



WEST HOLMES HIGH SCHOOL



10909 SR 39, Millersburg, OH 44654

Phone 330-674-6085

Toll Free 866-498-9447

Fax 330-674-0818

www.westholmes.k12.oh.us

REGULAR BELL SCHEDULE

1st	7:30	–	8:30	
2nd	8:34	–	9:16	
3rd	9:20	–	10:02	
4th	10:06	–	10:48	
5th	10:52	–	11:34	(10:52-11:00 lunch plus)
6th	11:38	–	12:20	(11:38-11:46 lunch plus)
7th	12:24	–	1:06	(12:24-12:32 lunch plus)
8th	1:10	–	1:52	
9th	1:56	–	2:38	

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

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

WHHS ALMA MATER

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

WHHS FIGHT SONG

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

WHO DO I SEE ABOUT?

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

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WEST HOLMES HIGH SCHOOL STAFF

Administration Assignment

Mr. Aaron KaufmanPrincipal
Mr. Tyler Renner.....Asst. Principal
Mr. Brian Baughman.....Curriculum
Mr. Adam Brately.....Athletic Director

Guidance

Ms. Alison Rogers..... Counselor
Mrs. Dawne O'Donnell..... Counselor

Teachers

Ms. Andrea Anderson Spanish
Mrs. Justine Baker Social Studies
Mr. Kevin Beachy Spanish
Mr. Zach Brown Science
Mr. Jeremy Burnison English
Mr. Tracy Chance Industrial Arts
Ms. Jaime Chenevey.....Vo. Ag.
Mrs. Margaret Davis.....Math
Mr. Brian DoddInstrumental Music
Mrs. Kelly Dye..... Intervention Specialist
Mrs. Melanie Ferguson..... Social Studies/
Intervention
Mr. Zach Gardner Career Connections
Mr. Nick Gerber Intervention Specialist
Mr. Eric Goudy..... Social Studies
Mrs. Suzanne Goudy Math
Mrs. Nicole Grant Intervention Specialist
Ms. Scarlett HabrunPhysical Education
Mr. Isaac Haver..... Intervention Specialist
Ms. Kelly Hozan English
Mr. Donald Hughes Social Studies
Mr. Tom Kalo Woodworking
Ms. Morgan Kellogg..... Science
Ms. Melinda Kick Social Studies
Ms. Jessica King Science
Mrs. Tes Kinsey.....Family &
Consumer Science
Mr. Brian Lash English
Mr. Dave McMillen.....Building Trades
Mr. Larry Miller Science
Mr. Patrick MillerMath
Ms. Sandy Miller.....Art
Mr. Mike Molnar.....CBI
Mrs. Kristen O'BrienChoir
Mr. Will O'DonnellPhysical Education
Mrs. Megan PalmucciMath
Mr. Jim Park.....Business/Computer
Mrs. Kaye Parsons..... Intervention Specialist
Mrs. Carly Positano.... Intervention Specialist
Mrs. Brenda Reining Librarian
Mrs. Lacey ReynoldsEnglish

Mrs. Melissa Rodhe.... Computer/Technology
Mrs. Kris ShearerEnglish
Mrs. Melissa Slauson..... Intervention
Specialist
Mrs. Kathy Smith..... Math
Mr. Jen Stutzman Intervention Specialist
Mr. Jeremy Westbrook Science

Secretaries

Mrs. Mindi Campbell Main Office
Mrs. Karen Hunter..... Guidance
Mrs. Teresa Mackey Main Office
Mrs. Kathy Skolmutch Student Services

ALE

Ms. Gail Rosales

Study Hall

Mrs. Rosemary Taggart

Teacher Aides

Mrs. Lori Snively

Mrs. Jenyce Wise

Cafeteria

Mrs. Beth Morris

Mrs. Judy Butler

Mrs. Jody Gibbs

Mrs. Dorothy Leppla

Mrs. Valerie McFadden

Custodial Staff

Mrs. Kandi Hipp

Mrs. April Rose

Mrs. Heather Chew

Mrs. Melanie Lowe

Ms. Cindy Geog

Mrs. Martha Swinehart

Student Services

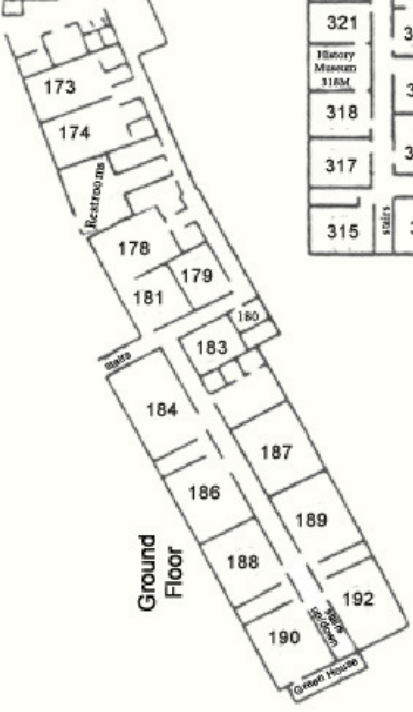
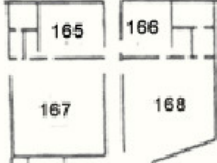
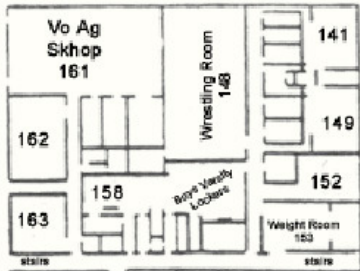
Mrs. Julie Snyder Director

Mrs. Maria Morris Psychologist

Mrs. Molly Johnson..... Asst. Psychologist

Mrs. Steph Baker..... Psychologist

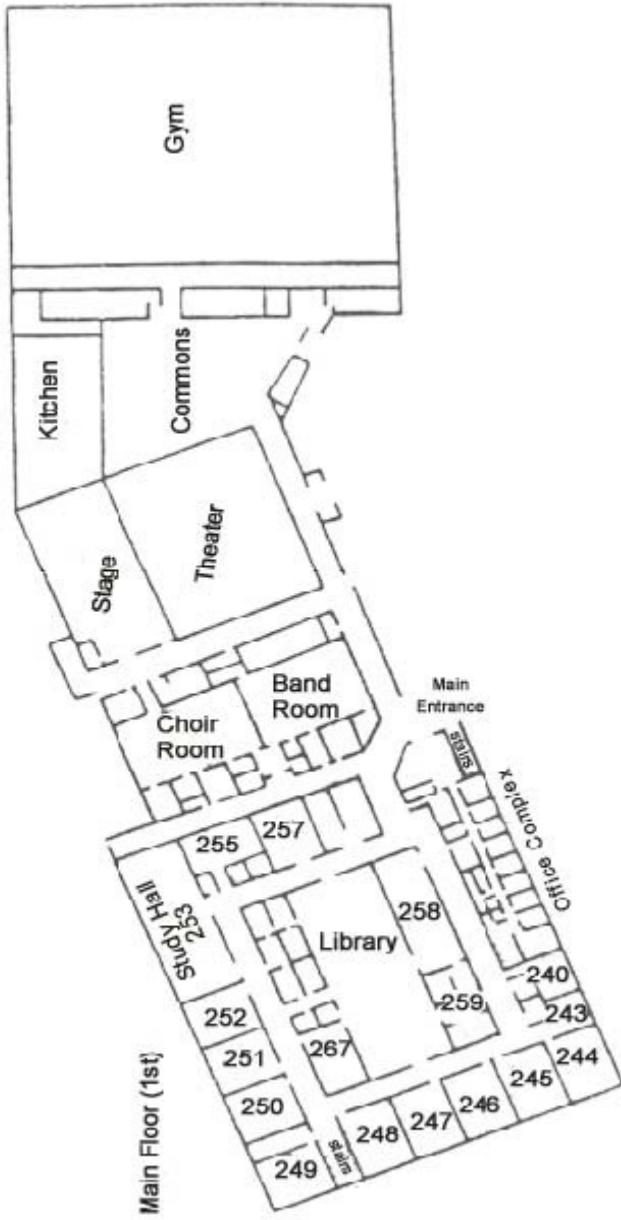
Mr. Tom EastepSchool Nurse



Ground Floor



Second Floor



BELL SCHEDULES

*Faculty due in building at 7:15 AM

*End of school day is 3:00 PM

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

REGULAR BELL SCHEDULE

1 st	7:30	—	8:30
2 nd	8:34	—	9:16
3 rd	9:20	—	10:02
4 th	10:06	—	10:48
5 th	10:52	—	11:34
6 th	11:38	—	12:20
7 th	12:24	—	1:06
8 th	1:10	—	1:52
9 th	1:56	—	2:38

TWO HOUR DELAY BELL SCHEDULE

Report to Locker	9:15
Report Bell	9:26
Tardy Bell	9:30
1 st	9:30 — 10:06
2 nd	10:10 — 10:40
3 rd	10:44 — 11:14
4 th	11:18 — 11:48
5 th	11:52 — 12:22
6 th	12:26 — 12:56
7 th	1:00 — 1:30
8 th	1:34 — 2:04
9 th	2:08 — 2:38

ONE HOUR DELAY BELL SCHEDULE

Report to Locker	8:15
Report Bell	8:26
Tardy Bell	8:30
1 st	8:30 — 9:010
2 nd	9:14 — 9:51
3 rd	9:55 — 10:32
4 th	10:36 — 11:13
5 th	11:17 — 11:54
6 th	11:58 — 12:35
7 th	12:39 — 1:16
8 th	1:20 — 1:57
9 th	2:01 — 2:38

PEP RALLY BELL SCHEDULE

1 st	7:30	—	8:27
2 nd	8:31	—	9:10
3 rd	9:14	—	9:53
4 th	9:57	—	10:36
5 th	10:40	—	11:19
6 th	11:23	—	12:02
7 th	12:06	—	12:45
8 th	12:49	—	1:28
9 th	1:32	—	2:11
Pep Rally	2:14	—	2:38

EARLY RELEASE BELL SCHEDULE

1 st	7:30	—	8:05
2 nd	8:09	—	8:39
3 rd	8:43	—	9:13
4 th	9:17	—	9:47
5 th	9:51	—	10:21
6 th	10:25	—	10:55
7 th	10:59	—	11:29
8 th	11:33	—	12:03
9 th	12:07	—	12:38

WEST HOLMES HIGH SCHOOL 2018-2019 CALENDAR

Aug. 17	New teacher orientation
Aug. 20	Staff In-service meeting/Opening Meeting
Aug. 21	Staff In-service meeting
Aug. 22	Staff Work Day/Open House
Aug. 23	First day of school
Sept. 3	Labor Day (No School)
Sept. 21	Late Arrival (2 Hours)
Sept. 28	Mid-terms Home
Oct. 8	Parent-Teacher Conferences 6-12
Oct. 10	Parent-Teacher Conferences K-5
Oct. 15	Parent-Teacher Conferences K-12
Oct. 25	End of 9 Weeks
Oct. 26	Staff Work Day (No School)
Nov. 1	Grade Cards Home
Nov. 21-23	Thanksgiving Vacation (No School)
Nov. 26	Conference Comp Day (No school)
Dec. 5	Late Arrival (2 Hours)
Dec. 11	Mid-terms Home
Dec. 21	Last day of classes before Christmas
Dec. 22-Jan. 1	Christmas Vacation (No School)
Jan. 2	First day of school in 2019
Jan. 11	End of 9 weeks
Jan. 18	Grade Cards Home
Jan. 21	Martin Luther King Day (No School)
Jan. 22	Late Arrival (2 Hours)
Feb. 11	Parent-Teacher Conferences K-5
Feb. 12	Parent-Teacher Conferences 6-12
Feb. 14	Parent-Teacher Conferences K-12
Feb. 18	Presidents Day (No School)
Feb. 22	Mid-terms Home
Mar. 7	Late Arrival (2 hours)
Mar. 22	End of 9 weeks
Mar. 25-29	Spring Break (No School)
April 1	Late Arrival (2 Hours)
April 5	Grade Cards Home
April 19	Conference Comp Day (No School)
May 1	Late Arrival (2 Hours)
May 3	Mid-terms home
May 24	Last Day of School/Grade Cards
May 25	Graduation (7:00 pm)
May 27	Memorial Day (No School)
May 28	Staff Work Day

Priority make up days: Feb. 18, May 28, 29 & 30

FEES AND MATERIALS

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

ACTIVITY FEES (Due at schedule pick-up)			
All Students		\$10.00	
INSTRUCTIONAL SUPPLY FEES (Due before 10/26/18)			
BUSINESS FEES		VO AG FEES	
Accounting I & II	\$30	Ag & Industrial Power	\$25
ENGLISH FEES (Only selected classes)		Ag Food & Natural Resources	\$20
Vocabulary books	\$10	Animal & Plant Science	\$25
ART FEES		Business Management for Ag	\$25
Art I & II	\$7	Science & Technology of Food	\$25
Art III & IV	\$20	Livestock Selection, Nutrition & 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	AP Test	
SCIENCE LAB FEES		All Subjects	\$80-95
Biology & CP Biology	\$10	CLASS DUES	
Chemistry	\$15	Freshman Year	\$5.00
Physics	\$10	Sophomore Year	\$10.00
Anatomy and Physiology I & II	\$15	Junior Year	\$15.00
		Senior Year	\$25.00
Outstanding dues & fees will be listed on all schedules & grade cards			

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.

BEFORE/DURING SCHOOL

Once students are on school property, they may not leave during school hours unless permission is received from the office. All students must sign-out in the office when leaving and sign-in at the office when arriving to school late. The building is open for students at 7:00 A.M. Students entering at 7:00 A.M. must report to the commons. Students will be released to the academic hall at 7:15 A.M. Students may not go to the parking lot during the day without permission.

DRIVING PRIVILEGES

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

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.

ATTENDANCE

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 (674-6085 ext. 3225) or (1-866-498-9447 [WHHS]) informing us why a child is not in school. **The student, upon his/her return to school, must present a written excuse for the absence. If the excuse is not presented within 5 school days, the absence will be officially recorded as unexcused.**

The excuse must contain the following:

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

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

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

1. Personal illness, the approving authority may require the certificate of a physician if he deems it advisable.
2. Illness in the family.
3. Quarantine of the home.
4. Death of a relative.
5. Observance of religious holidays.
6. If you have a doctor, dentist or eye appointment you must bring a signed statement from the doctor to be excused.
7. Legal reasons-if a student's presence is required in court.
8. Emergency or other circumstances deemed to be of sufficient cause for absence from school.

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

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

UNEXCUSED ABSENCE

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

Unexcused absences will also carry the following consequences:

1. Four (4) days during the school year will result in one (1) day of ALE or (1) Saturday school.
2. Eight (8) days during the school year will result in two (2) more days ALE or 2 more Saturday schools.
3. 30 consecutive hours of unexcused absences, 42 consecutive hours of unexcused absences in 1 month, or 72 hours of unexcused absences in a school year may result in charges being filed with Juvenile Court.
4. Absences beyond this point will be dealt with on an individual basis.

EXCUSE VERIFICATION STATUS

Students who are absent for ten days 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.

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. The warning bell will ring at 7:25 and will be followed by the tardy bell at 7:30. If a student does not arrive to class before the 7:30 bell they will be considered tardy. If a student misses more than half of a class period due to unexcused tardy, 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 tardies in a nine week period—1 day of ALE

11 tardies in a nine week period—2 days of ALE

14 tardies in a nine week period—1 day of Saturday School

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. 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.

COLLEGE VISITATION

Seniors are permitted 2 school days for college visits.

Juniors are permitted 1 school day for a college visit.

Students provide their own transportation.

Procedure for College Visitation

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

RULES AND REGULATIONS

ELECTRONIC/COMMUNICATION DEVICES

Cell phones and other electronic devices are valuable and important communicative devices in today's world. However, use of cell phones during the school day can seriously impede and distract from the learning process. Students will be required to turn off all electronic devices (including but not limited to IPODS, MP3 Players, games and digital cameras, along with their corresponding ear buds or headphones) during regular school hours from 7:30 am – 2:38 pm. All devices must remain in the students' lockers or out of sight during the school day, unless directed by a staff member to use them for educational purposes. It is the student's responsibility to make sure that their locker is locked. 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.

* Exception: Students will be permitted to use cell phones and other electronic devices during their lunch period. This is the only time they will be permitted to use them during the school day.

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

1st Offense: Cell phone will be confiscated and student will receive a warning. Phone can be picked up by the student in the office at the end of the day.

2nd Offense: Cell phone will be confiscated and student will receive 2 lunch detentions. Parent contact, phone can be picked up by the student in the office at the end of the day.

3rd Offense: Cell phone will be confiscated and student will receive 1 day of ALE. Parent contact and the student will have to turn the phone into the office at the beginning of the next 2 school days.

4th Offense: Cell phone will be confiscated and student will receive 1 day of Saturday School. The phone will be turned in to the office at the beginning of the next 5 school days.

After the 4th offense, the student will be required to turn their phone into the office each morning when they come to school. They will then be able to pick the phone up at the end of each day.

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, Saturday School, or Suspension.

ANNOUNCEMENTS & COMMUNICATIONS

Announcements will be made at the beginning of 2nd period. Advisors must sign the announcement form and it should be received in the general office the previous day if possible. Only emergency announcements will be made after 8:30 a.m. The morning announcements are also posted on the TV monitor flip screen. Please watch the flip screen for updates throughout the day. We also encourage you to visit our website for announcements and upcoming events at www.westholmes.k12.oh.us

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. There will be NO lunch charges.
7. Students may not order lunch to be delivered to the school.

VISITORS

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

WITHDRAWAL FROM SCHOOL

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

FIRE AND TORNADO DRILLS

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

GYMNASIUM USE

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

SIGNS AND POSTERS

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

STUDENT MESSAGES

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

TELEPHONE USAGE

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

LOCKS AND LOCKERS

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

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

SURVEILLANCE CAMERAS

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

PROM

The prom is a formal dance for West Holmes High School juniors and seniors only. Juniors and seniors from other schools or graduates may be invited but must be approved by the office. Junior/senior eligibility will be determined by year of entry into a 9-12 high school.

SCHOOL DANCES

1. No class organization will be permitted to have a dance unless the advisors approve and can be in attendance. The total number of teacher chaperones present must be at least two, with the total adult chaperones numbering at least four.
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.
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)

Kindergarten

Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required.*

Grades 1-12

Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.

Grades 7-12

One (1) dose of Tdap vaccine must be administered prior to entry.**

POLIO

Grades K-8

Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.***

Grades 9-12

Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) 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 (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.

Varicella (Chickenpox)

Grades K-8

Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.

Grades 9-12

One (1) dose of varicella vaccine must be administered on or after the first birthday.

MCV4 (Meningococcal)

Grade 7-9

One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry

Grade 12

Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry

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 mailed to each student in August. Emergency Medical Forms must be completed and returned by the end of the first week 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 office under the supervision of a school official. Parents and students are responsible for drug refills as needed. Inhalers may be carried and administered by the student, but a self-medication form must be on file in the guidance office. We strongly encourage that a second inhaler, labeled appropriately, be kept in the office for emergencies.

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

ACCIDENT INSURANCE

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

CLINIC

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

GUIDANCE SERVICES

School counselors are available for personal, career, educational, and occupational counseling. Computerized scholarship and occupational searches can be personalized in the Guidance Office as well.

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. A Jr. or Sr. who drops from 8 classes to 7, or a Fresh. or Soph. who drops from 8/7 classes to 7/6 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 were provided for the student to take an active part in the development of his/her schedule. Any request for changes after May 30, will be honored only due to extenuating circumstances. Once school begins in August, a student's request to change a class will only be considered if the request is a response to a technical error in scheduling or a student being academically misplaced as identified by the teacher.

CONFIDENTIALITY OF STUDENT RECORDS

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

GRADUATION REQUIREMENTS

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

West Holmes Graduation Requirements								
Class	Credits							State Test
	ELA	Math^a	Sci^b	SS^c	H/PE	Elec[*]	Total	
2021	4	4	3	3	.5/.5	6	21	<i>Next Gen Exam</i>
2020	4	4	3	3	.5/.5	6	21	<i>Next Gen Exam</i>
2019	4	4	3	3	.5/.5	6	21	<i>Next Gen Exam</i>
2018	4	4	3	3	.5/.5	6	21	<i>Next Gen Exam</i>

- a Mathematics units must include 1 unit of algebra II or the equivalent of algebra II
- b Including Physical Science and Biology
- c Including American Government and U.S. History
- d High school students who have participated in interscholastic athletics, marching band, or cheerleading at an accredited high school for at least two full seasons by the end of the 10th grade, will not be required to complete physical education but must complete the .5 units in another course. Students must provide written verification of fulfillment of the participation requirement to the guidance office at the end of the year the requirement is met.
- e 1 unit or 2 half units in business/technology, fine arts, or foreign language
- f Electives must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics. Science or social studies courses not otherwise required. Beginning with the class of 2014, all students must complete at least two semesters of fine arts taken any time in grades 7-12.

HIGH SCHOOL GRADUATION REQUIREMENTS/NEXT GENERATION ASSESSMENT

House Bill 487 updated Ohio's graduation requirements to ensure that all students are ready for success in college and work. Additionally, every student will have the opportunity to take a nationally-recognized college admission exam free of charge in Grade 11. The honors diploma remains another option for students.

Meet one of the following three:

1. Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.
2. Earn a "remediation-free" score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th-grade students in the Class of 2018 and beyond to take the exam free of charge.
3. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

NEW

Complete Ohio Course

And all Students take end-of-course exams:

- * Algebra 1⁷ and geometry or integrated math I and II
- * Biology
- * American history and American Government
- * English I and English II

Students studying Advance Placement (AP), International Baccalaureate (IB) or taking dual enrollment courses in physical science, American history or American government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.

UNCHANGED

State

Requirements

Minimum

English language arts	4 units
Health	½ unit
Mathematics	4 units ¹
Physical education	½ unit ²
Science	3 units ³
Social studies	3 units ⁴
Electives	6 units ⁶

Other Requirements

- Economics and financial literacy⁶
- Fine arts⁶

¹ Mathematics units must include one unit of algebra II or the equivalent of algebra II. Students on a Student Success Plan may be exempted from taking algebra II.

² School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.

³ Science units must include one unit of physical sciences, one unit of life sciences and one unit advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. Students on a Student Success Plan may be exempted from advanced study in science.

⁴ Social studies units must include ½ unit of American history and ½ unit of American government

⁵ Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

⁶ All students must receive instruction in economics and financial literacy during Grades 9-12 and must complete at least two semesters of fine arts taken any time in Grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

⁷ The State Board of Education may decide to include an algebra II end-of-course examination in place of the algebra I end-of-course exam beginning for students entering ninth grade on or after July 1, 2016.

VOCATIONAL SCHOOL INFORMATION

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, 1/2 credit in Computer Application I.
2. Application: See your counselor during your sophomore year (before February)
3. Withdrawal from the Career Center: Approval to withdraw must be approved by the Career Center guidance counselor, your parents, the high school counselor and the high school Principal.
4. Graduation: Career Center students graduate from their home school.
5. Extracurricular activities: Career Center students are eligible to participate in all home school extracurricular activities held outside school hours.

COLLEGE ADMISSIONS POLICIES

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

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

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

AP CURRICULUM

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

EDUCATIONAL OPTIONS

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

COLLEGE CREDIT PLUS

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

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.

TRI-COUNTY INTERNATIONAL ACADEMY

The International Baccalaureate Diploma Program allows students who participate in this program to receive a college preparatory education that is globally recognized for its excellence.

The IB Diploma Program is for the upper level students. It is a total program in grades 11 and 12 that has an emphasis on international study or work which are met with an education formally recognized in over 100 countries around the world. Additionally, any student who wants a highly challenging, creative, and different kind of education will benefit.

As noted, the IB Diploma Program is a total program taught at an advanced level. Academically, it is similar to the level of instruction and difficulty of Advanced Placement (AP). Being a total program, students will have advanced courses in English, a second language, social studies, math, science, and the arts. Students will engage in activities that involve creativity, action, service, understanding how learning takes place, and extensive research. Classes will have a global perspective intended to foster international understanding as well as encouraging students to be good citizens locally, nationally, and in the world. Successful program students will be awarded the highly respected International Baccalaureate Diploma in addition to their local school diploma.

This is a program for students in their junior and senior years. However, in order to succeed in this program, students need to be well prepared. That means students who are thinking about applying for admission to the Tri-County International Academy need to do the following in grades 7-10:

- Take classes at advanced or honors levels
- Take the most challenging math possible; complete algebra I and II and geometry by the end of grade 10; start H.S. math courses in middle school if possible
- Start foreign language as soon as possible and progress as far as possible by the end of grade 10; completion of level II in a language is the absolute minimum
- Take classes that emphasize and teach writing skills; learn research skills
- Take electives in social studies such as economics, civics and current events
- Have some background in the arts (i.e. class in music, visual art and/or performing arts)
- Have good attendance, maintain a 3.0 GPA, and be a student that teachers will recommend
- Complete health and P.E. requirements by the end of grade 10

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. A student must pass 1 of the 2 nine week grading periods of each semester in order to pass a class. A failing grade can be recorded for non-completion of the required work of the course. The "N" (non-completion) can be recorded at the end of a one-semester course or at the end of a yearlong course. The entire amount of work required for the course in all grading periods will be considered when evaluating a completion or non-completion of that particular course. It should be noted that unless there are extenuating circumstances when a student has an incomplete he/she will be allowed the number of days absent to make up work at the end of the nine weeks (up to 2 weeks maximum). After this time period, an F will be assigned.

Grades and Grading

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

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

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

GRADE POINT AVERAGING

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

RETAKING A CLASS

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

VALEDICTORIAN AND SALUTATORIAN POLICY

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

Starting with the class of 2012, the valedictorian rank will be determined by the following formula: $(.70x \text{ GPA}/4.0) + (.15 x \text{ ACT score}/36) + (.15 x \text{ number of credits earned}/\text{highest number of credits}) = \text{Rank Score}$

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

1. The student must have attended West Holmes High School for a minimum of two semesters prior to second semester of senior year.
2. The student must have attended high school for a minimum of eight semesters. Early grads are not eligible.
3. The courses included in the calculation of the GPA are used to determine class rank.
4. Honors, advanced or advance placement courses are not granted additional weight. Credit earned through Credit Flexibility option other than College Credit Plus will not be calculated into the formula.
5. Only final course grades are used. Nine week and semester 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. Six semester hours of college credit is equal to 1 credit toward the calculation for Valedictorian and Salutarian.
9. All students satisfying the above rules are eligible. All credits earned that meet Board and State guidelines are qualified (Ashland County –West Holmes Career Center students, special education students, KLAS students, tutored and home instructed students. Those not included would be: home schooling students, correspondence students).
10. An "improved" grade for a course retaken will not be considered to determine the Valedictorian or 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.

Starting with the class of 2021, the number of credits earned will no longer be used as a part of the formula to determine valedictorian. The formula will change to: $(.75x\text{GPA}/4.0) + (.25 X \text{ ACT score}/36) = \text{Rank Score}$

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. 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 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.

AWARD OF MERIT

The requirements listed below have been adopted for the "Award of Merit". This certificate will be awarded by the State Board of Education to all those who meet the criteria specified in A and C or B and C.

A. College Prep Requirements – complete the following minimum requirements.

1. English – 4 units (may include 1 unit of fundamentals of speech)
2. Mathematics – 3 units (must include 1 unit of algebra and 1 unit of geometry.)
3. Science – 3 units (must include 2 units from among biology, chemistry, and physics.)
4. Social Studies – 3 units (must include 2 units of history and .5 units of civics and government.)
5. Foreign Language – 3 units (must include no less than 2 units of any language for which credit is sought, i.e. 3 units of one language or 2 units each of two languages.)
6. Complete 2 units from one or more of the following, or 2 additional units from one or more of the areas listed A.1 through A.5 above.
 - a. Business
 - b. Computer Science
 - c. Visual or Performing Arts

Eighth grade courses recognized as high school level work or courses that are a part of the post-secondary option, apply to the criteria for the "Award of Merit". All such courses must be posted on the student's transcript.

B. Vocational Curriculum Requirements

1. Complete a Vocational Occupational Preparation Program.
2. Complete the following curriculum requirements
 - a. English – 4 units
 - b. Math – 3 units
 - c. Science – 2 units
 - d. Social Studies – 3 units (including .5 unit of government)

Applied academic credits earned via vocational education shall apply to the criteria for the "Award of Merit."

3. Complete two units from one or more of the following, or two additional units from one or more of the areas listed in B.2 above.
 - a. Business
 - b. Computer Science
 - c. Foreign Language
 - d. Visual or Performing Arts

C. Performance Criteria (applies to both curricula)

1. Maintain above average attendance for grades nine through twelve (compared to a rolling four-year state average).
2. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following: earning the equivalent of an overall grade point average of 3.25 on a four point scale for grades nine through twelve; earning the equivalent of an overall grade point average of 3.5 on a four point scale for grades eleven and twelve; or ranking in the top 25 percent of the class, whichever is more inclusive.
3. Participate in co-curricular, extracurricular or community activities in accordance with procedures established by the district board of education.
4. Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district board of education

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

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

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

CLASSROOM AND LAB STANDARDS

CLASSROOM STANDARDS

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

LAB STANDARDS

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

STUDENT CONDUCT CODE

I. Preface

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

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

II. Methods of Discipline (including, but not limited to the following :)

1. Positive actions by teachers to inspire corrective behavior each day.
2. Counseling by teachers, principals, and guidance staff.
3. Parental conferences.
4. Denial of privileges.
5. Detention
6. Suspension from class.
7. Referral to Guidance Center, Sheriff's Department or Juvenile Court
8. A.L.E.
9. Placed in KLAS
10. Saturday detention
11. Suspension
12. Expulsion by the Superintendent
13. Placed in an alternative learning and guidance center
14. Driver license privileges may be lost if a student withdraws from school prior to age 18; has excessive absences without a legitimate excuse for more than ten (10) consecutive days or a total of 15 days 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.

1. Disruption or Interference with Curricular or Extracurricular Activities:

A student shall not by use of violence, force, coercion, threat, noise, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt or threaten to cause disruption or obstruction of any curricular or extra-curricular school activity. Some examples of disruption would include dress and appearance, bomb threat, arson, the setting off of fire alarms, strikes or walkouts, the use or possession of stink bombs, fireworks or explosives, matches, lighters, or any other

flame-producing devices or the impeding of free traffic to or within the school, etc. This is not intended to be a complete list.

2. Misuse, Damage or Destruction of School Property:

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

3. Misuse, Damage or Destruction of Private Property:

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

4. Assault:

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

5. Possession of Dangerous Weapons or Objects:

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

6. Narcotics, Alcoholic Beverages, and Drugs:

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

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

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

8. Special Rules of Conduct for Buses:

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

9. Repeated Violations:

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

10. Offensive Language or Conduct/Behavior:

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

11. Truancy and Tardiness:

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

12. Theft:

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

13. Loitering/Trespassing:

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

14. Tobacco:

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

15. Anti-Hazing:

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

16. Bullying/Verbal and Sexual Harassment:

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

17. Look-Alike Drugs:

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

18. Gambling:

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

19. Honor Violations:

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

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

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

21. Fighting:

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

22. Extortion:

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

23. Complicity:

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

24. Appearance Code:

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

25. Gang Activity:

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

26. Other Similar Types of Conduct:

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

DETENTION

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

SATURDAY SCHOOL

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

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

ALTERNATIVE LEARNING ENVIRONMENT (ALE)

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

EMERGENCY REMOVAL OF PUPIL

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

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

Suspension/Expulsion of a Pupil from School

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

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

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

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.

THEFT AND DESTRUCTION OF SCHOOL PROPERTY

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

VIOLENT BEHAVIOR POLICY

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

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

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

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

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

LEGAL REFS: PL105.7

OAC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662

FALSE ALARMS

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

TOBACCO

A student shall not possess or use tobacco of any form on school property. The use or possession of snuff or tobacco in any form may result in suspension from school (out of school) 3 days for first offense, 5 days for the second, 10 days for the third.

SEARCH AND SEIZURE

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

PLAGIARISM

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. All students will be taught in their English classes what plagiarism is and how to avoid it by giving proper credit to the owner of borrowed words, work or ideas. Any student caught plagiarizing may receive a zero on the assignment. A second offense could result in failure for a grading period.

DRESS CODE

Students in school shall be neat, clean, and dressed in a manner appropriate to an educational setting. Wearing apparel shall not be dangerous, distracting or embarrassing to the wearer or to others. The following is considered **inappropriate** at West Holmes High School:

1. Clothing with obscene sayings or suggestive innuendoes;
2. Coats, hats, bandanas, headbands, sunglasses or kerchiefs during school hours;
3. Clothing related to drugs, tobacco, alcohol or other inappropriate material.
4. Tank tops, sleeveless shirts or dresses, attire that display undergarments, muscle shirts, short shorts, bicycle shorts, bare midriiffs, tops that bare the shoulder, boxer shorts, pajama pants, sagging pants or pants with inappropriate holes. (Dresses, skirts, shorts or garments worn without leg coverings or over sheer hose/tights must be with-in 3 inches of the knee cap). Leg coverings or tights must be worn under any jeans/shorts that have holes above the 3 inches above the knee cap line.
5. Clothing, make-up or grooming that draws undue attention.
6. Wallet chains or pocket chains; heavy or oversized jewelry worn around the neck, wrist, or waist.
7. Backpacks/purses/book bags may not be carried to class.

Students who do not comply with the dress regulations will be sent home to change or will be placed in ALE. Time from school will be unexcused and makeup work will not be accepted. The Principal or Assistant Principal of the building shall be the final authority of appropriateness of student dress or grooming in the building.

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 school district has made a commitment to promote the values of the Harold E. Meyer Award within our schools. This board policy has been established as a means to help promote this program and as a guide for the future. The Harold A. Meyer Award for Sportsmanship, Ethics, and Integrity was established to promote these values to everyone involved with extracurricular activities. 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". We will educate everyone involved about the ideals behind this program. This will help them to understand the importance of Sportsmanship, Ethics, and Integrity in our extracurricular programs. 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 Harold E. Meyer Award.

2018-2019 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 2017-2018 school year. At the end of the first grading period and the end of each subsequent grading period of the 2018-2019 school year, students will need to be passing five one-credit courses or the equivalent to participate in interscholastic competition.

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

ATHLETIC DRUG, ALCOHOL, AND TOBACCO POLICY

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

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

PROCEDURE FOR HANDLING DAT OFFENSES

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

1. SALE and/or DISTRIBUTION of DRUGS

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

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

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

If the student is involved in any athletic activity he/she will be denied participation in the next number of completed

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

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

SECOND OFFENSE CONSEQUENCES for USE or POSSESSION of DRUGS

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

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

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

FIRST OFFENSE CONSEQUENCES for ALCOHOL

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

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

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

SECOND OFFENSE CONSEQUENCES for ALCOHOL

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

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

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

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

THIRD OFFENSE CONSEQUENCES for ALCOHOL

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

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

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

TOBACCO VIOLATION

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

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

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

ATHLETIC REVIEW BOARD –Appeal Process

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

COMPUTER, NETWORK AND INTERNET ACCESS

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

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

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

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

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

District Network:

- A. The use of the district network is a privilege which may be revoked. Appropriate reasons for revoking privileges include, but are not limited to, the altering of the system software and the placing of unauthorized information, computer viruses of harmful programs on or through the computer system in either public or private files or messages. The district reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The district reserves all rights to any materials stored in files which are generally accessible to others and will remove any material which the district, at its sole discretion, believes may be unlawful, obscene, pornographic, sexist, abusive, or, 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 WHHS/W. Holmes Local Policy, federal, state, or local law is strictly forbidden.
 2. Intentionally seeking information on, obtaining copies of, or modifying files, other user's data, or passwords belonging to other user;
 3. Obtaining or creating material that is profane, obscene, indecent, sexually explicit, or otherwise unsuitable of objectionable in the judgment of the district;
 4. Developing and/or transmitting inappropriate graphics;
 5. Transmitting sexual or ethnic slurs and/or jokes;
 6. Misrepresenting other users on the network and/or Internet
 7. Disrupting the operation of the network through abuse of the hardware or software;
 8. Interfering with others' use of the network and/or Internet;
 9. Extensive use for non-curriculum related communication;

10. Illegal installation of copyrighted software, or any other illegal activities;
 11. Unauthorized downloading, copying, or use of licensed or copyrighted software;
 12. Allowing anyone access other than the account holder;
 13. Providing personal information about others (e.g., telephone numbers, passwords, pictures, home addresses, social security numbers);
 14. Plagiarizing works found on the network and/or Internet;
 15. Using the Internet e-mail for commercial activities, purchasing products, product advertising, personal financial gain or lobbying. The district will not provide e-mail accounts for students. Students having Web-Mail accounts are not permitted to use these accounts on the district's computers unless given specific permission by the teacher in charge.
- D. A special exception may be made for certain material or literature prohibited by this section or guidelines, if the purpose of access is to conduct research and both the student's teacher and parent have approved. If a student mistakenly accesses inappropriate information, the student should immediately inform the teacher or another district employee.
- E. Students are to use the Internet only for educational and career development activities and limited, high quality self-discovery activities. Students are not permitted to download large files unless absolutely necessary. If necessary, students should download the file at a time when the system is not being heavily used.
- F. The district does not guarantee that network and Internet access will meet any specific requirements of the user, or that it will be error free or uninterrupted; it shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- G. The district reserves the right to log Internet use. The district may periodically make determinations whether specific uses of the network and Internet are consistent with the acceptable-use policy.
- H. Should the user transfer a file which infects the network with a virus and causes damage, the user may be liable for any and all repair costs to make the network once again fully operational and may be subject to other disciplinary measures as determined by the district.
- I. Anyone who violates these guidelines, or any provisions of the Code of Student Conduct or other Board of Education policies rules in connection with the use of district network or Internet access, are subject to disciplinary action including, but not limited to, denial of the privilege of district network or Internet access, suspension, or expulsion from school and referral to law enforcement authorities when deemed necessary

III. CLUBS AND ORGANIZATIONS

ACADEMIC CHALLENGE TEAM

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

CHAMBER CHOIR

Advisor:	Mrs. Kristen O'Brien
Purpose:	This organization's purpose is to learn to sing with good vocal technique, to perform a varied repertoire of music, to develop sight-reading skills and to develop skills in 4-8 part singing.
Membership	
Requirements:	Members are selected by the director.
Meetings:	Members meet daily, 1st period in the choir room
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 4-8-part singing.
Membership	
Requirements:	Members are selected by the director.
Meetings:	Members meet daily, 2nd period in the choir room.
Membership Dues:	
Activities:	Fall Concert; Christmas Concert; Solo & Ensemble Contest; Celebration of the Arts Biannually; Spring Concert & Awards.

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

Advisor:	Mrs. Tes Kinsey
Purpose:	<ol style="list-style-type: none">1) to provide opportunities for personal development and preparation for adult life;2) to strengthen the function of the family as a basic unit of society;3) to encourage democracy through cooperative action in the home and community;4) to encourage individual and group involvement in helping achieve global cooperation and harmony;5) to promote greater understanding between youth and adults;6) to provide opportunities for making decisions and for assuming responsibilities;7) to prepare for the multiple roles of men and women in today's society;8) to promote family and consumer sciences and related occupations.
Affiliation:	5 levels of affiliations-Local, District, Regional, State & National
Membership	
Requirements:	Any student who has taken or is taking a course in Family & Consumer Sciences is eligible for membership.
Meetings:	During activity period; when necessary; and once every other month after school (day TBA until 4:00.
Membership Dues:	\$20 includes local, state & national dues (which can be paid through participation in fall fundraiser)
Past Activities:	Community service activities such as providing a meal for teachers during parent/teacher conferences, annual Easter Egg Hunt for children 3-Kindergarten, providing child care or activities during Holmes County "Week of the Child" and other organizations, as well as local group activities such as annual "Spooky Dinner" bowling.

FFA CHAPTER

Advisor:	Ms. Jaime Chenevey
Purpose:	The organization's purpose is to develop a student's potential for leadership, personal growth, and career success.
Affiliation:	(State) – Ohio FFA Association (National) – National FFA Organization
Membership Requirements:	Be enrolled in an agriculture or agricultural science class.
Meetings:	Usually second Monday night of the month at 7:30 pm.
Membership Dues:	1st year-\$16.00 for FFA Dues & Shop Fee; Other years-\$20.00 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, and wildlife management.

THE CROSSING

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

SPANISH CLUB

Advisor:	Mr. Kevin Beachy & Miss Andrea Anderson
Purpose:	To provide opportunities for cultural activities
Member Requirements:	Spanish Language students
Meetings:	As needed
Membership Dues:	None
Activities:	Foreign Language week activities; attendance at cultural events given the opportunity (in school, locally and field trips).

MARCHING BAND/JAZZ BAND

Advisor:	Mr. Brian Dodd
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 Thursday after school until 4PM with some sectionals on Tuesday after school. Percussion Ensemble -meets Wednesday after school until 4PM.

SYMPHONIC BAND/CONCERT BAND

Advisor:	Mr. Brian Dodd
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 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 contest as well as in festivals. Members also have opportunities to become involved in various state and area Honors Bands throughout the year.

NATIONAL HONOR SOCIETY

Advisor:	Mrs. Kelly Hozan-Joppeck
Purpose:	The purpose of this organization is to honor those students who excel in scholarship, leadership, character, and service. Members are held to the high standards of the National Honor Society and are expected to promote and exemplify the four pillars inside and outside the classroom. Character should be noted as "the way one behaves even when no one is looking," emphasizing behaviors outside the classroom environment. All members and future members abide by the National Organization rules and requirements in addition to the rules of West Holmes.
Affiliation:	NHS is part of the National Organization, and is also one of the organizations administered through the National Association of Secondary School Principals.
Membership Requirements:	To earn membership, students need to meet the requirements that follow, in addition to the regulations found in the National Honor Society Handbook. Students must have a 3.5 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:	\$10
Activities:	The group has some fund-raising activities and otherwise all activities are service oriented; i.e., helping with needs at the school, drug/alcohol programs for younger kids, peer tutoring, etc.

KNIGHTS OF THE ROUND TABLE

Advisor:	Mr. Michael Molnar
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:	Two representatives from each Varsity sport.
Selection Process:	Applicants must complete an application and essay. Each sport will be allotted two spots. Representatives will be chosen through review of the essay and application by individual sport coach, advisor, athletic director and principal.
Membership Requirements:	Must have earned a varsity letter in previous school year. Students must remain active and participate in KORT activities including but not limited to: outside reading, community service, out of school trips, and weekly meetings.

SCIENCE CLUB

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

SKI AND SNOWBOARD CLUB

Advisor:	Miss Andrea Anderson
Purpose:	This organization offers an introduction to a sport that our students can participate in for the rest of their lives and allows an opportunity to meet a variety of people
Membership Requirements:	None
Meetings:	During Activity period in November, December, January, February, March
Membership Dues:	Fees for use of Snow Trails ski area
Activities:	Through January and February, members will ski and board at Snow Trails Ski Resort on six Tuesdays (4:00-8:30). The bus leaves from West Holmes High School at 3:00 p.m. and returns at 8:45 p.m. Beginners are encouraged to take lessons and pass a hill safety test. All other members are encouraged to continue taking lessons. No experience is necessary.

STUDENT COUNCIL

Advisor:	Miss Alison Rogers
Purpose:	The organization's purpose is to provide a forum for student expression, assist in the management of the school, provide orderly direction of school activities, improve school morale, and promote the general welfare of the school.
Affiliation:	National Association of Student Councils
Membership Requirements:	Student at WHHS; 2.0 GPA/grading period if you are a representative; 2.5 GPA/grading period if you are an officer; follow the Drug/Alcohol/Tobacco policy; attend all meetings unless excused by advisors. 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; Santa's Secret Lane, Bloodmobile; Ice Cream socials; help with toy/food drive.

DEBATE TEAM

Advisor:	Mrs. Lacey Reynolds
Purpose:	The primary purpose of this organization is to learn how to debate a topic concisely and effectively. The secondary purpose is to engage in friendly competition with area schools.
Affiliation:	Ohio Speech and Debate
Membership Requirements:	Student must be passing their current English class. Student must attend 90% of practices and all competitions.
Meetings:	One day per week after school. Individual preparation may be required outside of practice times.
Membership Dues:	\$15 (will be used to pay for OSDA membership and tournament fees)
Activities:	The Debate Team will participate in at least three regional tournaments. Any students that perform well enough will also be able to participate in District and State tournaments.