not tied to an academic grade) other than athletics.

2. Supporting Data

Random testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of *Vernonia School District 47J (Oregon) v. Wayne and Judy Acton*, and *Pottawatomie v. Earls*.

3. Definitions

Adulterant/Adulteration - Any attempt to alter the outcome of the test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over-hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

Banned Substance - A substance defined by school policy as being banned from use by students.

Chain-of-Custody Form - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initialed by the collector and donor and then stays with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Designated Official(s) - The individual hired and/or identified by the District to oversee programs of the school or District. There may be one (1) Designated Official in the school building that participates in testing of students.

Illicit Substance - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Medical Review Officer (MRO) - A licensed physician trained and certified in the process and interpretation of drug testing results.

Quantitative Levels - The measurement levels of specific chemicals in the urine, reported usually in nanograms per milliliter (ng/ml).

SAMHSA - The Substance Abuse and Mental Health Services Administration, a governmental agency that certifies toxicology laboratories that perform alcohol, drug, and nicotine testing following strict guidelines and constant quality assurance programs.

Student Participant - A qualified student participating on a sanctioned activity as defined by OSHAA/or in a qualifying activity recognized by the Board of Education.

Testing Year - The testing year begins August 1 and continues for 365 days thereafter.

Vendor - The medical office or company selected by the Board of Education to carry out the procedure identified in this policy.

No Academic Consequences

No student will be penalized academically for testing positive. The results of tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the West Holmes Local School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's parent/legal guardian/custodian will be notified before a response is made by the West Holmes Local School District Board of Education, to the extent permitted by such subpoena or legal process.

Procedures for Student Participants

1. Informed Consent for Testing

At the beginning of each season/year, student participants and their respective parent/guardian/custodian will complete and sign the testing registration/consent form. No student may participate until this form is properly executed and on file with the Designated Official.

2. Alcohol, Drug, and Nicotine Testing Frequency

Testing will be done on a random basis throughout the school year. All students wishing to participate may be subject to testing for illicit or banned substances as specified in this policy and accompanying procedures. Eligible students will be randomly tested, on up to a bi-weekly basis, anytime during the testing year. This program continues until the student graduates. Any student that has completed their activity and does not intend on participating in any other activity for the remainder of the student's time at West Holmes High School may be removed from the program with a signed parent/guardian/custodian letter to the Designated Official. If no letter is submitted, and the parent/guardian/custodian submits the testing registration/consent form yearly, then the student will remain in the program for the remainder of the student's school year. If the student decides to rejoin an activity after submitting the letter of removal, then the student will be treated as an initial entrant into the West Holmes Local School District Drug Testing policy/procedures. Any student who refuses to submit to testing, or does not submit a completed testing registration/consent form, will not be allowed to purchase a parking pass or participate in athletics or non-academic extracurricular activities in the West Holmes Local School District.

3. Sample Collection

Samples will be collected as outlined in this policy and accompanying procedures. Any eligible student selected randomly for testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be offered the opportunity to consent to a saliva sample after it is determined by the Vendor and Designated Official that the student has adequately attempted to provide a urine sample. If the student voluntarily consents to a saliva sample after it is determined by the Vendor and Designated Official that the student has adequately attempted to provide a urine sample, the saliva sample will be collected as outlined in this policy and accompanying procedures. Otherwise, the student will be unable to participate until the proper specimen is provided.

Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Designate Official.

4. Procedures

Selected students will be released from their current location to go to the collection site. The student will be required to have a picture identification or be identified by the Designated Official and complete necessary form(s). A specimen of urine, or in rare circumstances where consent is given, saliva is collected following the process utilized by the vendor selected by the District. The details of this process will always be posted on the District website and will always be designed to require a level of privacy for each student (e.g., the collector of the specimen will always remain outside of the closed bathroom stall while the specimen is produced).

Confidentiality of Results

All test results are considered confidential information and will be handled accordingly.

Those persons having results reported to them as set forth by this policy must sign a Confidentiality Statement for the Random Testing Program.

Vendor Requirements:

At a minimum, the Vendor must be able to provide the following services:

1. Random Selection of Student Participants

Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. Up to bi-weekly, the Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected students' names will be given to the Designated Official, who will arrange for these students to report to the collection area.

2. Collection of Specimens

The Vendor will oversee the collection of specimens as outlined in this policy and accompanying procedures. Chain-of-Custody forms will be provided by the Vendor that meet the criteria of this policy and that of the testing laboratory.

3. Testing of Specimens

The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS).

The testing laboratory must be able to test for the following drug classes, substances, or their metabolites in collected urine specimens. The Designated Official may request testing of substances including, but not limited to, the following list:

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana	Metabolites
Methadone	MDMA (Ecstasy)	Nicotine
Opiates (painkillers, heroin)	Phencyclidine	Propoxyphene
K2 / Spice	Other synthetic drugs (Bath Salts)	Synthetic Cannabinoids

4. Medical Review Officer (MRO) Services:

The Vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by this policy, as to the evaluation of positive tests and reporting findings to the Designated Official in a timely and confidential manner. Test results will be maintained by the Designated Official for a period of seven (7) years from the date of the test. These records will not be maintained as part of a student's record.

5. Reporting of Random Test Results by Vendor

The MRO will certify all screens as negative or positive and report, by telephone, positive findings in a confidential manner to the parent/guardian/custodian first. The MRO will also notify the Designated Official, once the positive result is confirmed, by phone and in writing, that a test returned positive.

6. Statistical Reporting and Confidentiality of Test Results

The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive tests to any person, organization, news publication, or media without the express written consent of the West Holmes Local School District Board of Education.

However, the Vendor will provide the Designated Official with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens. This report will not contain any student names, though the positive results would have been disclosed prior, as outlined in this policy.

Procedures in the Event of a Positive Result

1. Whenever a student's test result indicates the presence of alcohol, drugs, and/or nicotine or adulteration, as determined by the MRO, the following will occur (Note: with a positive test result for nicotine, if a student is of legal age to buy nicotine, the

positive result will be excluded. Outside of this policy, the West Holmes Local School District Code of Conduct and other policies apply if tobacco/nicotine products are found or used on campus or at a school-related activity, regardless of a student's age):

- A. The parent/guardian/custodian is initially notified of the result by the MRO.
- B. The Designated Official is notified once the positive result is confirmed and will notify the parent/guardian/custodian and student of implementation of this policy and of any positive results.
- C. The student will be subjected to the appropriate action based on the student's circumstances.
- D. If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at the expense of the parent/guardian/custodian or student. Such a request must be made to the Designated Official, in writing, within five (5) calendar days from first notification of positive test results. If the contested test is reported as negative by the second laboratory, the first result will be nullified and the cost will be incurred by the District.
- E. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

2. First Positive Result, or Student Handbook Code of Conduct Violation

A positive result from the MRO or ruling of adulteration will constitute a first positive. The student will have two (2) 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 (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.

For extracurricular activities/parking: The student will be suspended from the activity/parking for a Three (3) week period beginning with the date of violation. Athletic/Extracurricular Activity/Parking consequence will run concurrently.

For either option, the student will also be required to submit up to three (3) follow-up random drug tests. He/She will automatically be part of the next 3 consecutive random drug screenings.

3. First Positive Result Due to Ruling of Adulteration

If the student's first positive result arises from adulteration, the student will be automatically suspended for twenty percent (20%) of the season or three (3) weeks from the activity/parking, in addition to what is outlined in Option A or Option B above for a first offense. As an example, if the student chooses Option A above, the suspension will be a total of twenty percent (20%) of the season or three (3) weeks from the activity/parking. If the student chooses Option B above, the suspension will be a total of forty percent (40%) of the season or nine (9) weeks of the activity/parking.

A student whose test result is positive due to adulteration will also be subjected to random test(s) each month at the expense of the parent/guardian/custodian for a period of six (6) months. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory.

4. Second Positive Result, or Student Handbook Code of Conduct Violation

A second positive result from the MRO or ruling of adulteration will result in a second offense. Students in the second offense will have one (1) of the following consequences based upon the choice from first consequence:

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.

For extracurricular activities/parking: The student will be suspended from the activity/parking for a nine (9) week period beginning with the date of violation.

Athletic/Extracurricular Activity/Parking consequence will run concurrently.

In lieu of the suspension detailed above in option A for a second positive result, a student can choose to be tested bi-weekly at the expense of the parent/guardian/custodian for a period of six (6) months. If the bi-weekly tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory.

The results of the said tests must be submitted to the designated official. A student whose bi-weekly test produces a positive result will have the suspension detailed in option A for a second offense reinstated.

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.

For extracurricular activities/parking: The student will be suspended from the activity/parking for an eighteen (18) week period beginning with the date of violation.

Athletic/Extracurricular Activity/Parking consequence will run concurrently.

If the student chooses to not be in any intervention/treatment plan, then the student will no longer be allowed to purchase a parking pass or participate in athletics or extracurricular activities for the remainder of the student's WHHS career.

The student will also be required to submit up to three (3) follow-up random drug tests at the expense of the parent/guardian/custodian. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory. Failure to comply with this requirement will result in an indefinite suspension from contests/events/activities.

5. Second Positive Result Due to Ruling of Adulteration

If the second positive result arises from adulteration, the student will be automatically suspended for fifty percent (50%) of the season or nine (9) weeks from the activity/parking, in addition to what is outlined in Option A or Option B above for a second offense. A student whose test result is positive due to adulteration will also be subjected to random test(s) each month at the expense of the parent/guardian/custodian for a period of six (6) months. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA- certified toxicology laboratory.

If a student's second positive result arises from the student's second adulteration offense, the student will be held to the consequences detailed in the "Third Positive Result" section of this policy.

6. Third Positive Result, or Student Handbook Code of Conduct Violation

A third positive result from a MRO or ruling of adulteration will result in the student being barred indefinitely from purchasing a parking pass or participating in athletics or extracurricular activities. The student will be able to earn eligibility back by having no positive test results for one (1) year from the date of the third offense. As part of the process to earn eligibility back, the student will be subjected to random test(s) each month at the expense of the parent/guardian. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory. If the student earns eligibility back after one (1) year and then has another positive test result, the student will be barred indefinitely from purchasing a parking pass or participating in athletic or extracurricular activities and will be subject to the same one (1) year process, as described earlier in this paragraph, to regain eligibility.

7. Self-Referral

A student who refers themselves prior to receiving a positive result from the MRO will be treated as a first offense remedy of "Option A" in the "first positive result" section of this policy. Self-referrals may be used on a first offense only. Subsequent positives following a referral will continue to actions stated in this policy and procedure for consequences. For the purpose of this policy and procedure, a student may only self-refer one (1) time while a student in the West Holmes Local School District.

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:
1. Any illegal activity that violates West Holmes Local School Policy, federal, state, or local law is strictly forbidden.
 2. Intentionally seeking information on, obtaining copies of, or modifying files, other user's data, or passwords belonging to another user;
 3. Obtaining or creating material that is profane, obscene, indecent, sexually explicit, or otherwise unsuitable of objectionable in the judgment of the district;
 4. Developing and/or transmitting inappropriate graphics;
 5. Transmitting sexual or ethnic slurs and/or jokes;
 6. Misrepresenting other users on the network and/or Internet;
 7. Disrupting the operation of the network through abuse of the hardware or software;
 8. Interfering with others' use of the network and/or Internet;
 9. Extensive use for non-curriculum related communication;
 10. Illegal installation of copyrighted software, or any other illegal activities;
 11. Unauthorized downloading, copying, or use of licensed or copyrighted software;
 12. Allowing anyone access other than the account holder;
 13. Providing personal information about others (e.g., telephone numbers, passwords, pictures, home addresses, social security numbers);
 14. Plagiarizing works found on the network and/or Internet;
 15. Using the Internet e-mail for commercial activities, purchasing products, product advertising, personal financial gain or lobbying. The district will not provide email accounts for students. Students having Web-Mail accounts are not permitted to use these accounts on the district's computers unless given specific permission by the teacher in charge.
- D. A special exception may be made for certain material or literature prohibited by this section or guidelines, if the purpose of access is to conduct research and both the student's teacher and parent have approved. If a student mistakenly accesses inappropriate information, the student should immediately inform the teacher or another district employee.
- E. Students are to use the Internet only for educational and career development activities and limited, high quality self-discovery activities. Students are not permitted to download large files unless absolutely necessary. If necessary, students should download the file at a time when the system is not being heavily used.
- F. The district does not guarantee that network and Internet access will meet any specific requirements of the user, or that it will be error free or uninterrupted; it shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- G. The district reserves the right to log Internet use. The district may periodically make determinations whether specific uses of the network and Internet are consistent with the acceptable-use policy.
- H. Should the user transfer a file which infects the network with a virus and causes damage, the user may be liable for any and all repair costs to make the network once again fully operational and may be subject to other disciplinary measures as determined by the district.
- I. Anyone who violates these guidelines, or any provisions of the Code of Student Conduct or other Board of Education policies rules in connection with the use of district network or Internet access, are subject to disciplinary action including, but not limited to, denial of the privilege of district network or Internet access, suspension, or expulsion from school and referral to law enforcement authorities when deemed necessary.

DRIVING IZENSHP

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

III. CLUBS AND ORGANIZATIONS

Drug Testing for Extracurricular Activities (Policy IGDJA)

In accordance with Board Policy IGDJA, any student in grades nine through twelve wishing to participate in extracurricular identified in this policy must follow the Drug, Alcohol, and Tobacco Policy. Membership requires a signed Random Drug Testing Consent form on file, and participants are subject to random testing under Policy IGDJA

ACADEMIC CHALLENGE TEAM

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

CHAMBER CHOIR

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

CONCERT CHOIR

Advisor: Mrs. Kristen O'Brien
Purpose: This organization's purpose is to learn to sing with good vocal technique, to perform a varied repertoire of music, to develop sight-reading skills and to develop skills in 3-5 part singing.
Member Requirements: Any student is eligible for membership.
Meetings: Members meet daily, during assigned class period.
Membership Dues: None
Activities: Fall Concert; Christmas Concert; Solo & Ensemble Contest; Celebration of the Arts Biannually; Spring Concert & Awards.

THE CROSSING

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

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

Advisor:	Mrs. Tes Kinsey
Purpose:	1) to provide opportunities for personal development and preparation for adult life; 2) to strengthen the function of the family as a basic unit of society; 3) to encourage democracy through cooperative action in the home and community; 4) to encourage individual and group involvement in helping achieve global cooperation and harmony; 5) to promote greater understanding between youth and adults; 6) to provide opportunities for making decisions and for assuming responsibilities; 7) to prepare for the multiple roles of men and women in today's society; 8) to promote family and consumer sciences and related occupations.
Affiliation:	5 levels of affiliations-Local, District, Regional, State & National
Member Requirements:	Any student who has taken or is taking a course in Family & Consumer Sciences is eligible for membership.
Meetings:	During activity period; when necessary; and once every other month after school (day TBA until 4:00.)
Membership Dues:	\$20 includes local, state & national dues (which can be paid through participation in fall fundraiser)
Past Activities:	Community service activities such as providing a meal for teachers during parent/teacher conferences, annual Easter Egg Hunt for children 3-Kindergarten, providing child care or activities during Holmes County "Week of the Child" and other organizations, as well as local group activities such as annual "Spooky Dinner" bowling.

FFA CHAPTER

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

FOREIGN LANGUAGE CLUB

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

KNIGHTS OF THE ROUND TABLE

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

MARCHING BAND/JAZZ BAND/PERCUSSION ENSEMBLE

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

NATIONAL HONOR SOCIETY

Advisor:	Mrs. Katie Tyson
Purpose:	The purpose of this organization is to honor those students who excel in scholarship, leadership, character, and service. Members are held to the high standards of the National Honor Society and are expected to promote and exemplify the four pillars inside and outside the classroom. Character should be noted as "the way one behaves even when no one is looking," emphasizing behaviors outside the classroom environment. All members and future members abide by the National Organization rules and requirements in addition to the rules of West Holmes.
Affiliation:	NHS is part of the National Organization, and is also one of the organizations administered through the National Association of Secondary School Principals.
Member Requirements:	To earn membership, students need to meet the requirements that follow, in addition to the regulations found in the National Honor Society Handbook. Students must have a 3.5 cumulative GPA, take leadership roles and initiatives (inside and outside the classroom), participate in community service, and showcase high degrees of character and integrity.
Meetings:	As needed
Membership Dues:	\$15 for a t-shirt.
Activities:	The group has some fund-raising activities and otherwise all activities are service oriented; i.e., helping with needs at the school, drug/alcohol programs for younger kids, peer tutoring, etc.

SCIENCE CLUB

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

SKI AND SNOWBOARD CLUB

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

STUDENT COUNCIL

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

SYMPHONIC BAND/CONCERT BAND

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

TRI-M MUSIC HONOR SOCIETY

Advisor: Mrs. Steve Butcher, Mrs. Kristen O'Brien
Purpose: The purpose of the Tri-M Music Honor Society is to promote the idea of developing lifelong excellence in young people and to enhance West Holmes High School and its music program by developing strong leadership, musicianship and character in our students. Eligibility is based upon a student's music participation, academic achievement, leadership, service and character. Students must meet minimum GPA requirements and receive recommendations from their teachers. A committee will review and evaluate student's submissions to determine the final selection of members
Requirements: To earn membership, candidates must have been enrolled in a school-sponsored music ensemble and/or class for at least one semester of the current school year. Candidates must have maintained for the previous semester at least an A average grade or equivalent in music, with at least a 3.0 or higher in other academic subjects.
Meetings: As needed.
Activities: Service activities include any action that are done with or on behalf of others without and direct financial or material compensation to the candidate.