

**2011-2012 SCHOOL CALENDAR**

August 22 & 23	- Teacher’s Meetings
August 24	- School Begins
*September 5	- Labor Day/No School
September 21	- No School/Teacher In-Service
September 28	- 2 Hr. Delay – Teacher In-Service
October 21	- End of first grading period
*October 24	- No School/Teacher In-Service
November 10 & Nov.15	- Conferences-one hour early dismissal
*November 23-25	- Thanksgiving Vacation
December 7	- 2 Hr. Delay – Teacher In-Service
*December 23 – Jan. 2	- Christmas Vacation
January 6	- End of 2nd grading period
*January 13	- No school/Teacher In-Service
*January 16	- No School/MLK Day
*February 20	- No School/President’s Day
February 24	- 2 Hr. Delay – Teacher In-Service
March 1 & March 6	- Conferences-one hour early dismissal
*March 9	- No School – Potential Make-Up Day
March 16	- End of third grading period
*March 23	- No School – Potential Make-Up Day
*March 26	- No School/Teacher In-Service
*April 4	- No School – Potential Make-Up Day
*April 5	- No School – Conference Day
*April 6	- No School – Good Friday Holiday
*April 9	- No School – Potential Make-Up Day
May 14	- 2 Hr. Delay – Teacher In-Service
May 25	- Last day of school for students
May 27	- Graduation
May 29	- Teacher Workday

\*Denotes classes not in session for students.

**DEFINITIONS**

*SUSPENSION:* The exclusion of a student from school and/or school activities by the building administration or the superintendent for violation of the Student Code of Conduct contained herein. No suspensions shall exceed ten (10) school days. No student while on suspension shall be on Wynford School property or at school activities without prior administrative approval.

*EXPULSION:* The exclusion of the student from school and/or school activities by the superintendent for violation, or repeated violations, of the Student Code of Conduct contained herein. Students who are expelled will lose credit for the time which they have been expelled. No student while under expulsion shall be on Wynford School property or at school activities without prior administrative approval.

*THE STUDENT CODE OF CONDUCT:* Is in effect for all school and school-related activities including school authorized transportation, clubs and organizations, athletics, etc. Students age 18 and older are not exempt from any school rules and regulation.

*EXAMPLES:* The examples used in this code are not intended to be all-inclusive in defining violations.

*COURT REFERRAL:* Students may be filed into court for chronic misbehavior, poor attendance patterns, or violations of the law when properly under the authority of school personnel.

*DETENTION:* Students may be required to be in school outside the regular school day with the notification of parents.

*SPECIAL ASSIGNMENTS:* Students may be required to perform reasonable tasks as suited to the disciplinary infraction.

*BUSING:* Students who violate the Student Code of Conduct on the bus or bus stops may be denied busing privileges.

*WITHHOLDING OF PRIVILEGES:* Special privileges such as library, hall pass, or other privileges may be withheld.

*EMERGENCY REMOVAL:* The removal of a student from curricular or extra-curricular activities or from the school premises because the student's presence poses a continuing danger to persons or an ongoing threat of disrupting the academic process.

### **STUDENT BEHAVIOR CODE**

The following list of prohibitive behavior and possible resulting disciplinary actions are not meant to be an exhaustive list. The administration must have the latitude to handle any situation that may be considered a disruption to the educational environment of Wynford High School.

The following behaviors are prohibited in school ,at school sponsored events, bus stops, etc.

Violation of the Code may bring the following disciplinary actions fitting the offense.

Insubordination, refusal to obey a reasonable request of a staff member or disrespect shown to a staff member.

Detention, suspension, expulsion, etc.

Swearing, obscene gestures:  
1. In class or halls  
2. At teacher or staff member

Detention, suspension, expulsion, etc.

Bus misbehavior

Warning, detention, suspension of bus privileges /school suspension.

Leaving school or class without permission, skipping class

Detention, internal suspension or external suspension

Forging passes, signatures, misuse of passes

Detention, internal suspension or external suspension

Cheating

Failure (Zero for recorded grade) in tests or lesson involved for all parties, possible failure for the course involved and/or removal from the course.

Use of electronic devices such as radios, cell phones, I-pods, laser pointers are not permitted	Detention, confiscation of equipment, suspension
Writing obscenity	Detention, internal suspension, external suspension
Tardiness (not in assigned seat when tardy bell rings)	Detention, suspension
Excessive absenteeism	Juvenile Court, failure, expulsion
Truancy	Internal suspension (time doubled), juvenile court, failure, expulsion
Possession of tobacco or any substance purporting to be	Internal suspension, external suspension, expulsion
Gambling for money or valuables in any form on school grounds, school hours, or school related activities	Detention, confiscation of bets and gambling materials
Reckless operation of motor vehicles on school property or at school events. Failure to follow parking lot rules	Warning, detention, denial of driving of driving privileges, court charges filed.
Use or possession of fireworks, smoke bombs, lighters, matches, "snaps," etc. in or on school grounds	Detention(s), internal or external suspension, expulsion
Unauthorized sales, or distribution of any object, item or substance in or on school property (without consent of administration)	Warning, confiscation, detention, suspension
Fighting, hitting, unauthorized touching, or disruptive behavior with student(s) or staff member(s)	Warning, detention, internal suspension, or external suspension, expulsion, referral to police department.
Public display of affection	Warning, detention, or suspension
Sexual Harassment	Warning, detention, suspension, referral to legal authorities
Vandalism (destruction of school property, defacing of school property, etc.)	Work assigned, cost of repair or replacement, suspension, expulsion, referral to police
Stealing, or unauthorized pos-	Detention, internal or external,

session	suspension, expulsion, referral to police department
Disruption of school or school related activities (including false alarms)	Suspension, expulsion, referral to police
Possession of alcohol, drugs, counterfeit drugs, paraphernalia or substances purporting to be, inhalants, and over the counter drugs/medication at school or events	Emergency removal denial of activities suspension, expulsion.
All food must be consumed in the cafeteria unless prior approval from the administration	Warning, detention or suspension
Bullying, Verbal or physical harassment of a student or staff member, threatening of student or staff member at school or a school event will not be tolerated. Wynford Schools will have a "ZERO TOLERANCE" for such behavior.	Detention, internal suspension, external suspension, expulsion, referral to police.
Possession, handling, transmitting, or concealing of any instrument which could be classified as a weapon or any object indistinguishable from a weapon which could cause physical harm to any person	Emergency removal, suspension, expulsion, referral to police
Continued disciplinary problems and violation of Code where other measures have failed	Referral to Juvenile Court, expulsion from school
Students must not loiter in the restrooms. They are to use the restroom for the purpose intended and leave immediately thereafter.	Detention, suspension
No student shall use hazing, which means doing any act or coercing another including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person	Detention, suspension, referral to police

### **HABITUAL OFFENDER POLICY**

A student may be assigned to internal or external suspension twice in any one school year. This is left up to the discretion of the administration.

1<sup>st</sup> Offense: Number of days as described in behavior code or, when applicable, at administrator's discretion.

2<sup>nd</sup> Offense: Number of days as described in behavior code or, when applicable, at administrator's discretion.

3<sup>rd</sup> Offense: Multiple offenses may result in expulsion.

Prohibited Behavior: Five separate infractions that warrant administrative detentions may result in internal suspension or external suspension.

### **ANTI-HAZING POLICY**

It is a policy of the Wynford Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by the policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

### **SUSPENSION PROCEDURE**

The term "suspension" means the removal of a student from the school premises and/or classroom and all related school activities for a period of time in excess of twenty-four (24) hours and up to ten (10) days.

1. Only the principals or superintendent may suspend.
2. Suspensions will not exceed ten (10) days.
3. The superintendent or principal will give written notice of the intention to suspend and the reasons why to the student.
4. The pupil will have the right to appear at an informal hearing before the principal, superintendent, or his designee and has the right to explain his actions. The hearing may take place immediately.
5. If the student wishes to appeal a decision to suspend, he must present his intention in writing within forty-eight (48) hours to the superintendent. The superintendent will set the time for the hearing.
6. An appeal student has the right to be represented at the appeal hearing.
7. A verbatim record may be kept at an appeal hearing before the superintendent.
8. The student will be notified within five (5) school days of the decision of the Superintendent to affirm, vacate, or modify the disciplinary action.
9. The student may appeal the decision of the superintendent at a public meeting of the Board of Education. Written notice must be given within forty-eight (48) hours to the treasurer who will set the time of the hearing with the Board of Education.

A verbatim record is required at an appeal hearing before the Board of Education. The Board of Education determines the procedure for the hearing.

10. The pupil, parent, guardian, or custodial parent, may request that the appeal hearing be held in executive session.
11. Formal action to affirm, vacate or modify the disciplinary action on the appeal may only be taken in public session of the Board.
12. The decision of the Board, or their designee, may be appealed to the Crawford County Court of Common Pleas.

### **EXPULSION PROCEDURE**

The term expulsion means the exclusion of a student from all school attendance and related activities for a period of 80 days as a maximum. If, however, the expulsion is for possession of a weapon(s) at school or school related activities or for inflicting serious physical harm to person(s) or property, then the expulsion may be for up to one calendar year.

1. Only the superintendent may expel.
2. The superintendent must give the pupil and his parents or Guardian written notice of the intended expulsion. The notice will include:
  - a. reason(s) for the intended expulsion.
  - b. the time and place to appear which must not be less than three (3) days nor later than five (5) days after the notice is given.
  - c. the pupil or parent or representative has the opportunity to appear on request before the superintendent, or his designee, to challenge his action or to otherwise explain the pupil's actions. The administrator cannot compel such a hearing in the event the pupil and parent choose not to have a hearing.
3. Within twenty-four (24) hours of the expulsion, the superintendent will notify the parent, guardian, or custodian of the pupil, and treasurer of the Board of the action to expel.
4. This notice must include:
  - a. the reason(s) for the expulsion.
  - b. the right of the pupil, parent, or custodian to appeal to the Board of Education.
  - c. the right to be represented at the appeal.
  - d. the right to request the hearing to be held in executive session.
5. A student, parent, or custodian of the student requesting an appeal should do so in writing within forty-eight (48) hours to the treasurer of the Board.
6. At an appeal hearing:
  - a. a verbatim record is required.
  - b. the procedure will be set by the Wynford Board of Education.
  - c. formal action to affirm, vacate, or modify the disciplinary action on the appeal may only be taken in public session.
7. The decision of the Board is further appealable to the Crawford County Court of Common Pleas.

### **EMERGENCY REMOVAL PROCEDURE**

When a student poses a continuing danger to persons, property, or an ongoing threat of disrupting the academic process, then:

1. The superintendent or principals may remove the student from the premises whether it be a curricular or extra-curricular activity.
2. A teacher may remove the student from curricular or extra-curricular activities under his/her supervision, but not from the premises. The teacher must submit his/her reasons in writing to the principal as soon as possible.
3. A due process hearing must be held within seventy-two (72) hours after removal is ordered:
  - a. written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing.
  - b. the student must have the opportunity to appear at an informal hearing before the principal, superintendent, or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions.
  - c. the person who ordered or requested the removal must be at the hearing.

- d. If there is a decision to suspend, the parent, guardian, or custodian of the pupil and the treasurer of the Board must be notified of the suspension. This notice should include:
  - the reason(s) for the suspension
  - the right of the pupil, parent, or custodian to appeal to the superintendent
  - the right of the student to be represented at the appeal
  - the right to request the hearing on appeal be held in executive session
4. The principal or superintendent may reinstate a pupil prior to the hearing for emergency removal. The teacher may request written reasons for the reinstatement. The teacher cannot refuse to reinstate.

### **DRUG AND ALCOHOL ABUSE**

Recognizing that observed and suspected use of alcohol and illicit drugs by Wynford Local Schools students is a serious concern, a program of deterrence has been instituted as a proactive approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

1. to provide for the safety of all students;
2. to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
3. to encourage students who use drugs to participate in drug treat programs; and
4. prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Wynford Local Schools.

### **Informed Consent for Testing**

At the beginning of a student's school career, students and parent/guardian/custodian will complete and sign the Wynford Local Schools Code of Conduct and Expectations Informed Consent Agreement. No student may participate in identified extra-curricular activities and/or received a parking permit until this form is properly executed and on file with the school. This consent form shall remain in effect for the student's entire Junior High/High School career unless they chose to formally opt out in writing.

Students who test positive for alcohol/drug use will be required to complete three additional rounds of follow-up testing to ensure that no further drug use has taken place.

### **Positive Test Protocol**

Students who test positive for alcohol/drug use will be suspended from all identified extra-curricular activities and driving privileges for two weeks. Students may earn back these privileges by completing the Prime for Life program through the local ADAMH board. Refusal to participate in the program will result in further denial of these privileges.

Subsequent positive test results indicating continued usage will result in a 4 week suspension of privileges. Students will be required an additional assessment through a certified chemical dependency counselor. Upon successful completion of the counselor's recommendations, students may return to participation.

Any further positive test results will result in the student losing these privileges for the remainder of their school career.

### **ACTIVITIES AFTER SCHOOL HOURS**

Students are not permitted to hold meetings for committees, organizations, or remain after school hours unless they are under the direct supervision of a responsible teacher or adult supervisor approved by the office.

Students who accept positions of responsibility on teams, band, Royal Singers, or other organizations of the school are expected to assume responsibility of attending and participating in such groups regularly.

In event of illness which would prevent the student from participating or performing, he or she is expected to notify the advisor, coach, or leader of the activity.

### **EMERGENCY MEDICAL AUTHORIZATION FORMS**

In accordance with state legislation, Emergency Medical Authorization forms are being dispersed to all students at the time class schedules are distributed in late summer. These forms are to be taken home, filled out by parents, and returned to homeroom teachers. The purpose of the form is to provide legal release for the medical treatment of students who become ill or injured while under school authority after a reasonable attempt to contact parents has failed. Information is also listed to show a quick reference to needed medical information. It is important that these forms be filled out accurately.

### **PRESCRIPTION MEDICATION AT SCHOOL**

All students taking prescription medication at school must follow regulations as stated in Ohio Revised Code. A physician's request for the administration of medication by school personnel must be completed prior to the student using the medication at school. No student is permitted to take prescription medication on their own. The medication must be dispensed from the high school or junior high school office. All medication must be stored in the office. A parent/physician's request form is available on the Wynford website or the school office.

### **STUDENT RECORDS**

#### **Review of student records:**

1. A student of age 18 or older or the parent(s) or guardian(s) will have access to the student's records under administrative supervision during those times the school is normally in session, unless arrangements for another time have been made in writing. The student of 18 or older or parent(s) or guardian(s) have the unique right to inspect the academic record and are entitled to an explanation of any information recorded on the record. Examination of the record will be permitted under conditions which will prevent its alterations or mutilation.
2. If the student age 18 or older or parent(s) or guardian(s) are in disagreement with the data on a student's record, they may challenge the information by presenting a written statement to the superintendent, with a copy of the concern or disagreement. Within 10 working days, the parent(s) will receive a written reply and/or personal conference. If the parent(s) or guardian(s) disagree with the decision rendered by the superintendent, they may petition the Board for a hearing. If still not satisfied, they may prepare a statement to be placed in the personal file.
3. Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. Such use will be limited to specific needs for providing the student with educational and welfare service.

#### **Release of student records:**

1. Directory information which includes: name, address, phone number, birth date, major course of study, participation in officially sponsored school activities, height and weight, dates of attendance, date of graduation and awards received may be released to lawful entities unless the parent or 18 year old student requests in writing to the High School Principal within 20 days of this notification that the records not be released. Other records will not be released to an outside agency or another school without the written authorization by the parent(s) if the student is under 18 years of age. If 18 or older, authorization for release will be by the student. Requests in writing for records will be considered as a release by an individual applying for school admission or employment.
2. Information from student files will not be available to unauthorized persons within the school or to any person outside the school without the express consent of the student or the parent or guardian except under legal compulsion or in cases where the safety of persons or property is involved.
3. A parent, who does not have legal custody of the child, desiring information shall be permitted all rights afforded the custodial parent, unless a court orders otherwise, or custodial parent orders otherwise.

## PROTECTION OF PUPIL RIGHTS/RECORDS

“Sec. 439.

- a) All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.
- b) No student shall be required as part of any applicable program to submit to a survey, analysis, or evaluation that reveals information concerning –
  - 1) political affiliations;
  - 2) mental and psychological problems potentially embarrassing to the student or his family;
  - 3) sexual behavior and attitudes;
  - 4) illegal, anti-social, self-incriminating and demeaning behavior;
  - 5) critical appraisals of other individuals with whom respondents have close family relationships;
  - 6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  - 7) income (other than that required by law to determine eligibility for participation in a program or receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.
- c) Educational agencies and institutions shall give parents and students effective notice of their rights under this section.
- d) ENFORCEMENT—The administration shall take such action as the administration determines appropriate to enforce this section, except that action to terminate assistance provided under an applicable program shall be taken only if the Secretary determines that—
  - 1) There has been a failure to comply with such sections: and
  - 2) Compliance with such section cannot be secured by voluntary means.
- e) OFFICE AND REVIEW BOARD—The administration shall establish or designate an office and review board within the Department of Education to investigate, process, review, and adjudicate violations of the rights established under this section.”

## WYNFORD ACADEMIC POLICIES

**Incomplete** – Students must make up incomplete work within two weeks of the recording of an incomplete grade on the report card unless prior arrangements have been made with his/her teacher(s). After this time period has expired, the incomplete grade may be changed to a failing mark unless prior arrangements are made with teachers and/or principal to make-up incomplete work at a later time. Students who simply refuse to make-up incomplete work may not be granted credit for course work. Example: If a student refuses to take a semester exam, he/she may not receive credit for this course.

**Make-Up Credits/Summer School** - Students who fail classes and/or credits at the high school level will be permitted to make-up a maximum of two full credits through the completion of summer school programs and/or correspondence course work approved by the administration. This course make-up is meant for remediation purposes. All other credit make-up must be done through repetition of failed course work at Wynford High School or its affiliates. Exceptions to this rule can only be made with the prior approval of the administration.

**Gifted Identification Policies** - Wynford Local Schools have adopted Ohio’s mandated Gifted Child Plan, which will standardize identification procedures throughout the state and will identify students with advanced learning needs in the areas of:

- |                            |                           |
|----------------------------|---------------------------|
| Superior Cognitive Ability | Specific Academic Ability |
| Creative Thinking Ability  | Visual or Performing Arts |

If you think your child would qualify for one of these programs, ask your school’s counselor for the Gifted Identification Packet or talk to the Building Principal or Gifted Intervention Specialist.

## PLAGIARISM

Plagiarism is a serious academic offense and students are responsible for educating themselves about it . Plagiarism is defined as representing as one's own in any academic exercise the words or ideas of another.

This includes but is not limited to:

- quoting or paraphrasing without proper citations either in text or on a works cited page *Note: If the idea, not just the wording of the idea, is borrowed, it must be cited*
- using a past or current student's work as one's own
- cutting and pasting paragraphs from different websites
- handing in a paper from the internet.

Disciplinary actions:

The student will receive a zero for the entire assignment or portions of the assignment (according to the teacher's discretion that were plagiarized).

Repeated infractions may involve failure of or removal from the course.

All parties to plagiarism are considered equally guilty. If you share your coursework with another student and he or she plagiarizes it, you are considered as guilty as the one who has plagiarized your work, since you enable the plagiarism to take place. Under no circumstances should a student make his or her coursework available to another student unless the instructor gives explicit permission for this to happen.

## AVERAGES

At the beginning of each course, the teacher will distribute to each of his/her students a written synopsis of how grades are determined. These written grading procedures will be approved by the administration prior to their disbursement and may include conduct/effort as a necessary factor of determining grades. Each teacher must reserve the right to determine these grades due to the diverse curriculum that exists at Wynford High School.

## GRADING

Grades are based upon the a percentage system as interpreted and administered by individual teachers.

A	100-95	4.00 quality points
A-	94-92	3.67 quality points
B+	91-90	3.33 quality points
B	89-85	3.00 quality points
B-	84-83	2.67 quality points
C+	82-81	2.33 quality points
C	80-76	2.00 quality points
C-	75-74	1.67 quality points
D+	73-72	1.33 quality points
D	71-67	1.00 quality points
D-	66-65	0.67 quality points
F	64-0	Failing 0 quality pts.
U	64-0	Failing based on Attendance 0 quality pts.
S		Passes on effort 0 quality pts.
I		Incomplete – Two weeks to finish grade or may result in an F.

The academic year is divided into 4 nine-week periods and a grade is given at the conclusion of each nine-week grading period. In addition, an exam will be given and a grade received at the conclusion of each semester.

Students will generally receive their grade sheets on the Friday following the conclusion of each nine-week grading period. These grade sheets, which are issued to students by their eighth period teachers, are taken home for parental examination. The grade sheets need not be returned to the subject teachers.

Semester averages are calculated by doubling each nine weeks grade, adding in the semester exam and dividing by five. However, any student who fails two of the three possible grades for each semester (two quarter grades and one exam) will automatically fail the semester. All students in grades 8-12 must pass the second semester to pass a year-long course and receive credit. The only exception to this policy can be made by the principal. Seventh grade students are exempt from this requirement.

Any student who has three unexcused absences for any class in any grading period will receive a failing grade (U) for the grading period. It should be noted that a student who receives three unexcused tardies to a class during a particular grading period, shall be listed as having one unexcused absence which could accumulate to three unexcused absence days for the grading period.

### **HONOR ROLL/MERIT ROLL**

At the conclusion of every grading period, Honor Roll/Merit Roll is compiled for release to the local newspaper.

#### **Honor Roll Qualifications:**

- 1) No grade below "C" was received in any subject for that grading period.
- 2) A minimum grade-point average of 3.500.

#### **Merit Roll Qualifications:**

- 1) No grade below "C" was received in any subject for that grading period.
- 2) A minimum grade-point average of 3.000.

The general formula for computing your grade-point average for purposes of Honor Roll/Merit Roll is to divide the total quality points by the total credits. Since the particulars of this procedure can become rather involved, they will be omitted here. The Guidance Dept. will list the honor and merit rolls after each grading period.

### **CUMULATIVE GRADE POINT AVERAGES**

G.P.A.'s are determined at the end of each semester using semester average in much the same way as the honor roll is determined. Course work taken Pass/Fail, Post Secondary Enrollment Options, Independent Study, Remediation Course Work, or Correspondence will not be included in a student's G.P.A.

#### **CLASS RANK**

Class rank will be determined at the end of each semester beginning the Freshman year and will be based upon the cumulative grade point averages. To determine the final class rank of each senior class member, the cumulative grade point average through eight semesters will be rounded to the nearest hundredth. A class Valedictorian and Salutatorian will be determined using this method. If there are multiple Valedictorians, then there will be no Salutatorian.

### **HIGH SCHOOL DROP PROCEDURE**

If it is necessary that a yearlong or semester class be dropped, this must happen by the end of the second week of the first grading period. After this time the student will receive a WF (withdrawn/failing) and class fees will not be refunded. Special exceptions may be made by the principal.

### **CLASS STANDING AND GRADING REQUIREMENTS**

Pupils will be promoted and classified in high school under the direction of the principal and such classification will be determined according to the following credit scale.

Freshman	Less than 5 academic credits
Sophomore	5 to 10-3/4 academic credits
Junior	11 to 15-3/4 academic credits
Senior	16 to unlimited academic credits

Courses at Wynford are credited according to state standards and local board policies. For a listing of available courses and individual course credit values, see the “Registration Instructions” which all students were given at the time of their registration.

Students must earn 24 units of credit to graduate. Students must also pass all components of the state mandated testing as prescribed by the State Board of Education. Students who have not met all requirements for the purpose of receiving a diploma of graduation at commencement exercises, will not be permitted to participate in the commencement ceremony. The requirements mentioned are those of Wynford High School, the State of Ohio, and the federal government.

Students must have the following credits to graduate: English (4), Social Studies including Government and Economics (3), Math (3), and (3) credits in Science including 1 credit in Physical Science and one credit of Life Science. At least (½) credit in Health, (½) credit in Physical Education, and (1) credit in a combination of Business/Technology, Fine Arts or Foreign Language. All other credits may come from elective coursework. (Note: No more than ten class periods of study hall per week will be permitted.) High school students who complete two full sports seasons, including cheerleading, swimming, and marching band, are exempt from the Physical Education requirement but still must meet the total credit requirement for graduation. For the class of 2014 and beyond, four credits of math including Algebra II are required as well as 1 credit in fine arts.

### **Junior High Curriculum Requirements**

Junior High students who fail more than one required class may be retained. Student who fail one required class will be assigned to the next grade. Exceptions may be made by the principal.

<b><u>7<sup>th</sup> Grade</u></b>	<b><u>8<sup>th</sup> Grade</u></b>
Math	Math
Language Arts	Language Arts
Social Studies	Social Studies
Science	Science
Family Consumer Science	Family Consumer Science
PE	PE
Agriculture	Agriculture
Computer	Art
Band/Chorus	Economics 8

### **JUNIOR/SENIOR OPTION TO SELECT A NON-GRADED COURSE**

In order to give Junior and Senior students an opportunity to broaden their educational horizons and to encourage them to explore other course offerings without the fear of “grade pressure,” juniors and seniors will be permitted to elect one academic unit on a “pass/no pass” basis. Any non-graded option course will not affect a student’s G.P.A. or class rank. Honors diploma requirements may not be taken pass/no-pass.

#### **Qualifications:**

- 1) A required course cannot be selected for this option.
- 2) This choice must be in addition to regularly scheduled classes.
- 3) All P/NP students are required to complete all requirements for passing that regular students must complete.

#### **Procedures:**

The decision to take a P/NP course will be made during the fifth week of the first grading period. Once a decision to take a P/NP course is made, it cannot be changed.

- 1) Students will pick up the P/NP application from his/her participating teacher or guidance counselor.
- 2) Secure parental permission.
- 3) Return signed application to the guidance office no later than 2:30 PM on the fifth Friday of the first grading period for that course.

## HONORS DIPLOMA

In addition to the general graduation requirements mandated by the state and district, student must meet seven out of eight of the following requirements to receive an honors diploma.

1. English – 4 units
2. Math – 4 units, including Algebra I, Geometry, Algebra II, and another higher level course.
3. Science – 4 units, including physics and chemistry
4. Social Studies – 4 units
5. Foreign Language – 3 units with at least 2 units in each language
6. Fine Arts – 1 unit
7. At least a 3.5 GPA
8. 27 ACT or 1210 SAT (excluding writing)

Career-technical students must meet seven out of these eight requirements in addition to their regular requirements to receive an honors diploma.

1. English – 4 units
2. Math – 4 units, including Algebra I, Geometry, Algebra II, and another higher level course.
3. Science – 4 units, including physics and chemistry
4. Social Studies – 4 units
5. Career-Technical Electives – 4 units that lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit.
6. Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent
7. At least a 3.5 GPA
8. 27 ACT or 1210 SAT (excluding writing)

To be recognized at graduation with honors of Cum Laude, Magna Cum Laude and Summa Cum Laude a student must have a grade point average of:

- a) 3.50-3.79 for Cum Laude
- b) 3.80-3.99 for Magna Cum Laude
- c) 4.00 + for Summa Cum Laude

## BLUE, GRAY, WHITE ROYAL TEAMS

Blue Team Membership requirements:

All A's for the grading period, no more than two instances of absences in a grading period (one instance is considered to be consecutive absences, i.e. Monday and Tuesday; in addition, - absences excused specifically by a physician will not count against this two instance total), no suspensions, and verified participation in a pre-approved citizenship activity during or after school hours that can be community, school, church, etc. related. This citizenship activity must be done during the grading period in question, be during the student's own time, may not include participation in Wynford's extra-curricular activities (i.e. athletics, choir, band, plays, etc.), must be done at no charge and not be done for immediate family members (such as mom/dad, brother/sister, or anyone in your household). A log notating the date, activity, time and supervisor's signature must be returned to school within one week to verify the activity.

- REWARDS:
1. Free admission to all extra-curricular events at Wynford High School
  2. Reimbursement for College Board exams. (one reimbursement per school year)
  3. Honored in the "Hall of Fame" display area.
  4. Exemption from one semester exams if Royal Team status is maintained for both grading periods of the current semester. **Limit of one exam exemption per class.**
  5. An alternative to exemptions from exams may be a determination to have up to three days off of school at the student's discretion that must be pre-approved by the administration and must not occur during exam times. The days in question must be taken during the following

semester and will not count against a student's absence report. (A limit of 10 students per grade level/per day for predetermined absences)

6. Occasionally, some additional free items may be provided.

Gray Team Membership requirements:

All B's or better for the grading period – remaining requirements follow Blue Team Requirements.

REWARDS: All rewards are the same as Blue Team status except in the area of exam exemptions and student pre-arranged absence days.

1. Exemption from one semester exam if Royal Team status is maintained for both grading periods of the current semester. **Limit of one exam exemption per class.**
2. An alternative to exemptions from exams may be a determination to have up to two days off school at the student's discretion that must be pre-approved by the administration and must not occur during exam times. The days in question must be taken during the following semester and will not count against a student's absence report. (A limit of 10 students per grade level/per day for predetermined absences)

White Team Membership requirements:

All grades must be C or better for the grading period and all remaining requirements follow the Blue Team Requirements.

REWARDS: All rewards are the same as Blue Team status except in the area of student pre-arranged absence days and reimbursement for College Board exams.

1. Exemption from any one exam if a minimum of white team status has been maintained for the both grading periods of the current semester. **Limit of one exam exemption per class.**
2. An alternative to exemptions from exams may be a determination to have one day off school at the student's discretion that must be pre-approved by the administration and must not occur during exam times. The day in question must be taken during the following semester and will not count against a student's absence report. (A limit of 10 students per grade level/per day for predetermined absences)

In order to qualify for any of the above-mentioned Royal Teams, students must complete an application that is distributed through the school office. This application must be returned to the high school and junior high offices at the predetermined publicized time. **Failure to return the signed and completed application on time will result in non-admittance into any of the Royal Teams listed above.** Any office detention or more than two instances of absence will result in the student being placed at the next lower Royal Team level. More than four instances of absence will remove the student from all Royalty Teams

### **GUIDANCE SERVICES**

The purpose of the Guidance Dept. at Wynford High School is to help students derive a degree of self-direction, or set personal goals to assist in the attainment of these goals.

Students may utilize guidance services on an individual basis by signing out of assigned study halls or any time by advance appointments.

### **POST SECONDARY ENROLLMENT OPTIONS**

High School students may qualify for college credit/high school credit for courses taken at the college level. Interested students should contact the Guidance for specifics. This course work will not be included in a student's GPA.

### **WEIGHTED COURSES**

Advanced weighted courses will be offered in some subject areas. Weighted classes shall include-Honors English 11 & 12, Advanced Math & Calculus, Spanish III & IV, French III & IV, Advanced Chemistry & Physics, Constitutional Law and Comparative Governments. Grades earned in these courses will earn a .025 point add-on to the students GPA for each semester the course is taken.

### **BOOK FEES/LAB FEES/CLASS DUES**

Each student at Wynford High School may pay yearly fees for workbooks, consumable lab materials, etc. These fees, if applicable according to course selection by the students, are due at the end of the first grading period. Class dues are set by the Wynford Board of Education and are also due by the end of the second grading period. If the fees and dues are not paid by the above mentioned times, then the school reserves the right to hold the students' grade cards at the end of each grading period until the fees and dues are paid in full. Minimally, one-quarter of a student's fees are to be paid by the end of each grading period for the student to be eligible to participate in or attend any extra-curricular activity including graduation.

Wynford High School realizes there may exist a financial situation that may make payment in full impossible in certain individual cases. Parents must notify the high school office of their intentions to pay the fees and/or dues on a monthly schedule or some other predetermined schedule.

It should be noted that grade cards will be held until all fees and/or dues are paid in full regardless of the circumstances unless other arrangements have been made. The school also reserves the right to pursue reimbursement on moneys past due via the court systems of Crawford and Wyandot counties.

### **CAFETERIA**

The cafeteria is located in the southeast corner of the building. You will find the lunches served at Wynford both appetizing and nutritious.

1. Mealtime cards for lunches will be paid for on a daily basis in the morning prior to school or online at home.
2. Students will be charged \$2.00 to replace lost or mutilated Mealtime cards.
3. Students are not permitted to charge lunches.
4. When finished eating, you will remain in the cafeteria.
5. This is a closed lunch period and all students shall eat at school.
6. Students are required to clean off their tables and all trash should be taken to the disposal area.
7. Pop is not allowed without prior permission from the principal or cafeteria supervisor.
9. Students are not allowed to bring in foods prepared at any fast food outlet or restaurant without prior approval of the principal.
10. No cutting in line will be permitted.

### **FIRE DRILLS**

There are signs located in every classroom which give detailed information concerning where to go in case of fire. Familiarize yourself with the directions in each of your classrooms and follow these directions when the fire bell rings. All windows and doors should be closed and all lights turned off as the last person leaves the room. There will be fire drills periodically throughout the school year.

### **SEVERE WEATHER DRILLS**

A special alarm system has been designated to indicate the beginning of a severe weather drill. This system includes a set of horns that will run consistently throughout the drill. Instructions for the drill will be displayed in all classrooms. You should check in each room you are in since there are many different types of instructions. There will be tornado drills periodically throughout the school year.

### **SCHOOL BUS REGULATIONS**

Students should bear in mind that school buses have been provided by their parents and other taxpayers for the purpose of transporting students with all possible safety, to and from school and school related activities. Remember, it is a privilege to ride a school bus as a high school student and not a right. A few simple rules have been set down to help promote the safe arrival of both students and drivers.

1. Students are considered under the authority of the driver while on the bus.
2. Conduct which is likely to endanger the safe transportation of students is grounds for discontinuance of busing service.

3. In reference to boarding the bus in the morning: after the bus has come to a complete stop, students should look both directions for oncoming traffic and then, if you must cross the road, do so in front of the bus.
4. The emergency door is to be used only in case of emergency.
5. Students who are transported to an extra-curricular activity on a bus must return to the school on that bus unless a written excuse to the advisor/coach/chaperone from the parents is presented in advance.
6. After school each day, students who ride buses home must board quickly and orderly. The remaining students will be held until the buses clear the parking lot.
7. Students must receive a bus pass from the office to be dropped off at another student's house. Parental permission slips from both parties are required.

### **STUDENT AUTOMOBILES**

Since the Wynford District makes busing services available to all students, the use of student automobiles is to be considered a privilege which is conditional upon the adherence to the following regulations:

- 1) All students must register their vehicles with the high school office and purchase a parking permit to be displayed at all times.
- 2) A speed of 10 MPH has been established for all vehicles utilizing the parking lot.
- 3) Upon entering the parking lot, students are to immediately park their vehicles in parallel rows in the area south of the building designated for student parking. DO NOT park in the area marked with yellow lines.
- 4) Upon parking their vehicles, students are to immediately enter the school and are not to loiter in cars in the parking lot.
- 5) Students are not to return to the parking lot until the buses have left the lot.
- 6) Athletes with practice immediately after school may not move their vehicles until after practice.

### **LOCKERS**

You were assigned a locker number and the combination to open that locker when you first received up your schedule. The following regulations apply to the use of your locker.

- 1) Keep your locker locked during your absence. You are responsible for both the condition of your locker and its contents. Your combination opens both the upper compartment (for books), and the lower compartment (for coats).
- 2) Do not attempt to "set" your locker using pieces of paper or cardboard as this will cause the locker to jam and often results in damage to the locking mechanism and in your being tardy. Requests to have your locker set can be made in the office, however, Wynford Local Schools is not responsible for any items stored in your locker.
- 3) You will find all lockers numbers 100-504 located on the first floor of the building. All lockers above 504 are located on the second floor.
- 4) If you should forget your combination or if your combination fails to unlock the locker, notify the office.
- 5) Your locker is the property of the Wynford Board of Education and is therefore, subject to search at any time.
- 6) Nothing is to be left in lockers over the summer vacation.
- 7) Any damage/vandalism that occurs to your locker becomes your financial responsibility for items lost, damaged or stolen from lockers.

### **STUDENT DRESS CODE**

Wynford Local School District views the dress code as a serious issue and expects parents and staff to promote the observance of this policy, in general school dress should be such that it ensures the health, welfare, safety of the members of the student body, and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention as perceived by the administration or violates the previous statement is unacceptable.

- 1) When a student is participating in a school activity, his/her dress will not disrupt his/her performance or that of other students, or constitute a health threat to the individual or other students.
- 2) Dress and grooming will not be such as to disrupt the teaching/learning process.

- 3) Students are not permitted to wear any hats, bandannas, or hair coverings to school during school hours. Exceptions may be made by the Principal. (i.e. hat day)
- 4) The attire shall not display any advertising, designs, patches, etc. referring to sex, alcohol, tobacco, drugs or any organization or group promoting illegal activities. The final decision on what constitutes reasonable, appropriate, or illegal shall rest with the administration of Wynford High School.
- 5) Clothing with potentially offensive illustrations is not acceptable. The administration reserves the right to determine what is potentially offensive and what is not.
- 6) Students are not permitted to wear any clothing that does not cover the shoulder or the body below a line from arm pit to arm pit and to mid thigh. Midriffs must be covered while standing.
- 7) All mesh clothing must have solid clothing under the mesh garment.
- 8) Ripped, torn, or clothing with excessive wear must not violate any of the aforementioned descriptions for acceptable attire and may not exist above the knee.
- 9) Coats may not be worn during classes in the classroom unless the conditions are such that coats are needed as deemed appropriate by the classroom teacher.
- 10) Students are not permitted to carry back packs or large bags unless prior approval by the Principal.

Violations of the Dress Code policy will result in the following:

- 1<sup>st</sup> offense – warning, issued clothing to cover the violation, sent home to change clothing – this offense will not result in Blue/Gray/White team elimination.
- 2<sup>nd</sup> offense – change of clothing and after school detention.
- 3<sup>rd</sup> offense - in school suspension and change of clothing
- 4<sup>th</sup> offense - may be immediately assigned out of school suspension and/or expulsion

### **WYNFORD HIGH SCHOOL ATTENDANCE POLICY**

A primary obligation of the school is to have regular attendance by the students of their assigned classes. A relationship between success in school and good attendance does exist. Therefore, the purpose of this policy is to reward students who do attend school regularly and to penalize students who are frequently absent from their classes. Regular attendance is a habit that directly applies to the world of work. This policy stresses to the students the importance of regular attendance, and it promotes a habit that will transfer into adulthood.

#### **I. Excused Absences may include the following:**

- Personal illness
- Severe illness in the immediate family
- Death of a family member
- Religious observance
- Vacation with immediate family
- In-school suspension
- College visitation
- Hunting

Other legitimate reasons which have received prior approval of the Attendance Officer (doctor, dentist, blue slip, etc.). All other absences are considered unexcused. **NOTE:** A student may make up work missed during an excused absence. However, an unexcused absence results in a “zero” for the day and the student is encouraged to make up missed work.

#### **II. Definition of terms:**

- A. **Personal Illness**—Parents (or guardians) should notify Wynford High school (562-7828 Ext. 234) at any time prior to 7:30 am if their child will be absent or tardy from school due to personal illness. A note will be required to be presented to the Attendance Officer upon returning to school in order to receive an Excused Absence slip to show teachers. After the maximum number of days absence has been reached, only a doctor’s excuse will be honored as an excused absence for personal illness. If the student does not bring a parental or

doctor's note, the absence becomes unexcused until the proper note is obtained by the Attendance Officer (1 week grace period).

- B. **Work in Home**—In all such cases, the parents must attempt to notify the Attendance Officer prior to the Work Day. The Work Day is not to be used for tasks such as baby-sitting, shopping, cleaning at home, preparation of special occasions, etc. No excuse for work will be issued if the student has a poor scholastic standing or a poor attendance record. No student will be excused from school under the purpose of looking for a job. The only exception to this rule will be when a student has been notified by a company of a specific job interview/testing that must be attended at a specific time. These absences will count toward the allowed maximum.
- C. **Vacation with immediate family**—While the school recognize that some industries and seasonal occupations grant vacations only during the non-summer months, we do feel that vacations should not be conducted during the school year that would involve missing school time. Students who miss school due to family vacations will be granted a maximum of five (5) days of excused absence, provided that:
  - 1) Prior notification in writing is given to attendance officer.
  - 2) All teachers are contacted concerning missing work prior to the absence (blue slip).
  - 3) Maximum amount of absences has not been reached.
- D. **In-School Suspension**—If a student is placed on In-School suspension, he/she has a right to make up for credit any work missed during the suspension. Teachers will be expected to assign work to students serving In-School suspension.
- E. **College Visitation**—Seniors are given three college days for the purpose of talking with admissions officers and touring campus. A form must be filled out and signed before the college day is granted (blue slip). Permission must also be obtained from the Guidance Counselor. Juniors are permitted two college visitation days. These days are not counted against attendance for Blue/Gray/White teams if covered through the guidance office.
- F. **Hunting**—A student may be excused for one day of hunting in a school year provided a valid license and a parental excuse is presented to the Attendance Officer prior to the absence.
- G. **Blue Slips**—When a student knows in advance that he/she will be absent from school, he/she should notify the Attendance Officer and pick up a blue slip to be signed by parent or guardian, teachers, and the Attendance Officer. Blue slips must be turned in three days prior to the absence. If proper procedures are not followed or signatures not obtained, the absence(s) may be unexcused. Blue slips will be obtained for the following:
  - 1. College visitations
  - 2. Hunting
  - 3. Vacations
  - 4. Others arranged through Attendance, guidance, or the principal's office

### **III. Unexcused absences:**

Any absence not defined as excused is unexcused. A student is encouraged to make up any school work missed during an unexcused absence and receives a "zero" for the day(s) involved. Some examples of unexcused absences include (but are not limited to) the following: car trouble, oversleeping, missing the bus, shopping, beauty shop appointments, baby-sitting, out-of-school suspensions, truancy and senior pictures. Truancy is defined as a student deliberately not attending school (or specific classes) because of an unexcused reason.

### **IV. Attendance limitations:**

A limitation is placed on the number of absences from school (and individual classes). After accumulating the maximum number of absences from any one class, the absences become unexcused and any work accomplished becomes a "zero." The limitations are as follows:

Semester . . . . . 9 days (including semester classes)

Year . . . . . 18 days

After 18 absences, the student will be reviewed for possible expulsion from school. Days missed under suspension or expulsion, court, college visitation, school sponsored activities days absent for doctor, dentist,

driver permit test, days on vacation while school is in session will be deducted. Absences from an individual class period beyond the 9 or 18 days allowed constitutes a maximum absence limitation. Students who reach the allowed maximum will be subject to an administrative review to determine further disciplinary action. The review team may consist of the Attendance Officer, Principals, and Guidance Counselor.

Any student who accumulates three unexcused absences during any one grading period will receive a failing grade for the grading period in question for any or all classes involved in the unexcused absence.(Excluding Suspensions and Expulsions)

**V. Loss of Driver's License or Driver's Permit**

A student at Wynford High School is subject to suspension of his/her driver's license or permit by the state Bureau of Motor Vehicles for any of the following reasons:

- 1) 10 days in succession of unexcused absence from school.
- 2) More than 15 days of unexcused absence during a semester.
- 3) Suspension or expulsion related to drug/alcohol use or possession.
- 4) Dropping out of school (as defined by statutory guidelines).

The notification to the Ohio Bureau of Motor Vehicles is required by law when any of the above conditions exist. The suspension of license shall be for 90 calendar days, unless the student becomes 18 years of age or graduates from school. During the period of suspension, no unexcused absences will be permitted or the license suspension may be extended.

**VI. Attendance Procedures:**

- A. Parents/guardians should notify Wynford High School (562-7828 Ext. 234) by 7:30 AM if their child will be absent from school that day. Parents may call at any time and leave a message on the answering machine.
  - 1) If no call is received and a student is absent, contact may be initiated by the school. Parents will be contacted via telephone at home or work (as per Emergency Medical Card).
  - 2) If no phone contact is achieved, parents will be notified by U.S. Mail via written notification.
  - 3) In cases where students do not have telephones, notification will be achieved through the U.S. Mail.
  - 4) The law does not set any timeline for notification in the event of student absence. School officials are advised that a "reasonable attempt" must be made in regards to parent/guardian notification.
- B. Upon returning to school following an absence, the student should report to the Attendance Officer immediately for an admittance slip. At this time the absence will be determined as excused or unexcused. Parents should send a signed note if prior notification has not been made. Students will show the admittance slip to each of their teachers during the day. Notes from doctors and/or parents will not be accepted upon the student's return after 5 school days.
- C. A student having been absent from school for more than two class periods but not more than six class periods will be credited with one-half day absence (excused or unexcused). A student having been absent from school for more than six class periods will be credited with one day of absence (excused or unexcused).
- D. A student may not miss more than two class periods (unless on a school-sponsored activity, medical absence excused by the principal, or prearranged absence with the Attendance Officer or principal) in order to participate in an extra-curricular activity, practice or contest that particular day or evening.
- E. All attendance records will be kept and maintained by the Attendance Officer. All teachers will keep accurate daily attendance records for their assigned classes. When a student reaches the limits, the teacher should inform the Attendance Officer in order to verify the student's record.

**VII. Appointments during the school day:**

Since the Attendance Officer has the responsibility for accounting for all students during the school day, students must not leave the building during the school day without first reporting to the Attendance Office and

obtaining permission. The student then signs out in the office and signs in upon returning. Students leaving the building without signing out will be treated as truant. Every effort should be made to limit the time away from the building and anyone gone for more than two (2) class periods will be credited with an appropriate amount of absence.

#### VIII. **Tardiness:**

If a student comes late to school, he/she will report to the Attendance Office immediately to receive an admittance slip to class. Tardiness to school will be excused or unexcused depending on the reason. Once a student has been unexcused tardy to school or classes three times the student will be credited with an unexcused absence for the class in question and after three unexcused absences in any one grading period, the student will FAIL the class in question for the grading period. Any further violations of this nature may result in disciplinary action by the administration.

#### **TELEPHONE**

Student use of the office phones is restricted to emergency basis only. Phones located in classrooms or teacher work areas are off limits to all students unless properly monitored by staff members. Students will only be called from classes to receive phone messages in cases of emergency. Other messages will be relayed between class periods.

#### **SOFT DRINKS/POP/CANDY/ENERGY DRINKS**

Students are not allowed to bring soft drinks/pop/candy/energy drinks into the building during the school day. No pop/beverage is to be taken on the school bus. Students are not permitted to bring in prepared foods to school without the prior approval of the administration. Water bottles and other such containers are strictly prohibited.

#### **PUBLIC DISPLAY OF AFFECTION**

Any public display of affection is prohibited at school, school events, or on school property. The final decision on what constitutes an unacceptable public display of affection shall rest with the principal or his designee.

#### **DANCE REGULATIONS**

From time to time, throughout the school year, various school organizations sponsor dances at the high school. These dances are generally advertised well in advance and the amount and method of payment are usually determined by the sponsoring organization. The following rules apply:

1. Sponsoring organizations must obtain clearance for their event with the principal several weeks in advance of the proposed date. A school dance checklist is to be obtained from the office.
2. A minimum of two Wynford teacher/employees must be present at the dance. Sponsoring organizations are responsible for making arrangements with teachers.
3. Unless otherwise notified, Wynford dances are open only to Wynford High School students and their guests.
4. All guests must be of high school age through 20 years of age for a high school dance.
5. Non-Wynford guests must be approved by the Principal.
6. Once a student has entered the building, he will be expected to stay in the area designated for the dance and he or she will only be permitted to leave the building to go home.
7. Faculty chaperones have the authority to evict anyone who is causing a disturbance or is otherwise in violation of dance or general school regulations.
8. Dance must terminate no later than 11:00 p.m. unless prior arrangements for a later time have been made with the principal.

9. Graduates of Wynford High School are encouraged to attend the annual Homecoming Dance.
10. All school rules apply at these dances.
11. The Junior/Senior Prom is a formal dance. Formal attire is required.

**PERSONAL STEREOS/CD PLAYERS/I-PODS/MP3 PLAYERS**

There will be no personal stereos, cd players, I-pods, Mp3 players or other electronic equipment allowed in the building during the school day without the permission of the principal.

**CELL PHONES**

Any use of a cell phone by students is not permitted at Wynford High School during normal school hours (7:20-2:35) or prior to the entrance bell until the end of the day bell. Failure to follow this directive will result in confiscation of the phone by the administration. The phone will be returned only to parents upon their request and may result in denial of Blue/Gray/White team privileges.

**FIELD TRIPS**

All students may participate in educational field trips throughout the school year. Parents/Guardians will be notified of the field trip in advance. It is the Parent/Guardian responsibility to notify the appropriate school personnel if they do not wish to have their son/daughter participate. Students will not participate in field trips if they are doing failing work in any of their courses. Copies of student participants will be distributed to the faculty by the attendance office. All field trips must be educationally meaningful and directly related to the classroom. All classroom assignments must be arranged with teachers prior to departure. No student will be permitted to attend a field trip if he/she has exceeded the allowable number of absences for a semester or the year unless approval is granted by the principal.

**STUDENT FUND RAISERS**

All fund-raisers must be approved by the principal and included on the fund-raiser calendar if possible. No outside groups or individuals are allowed to conduct fund-raisers within the school or at school events.

**High School Bell Schedule**

7:20	Students enter hallways
7:30 – 8:18	1 <sup>st</sup> Period
8:21 – 9:06	2 <sup>nd</sup> Period
9:09 – 9:54	3 <sup>rd</sup> Period
9:57 – 10:42	4 <sup>th</sup> Period
10:42 – 12:00	5 <sup>th</sup> Period
10:42 – 11:12.....	A Lunch
11:30 – 12:00.....	B Lunch
12:03 – 12:48	6 <sup>th</sup> Period
12:51 – 1:36	7 <sup>th</sup> Period
1:39 – 2:24	8 <sup>th</sup> Period

**High School ½ Hour Activity Schedule**

7:20	Students enter hallways
7:30 – 8:00	Activity Period
8:00 – 8:44	1 <sup>st</sup> Period
8:47 – 9:28	2 <sup>nd</sup> Period
9:31 – 10:12	3 <sup>rd</sup> Period
10:15 – 10:56	4 <sup>th</sup> Period
10:56 – 12:10	5 <sup>th</sup> Period
10:56 – 11:26.....	A Lunch

11:40 – 12:10.....	B Lunch
12:13 – 12:54	6 <sup>th</sup> Period
12:57 – 1:38	7 <sup>th</sup> Period
1:41 – 2:24	8 <sup>th</sup> Period

**High School Two Hour Delay Schedule**

9:20	Students enter hallways
9:30 – 10:02	1 <sup>st</sup> Period
10:05 – 10:35	2 <sup>nd</sup> Period
10:38 – 11:08	3 <sup>rd</sup> Period
11:08 – 12:14	5 <sup>th</sup> Period
11:08 – 11:38.....	A Lunch
11:41 – 12:11.....	B Lunch
12:14 – 12:44	4 <sup>th</sup> Period
12:47 – 1:17	6 <sup>th</sup> Period
1:20 – 1:50	7 <sup>th</sup> Period
2:53 – 2:24	8 <sup>th</sup> Period

**High School 1 Hour Delay Bell Schedule**

8:20	Students enter hallways
8:30 – 9:10	1 <sup>st</sup> Period
9:13 – 9:50	2 <sup>nd</sup> Period
9:53 – 10:30	3 <sup>rd</sup> Period
10:30 – 11:40	5 <sup>th</sup> Period
10:30 – 11:00.....	A Lunch
11:10 – 11:40.....	B Lunch\
11:43 – 12:20	4 <sup>th</sup> Period
12:23 – 1:00	6 <sup>th</sup> Period
1:03 – 1:40	7 <sup>th</sup> Period
1:43 – 2:24	8 <sup>th</sup> Period

**High School 1 Hour Early Release Bell Schedule**

7:20	Students enter hallways
7:30 – 8:10	1 <sup>st</sup> Period
8:13 – 8:50	2 <sup>nd</sup> Period
8:53 – 9:30	3 <sup>rd</sup> Period
9:33 – 10:10	4 <sup>th</sup> Period
10:13 – 10:50	6 <sup>th</sup> Period
10:50 – 12:48	5 <sup>th</sup> Period
10:50 – 11:20.....	A Lunch
11:30 – 12:00.....	B Lunch
12:03 – 12:40	7 <sup>th</sup> Period
12:43 – 1:24	8 <sup>th</sup> Period

**Jr. High Bell Schedule**

7:20	Students enter hallways
7:25 – 8:15	1 <sup>st</sup> Period
8:18 – 9:16	2 <sup>nd</sup> Period
9:17 – 10:15	3 <sup>rd</sup> Period
10:15 – 10:45.....	Lunch
10:45 – 10:57	4 <sup>th</sup> Period - SSR
10:57 – 11:55	5 <sup>th</sup> Period
11:57 – 12:55	6 <sup>th</sup> Period
12:58 – 1:45	7 <sup>th</sup> Period
1:48 – 2:35	8 <sup>th</sup> Period

**Jr. High ½ Hour Activity Schedule**

7:30 - 8:00	Activity
8:00 – 8:44	1 <sup>st</sup> Period
8:47 – 9:27	2 <sup>nd</sup> Period
9:30 – 10:10	3 <sup>rd</sup> Period
10:13 – 10:33.....	Lunch
10:35 – 11:15	4 <sup>th</sup> Period
11:18 – 11:58	5 <sup>th</sup> Period
12:01 – 12:41	6 <sup>th</sup> Period
12:44 – 12:54	SSR
12:57 – 1:38	7 <sup>th</sup> Period
1:41 – 2:24	8 <sup>th</sup> Period

**Jr. High Two Hour Delay Schedule**

9:30 – 10:03	1 <sup>st</sup> Period
10:06 – 10:39	2 <sup>nd</sup> Period
10:39 – 11:09.....	Lunch
11:12 – 11:45	3 <sup>rd</sup> Period
11:48 – 12:24	4 <sup>th</sup> Period
12:27 – 1:00	5 <sup>th</sup> Period
1:03 – 1:18	6 <sup>th</sup> Period/SSR
1:21 – 1:51	7 <sup>th</sup> Period
1:54 – 2:24	8 <sup>th</sup> Period
1:43 – 2:24	8 <sup>th</sup> Period

**Jr. High 1 Hour Delay Schedule**

8:30 – 9:10	1 <sup>st</sup> Period
9:13 – 9:57	2 <sup>nd</sup> Period
10:00 – 10:44	3 <sup>rd</sup> Period
10:47 – 11:31	4 <sup>th</sup> Period
11:34 – 11:46	6 <sup>th</sup> Period/SSR
11:46 – 12:16.....	Lunch

12:19 – 1:00  
1:03 – 1:40  
1:43 – 2:24

5<sup>th</sup> Period  
7<sup>th</sup> Period  
8<sup>th</sup> Period

**Jr. High 1 Hour Early Release Schedule**

7:30 – 8:10  
8:13 – 8:55  
8:57 – 9:39  
9:42 – 10:03  
10:06 – 10:36  
10:39 – 11:00  
11:00 – 11:15  
11:18 – 12:00  
12:03 – 12:40  
12:43 – 1:24

1<sup>st</sup> Period  
2<sup>nd</sup> Period  
3<sup>rd</sup> Period  
4<sup>th</sup> Period  
Lunch  
4<sup>th</sup> Period  
6<sup>th</sup> Period/SSR  
5<sup>th</sup> Period  
7<sup>th</sup> Period  
8<sup>th</sup> Period