

GENERAL INFORMATION

ADMISSIONS PROCEDURES: Students should report to Western High school guidance office with the following:

1. Birth Certificate
2. Parent/ Guardian
3. Immunization Record. Ohio law requires that all children entering school must present a shot record which is up to date with the following: immunization against polio-myelitis, diphtheria, tetanus, rubeola, and rubella.
4. Current and past year grade cards
5. PROOF OF RESIDENCY

Parent(s)/Guardian(s) must be residents of the Western Local School System or student must be placed by the court or in a Special Program provided for in a cooperating district.

In case of a legal separation of parents, the parent having legal custody must provide the school with a legal document to be filed at the school. In the case of guardianship of a minor, a court order must be provided giving a specific legal guardianship. Parents will be given time to provide the school with the above documentation.

The parent/guardian should complete the following forms:

1. Admission Form
2. Emergency Medical Form
3. Custody Form
4. Records Release Form

The parent/guardian should also receive a student handbook and a free/reduced lunch form.

REGISTERING FOR CLASSES: The program of studies offered at Western High School is separated into three main groups-General Academic, College Preparatory, and Vocational-Technical. They have been arranged in this manner to help the student plan his/her high school program. At the Junior High level, we offer a full range of courses preparing the students for the high school and advancing their knowledge of the Ohio Achievement Tests.

SCHOOL HOURS: Regular school hours for classes are 7:55 a.m. - 2:55 p.m. School staff is present for supervision of students from 7:45 a.m. - 3:05 p.m. Students are not permitted to enter the building prior to 7:45 a.m. and must leave school property at 3:05 p.m. unless given permission from a faculty member or the principal.

VISITORS: Western Junior/Senior High School strives to be welcoming and friendly to all our visitors and guests. However, the safety of all students requires **ALL visitors to report to the office** upon entering the building. Adult Chaperones and Parent Volunteers must be cleared through the office and must provide an official **Background Check** from the Bureau of Criminal Investigation (B.C.I.).

REQUIREMENTS FOR GRADUATION: Twenty-two (22) units are required for graduation which are to include:

4 units of English

3 unit of Science, including Physical and Life Science/Biology

3 units of Mathematics

4 units of Social Studies: Social Studies I & II, American History, American Government

1/2 unit of Health

1/2 unit of Physical Education

1 unit of either Industrial Technologies, Fine Art, Foreign Language, or Business

All 2006-2007 Seniors must pass the Ohio Graduation Test to receive a diploma.

POST SECONDARY OPTIONS: Students who are Juniors and seniors may qualify to go to college to finish high school requirements and earn college credits. A meeting is held each year by February informing parents of Post Secondary Options in order to answer questions and concerns. College credit is transferred to high school credit using the following conversion table:

Semester hours-Carnegie units Quarter hours-Carnegie units

1=1/4

1-2=1/4

2-3=1/2

3-4=1/2

4-6= 1

5-6=3/4

7-8= 1

AVERAGING GRADES: A student earning a "D+" one semester and an "F" one semester shall receive a "D-" average for the year. Pro-rated classes: A student who enters WHS prior to the end of the first six weeks and enrolls in a course not previously taken shall be required to make the work missed in order to receive credit for that course. Failure to make up such work shall result in a failing grade for the non-enrollment period. A student who enters WHS after the first six weeks has passed, and enters a class not previously taken, shall receive credit on a pro-rated basis.

STUDENT RETURNING FROM J.V.S.: Students returning from the J.V.S. must adhere to WHS graduation requirements.

TRANSFER OF CREDITS: Western High School will accept credits from all public and private **accredited** schools. If a question arises as to the valid accreditation of any particular school, official documentation will have to be provided to the Western Local School District. Upon receiving credits earned at an approved accredited institution, the guidance counselor will review and convert credits and marks earned to the Western High School grading system. In a case where courses and credits can not be converted to the W.H.S. grading system, the course history would be hand-entered and the transcript would reflect credits and grade point averages only for the classes taken at W.H.S.

COURSE CREDIT: A student must have a minimum of .67 or "D-" grade for the year in order to receive credit towards graduation. Students who fail are permitted to attend summer school. Students who cannot take summer school, but still need to make up classes, may do so at night school or return to the same class at WHS.

GRADE CARD PROCEDURE: Grade cards will be given out every nine weeks. Each semester includes two nine weeks grading periods. The semester grades are a composite of the average two (2) nine weeks periods plus a semester test.

FIELD TRIPS:

At various times throughout the year, students will be expected to participate in field trips sponsored by their teacher. Specific information regarding each educational trip will be supplied in advance by the teacher in charge. Field trips are an educational and learning reward for those students who demonstrate good work habits and social skills. Grades may be adjusted for non-participation in academic field trips. Some may be excluded of disciplinary action resulting from student misconduct.

DIPLOMAS TO BE EARNED:

1. Western High School Regular Diploma
2. Western High School Diploma with State Honors

OHIO GRADUATION TEST: All 10th grade students are required to take and pass an Ohio Graduation Test in Reading, Writing, Mathematics, Science and Social Studies. Each area of the test is scored separately and students must pass all 5 parts prior to graduation. The test will be given each semester through the twelfth grade.

ACHIEVEMENT TEST: All 7th and 8th grade students will take a mandated Achievement Test.

SCHEDULE CHANGE POLICY: No schedule changes will be permitted after the school year begins, except for the following reasons:

- a. there has been an administrative error
- b. there is a need to balance classes

All changes must have Administration approval.

CAFETERIA: We have a closed lunch period for all students grades 7-11. Seniors may be permitted to walk downtown for lunch. This is a privilege and not a right and is solely at the discretion of the building principal. Students assigned to lunch need to report to the cafeteria for the entire lunch period. **There is to be no loitering in the hallway.** No food or drinks are to be taken from the cafeteria. After eating in the cafeteria, return your tray of dishes immediately to the dish washing area. Please clean up after yourselves at the tables.

SCHOOL BREAKFAST AND LUNCH: Our cafeteria is open to all students who either bring to school or purchase their breakfast or lunch in the cafeteria. Our meals are

well-prepared and represent a balanced diet. Financial assistance is available for qualifying families. If your financial situation changes at any time during the school year you may reapply for free or reduced lunch prices. All food and beverages are to be consumed in the cafeteria. Food, candy, gum and drinks are prohibited in the hallway, classrooms, buses and playgrounds. Times, procedures and appropriate cafeteria behavior will be explained to students.

BREAKFAST AND LUNCH CHARGES: Parents and legal Guardians are responsible for maintaining student lunch accounts. Each student is given a cafeteria card that allows students to put money into an account from which breakfast and lunch costs can be deducted. Although it is not recommended students may charge the cost of their lunch and /or breakfast. However, once charges accrue in the amount of \$20 students will no longer be permitted to eat a regular student lunch. An alternate meal will be provided and the cost of such will continue to accrue. Once the balance is paid below \$20 students will be permitted to purchase the regular school lunch.

CHANGE OF ADDRESS OR PHONE: Please notify the counselor's office or the main office if your address or telephone number changes during the school year.

ASSEMBLIES: During the school year, we try to have informative and/or entertaining assemblies for the student body. Students are to sit with their grade levels starting with the 7th grade on the left and ending with the seniors on the right. Please reserve the top row in the center for the teachers to sit. The assemblies begin when we enter the gym. Many are serious in nature and demand quiet reserve and respect. Others are loud in nature such as a pep rally and we need your enthusiasm. Whatever assembly is taking place, though, remember that when some one takes a microphone to address the student body, quiet is the key word. It is rude to talk in an assembly during a speaker's engagement or a play. Student speakers deserve just as much respect as adults.

LOCKERS: Lockers are assigned the first week of school. Keep the lockers clean and free from obscene material. **Do not give your locker combinations to other students, or share or change lockers with other students.** Keep in mind that you are just using these lockers. They are the property of the school, can be searched at any time, and will be used in the future, so take good care of them.

SURVEILLANCE AND STUDENT PRIVACY: The use of surveillance equipment in schools has increased dramatically in the last few years. This advanced use of technology is an attempt to reduce acts of violence, destruction of property, and general poor behavior. Evidence obtained from the surveillance cameras that show proof of a violation of the student code of conduct is considered confidential and may be viewed only by school personnel. The school does not have the technology to ³ blur ² out other students that may be visible and the privacy of other students must be protected. Therefore, there is no duty on the part of the school to grant access to the parent of a child who is being disciplined because of evidence obtained through video surveillance. In the event of a criminal prosecution, the evidence obtained by the school may become evidence at a trial and therefore could end up becoming public at that time.

STUDENT RECORDS: The right of confidentiality and protection from improper disclosure will be in accordance with the Family Educational Rights and Privacy Act of 1974.

EIGHTEEN YEAR OLD STUDENTS: Eighteen year old students must comply with the rules and regulations of Western High School, including any in-school or out-of-school suspensions. Eighteen year old students will not be permitted to write their own notes, or sign out without permission unless they have been legally emancipated.

USE OF BULLETIN BOARDS: No signs or pictures of any type are to be posted anywhere by anyone in the building without the approval of the principal.

LOST AND FOUND: Textbooks and personal articles found about the building should be taken to the school office. If you lose something, inquire there.

FINES: Students will be assessed fines for non-payment of school debts. Grade cards, permanent records, release to the trade school, and diplomas all will be withheld until the full amount of the debt is repaid or a payment schedule has been established.

HALL CONDUCT: A student who wishes to leave a class or study hall to go to the office or to see another teacher must ask the teacher in charge for permission and receive a pass. If a teacher requires a student to make-up work in their classroom, that teacher shall first gain permission from the principal or designee and then issue a pass in advance to the student. Students are not to leave classrooms without passes.

TEXTBOOKS: All textbooks are provided at public expense for all students. In turn, the students are responsible for returning all books issued to them at the end of the semester or year showing no more than normal wear. Fines will be assessed in all cases where books show evidence of carelessness. Lost textbooks must be paid for at once. The price will be that of a new book. A second book will be issued to the student. If the lost book is recovered, the payment will be refunded.

TRANSPORTATION

The school district provides bus transportation to all qualified students in the district. In the event that a bus not run in the morning (usually because of inclement weather or hazardous road conditions) and the parent/guardian transports a student to school, then the parent/guardian should also make arrangements for their arrival back home at dismissal time as that bus may not run the return route as well.

BUS REGULATIONS

1. All passengers are under the direct authority of the bus driver.
2. Students are expected to respond to the authority of the bus driver.
3. Students shall refrain from:

- a) Acts that may endanger any bus passenger
 - b) Acts that distract the driver's attention
 - c) Acts of fighting or bothering another student in any manner
 - d) Being out of seat
 - e) Creating excessive noise
 - f) Throwing of any items from or within the bus
 - g) Making unmannerly remarks to bus passengers or from the bus
 - h) Not sharing a seat with another student
 - i) Creating or causing damage or defacing an part of the bus
 - j) Eating or drinking on the bus
4. All sections of the Student Discipline Code apply to bus conduct.
 5. Drivers shall report acts of misconduct to the principal for possible disciplinary action.
 6. Students suspended from the bus are expected to attend school.

DRIVING PRIVILEGES: Students driving to school is a privilege, not an absolute right and may be revoked by the principal. Student drivers must meet the following criteria:

1. Hold a valid Ohio driver's license.
2. Register the car and driver at the principal's office.
3. Follow safe driving habits while on school grounds.
4. Lock all doors during the school day.
5. Stay out of the car during the school day.
6. Do not permit others to enter your car during the school day.
7. Do not transport other students to or from school without written **permission from parents of student riders and permission from the school principal.**
8. Park in designated areas only.
9. All automobiles are subject to search at any time by school personnel, which includes the use of drug dogs. Any and all contraband will be confiscated. The proper authorities will be notified and appropriate criminal charges may be filed.
10. **EXCESSIVE TARDIES CAN LEAD TO LOSS OF DRIVING PRIVILEGES.**

TELEPHONES: School telephones are not for personal use. *In case of illness or an emergency all calls must be approved by office personnel.*

MEDICINE: All medicine must be brought in to the school by legal guardian and stored in the office. A consent form must be signed by parent and doctor.

SELLING OR SOLICITING: No person or organization is permitted to use school premises for selling or soliciting without written permission from the principal.

BUS PASSES: Bus passes will be issued for authorized stops only on a permanent basis. A form for the bus pass, available in the principal's office, must be completed and on file.

If an emergency arises, a bus pass may be issued by the principal. The student must present a note signed by one parent. A phone number **MUST** be included for verification. The student will then receive a pass to give to the bus driver to allow them to ride the appropriate bus. Bus passes will not be issued to spend the night with a friend unless both parties have a note from their guardians.

CONDUCT AND DISCIPLINE

THE STUDENT'S ROLE IN DISCIPLINE

All students are expected to follow the rules and regulations of the Board of Education, the school administration, and the teacher. Students are required to be courteous and polite and contribute to a proper school climate.

PARENT'S ROLE IN DISCIPLINE

Discipline is the primary responsibility of the parents. It is the parents' obligation, by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward the school. To insure student success, parents should visit the school and check with school officials concerning their child's progress.

THE TEACHER'S ROLE IN DISCIPLINE

All teachers at Western High School have common concerns for the classroom. Their goal is to have a fair and consistent way in which to deal with all students who misbehave, thereby creating an atmosphere conducive to teaching and allowing more time on-task for learning.

THE PRINCIPAL'S ROLE IN DISCIPLINE

The role of the principal in discipline is three-fold. First, to help monitor, revise, and update the discipline policies and procedures. Second, to help staff implement classroom management and school management techniques. Third, to assist staff with handling severe misbehavior such as physically dangerous situations, flagrant disrespect of adult authority and any chronic and recurring problems by implementing isolation or other severe consequences. When necessary the use of outside agencies (Pike County Sheriff's Department, Children's Services, Counseling and Rehabilitation Providers, and other support services) may be used in addition to any discipline that may be administered.

The link below will display the rules for conduct for the 2006-2007 school year.

[STUDENT MISCONDUCT CODE](#)

GRADES AND GRADING

We believe that the use of grades for grading purposes of evaluation and home reporting assists in promoting the philosophy, aims, and objectives of the Western Local Schools.

A. The following grading system is in effect:

GRADING SCALE

GRADE PERCENT SEMESTER GPA GPA AVG. VALUE

A	96-100	4.00	4.00-3.83
A-	92-95	3.67	3.82-3.50
B+	89-91	3.33	3.49-3.17
B	85-88	3.0	3.16-2.83
B-	82-84	2.67	2.82-2.50
C+	79-81	2.33	2.49-2.17
C	75-78	2.00	2.16-1.83
C-	72-74	1.67	1.82-1.50
D+	69-71	1.33	1.49-1.17
D	65-68	1.00	1.16-0.83
D-	62-64	.67	0.82-0.67
F	0-61	.00	0.66-0.00

B. Semester Exams: Semester exams are required in all subjects (except physical education) and will be counted as one-seventh (1/7) toward the semester grade. Nine weeks grades will be counted three times.

EXAMPLE:

1st	2nd	Semester
		Test
C	B	B
$18/7 = 2.57$ GPA		

Second semester grades will be calculated using the same procedure. If a yearly grade is given, the two semester GPA's will be averaged together.

Further notes on grades:

A. All incomplete grades must be completed immediately; no incomplete grades are to be given the last nine weeks period nor as a final grade, and in no case shall an incomplete grade be extended beyond the nine week period following the time the grade was recorded. The incomplete grade shall be changed to an "F" when the time has expired for make-up and little or no effort has been made by the student. However, in extreme cases of emergency special arrangements may be made among student, teacher, guidance counselor, and principal to resolve incomplete grade to waive (or adjust) the time limitation for completion.

B. A student may be required to take a comprehensive examination over the entire course who received high grades during the first grading periods and then who "rides" on this average to do less than he/she is capable of doing in succeeding grading periods but yet, in the final average, can technically by point averaging pass the subject.

C. No student shall have his academic grade lowered because of unacceptable conduct. Other punishment should be used. Space may be provided on the report card for a "conduct" grade.

D. Honor Roll: The honor roll is posted at the end of each six weeks. We also recognize students who achieve high honors and highest honors. Honor roll is represented by students who have attained a 3.00 grade point average, high honor is 3.24 - 3.74, and highest honor is 3.75 - 4.00.

Academic Intervention Services: Western Junior/Senior High School provides varying services of intervention. These services are provided based on the academic need of the individual student and is determined by classroom teachers and intervention teams.

Home Instruction: This is granted to students with a qualifying medical condition. Any student that is on Home Instruction may not participate or attend after school activities, i.e. (games, dances, field trips), unless approved by the building principal.

GUIDANCE PROGRAM

What is Guidance? Guidance refers to informational services provided by the counselor, ranging from how to prepare a child for his first day of elementary school to applying for college or a job.

What is counseling? It is visiting individually with students, or involvement with students in groups. Meeting with parents, teachers, or others to meet a student's needs.

Our counselor is here to help you with all matters. She can be a great help to you in planning your schedule, in dealing with academic problems, and in preparing you for college. Moreover, the Guidance Counselor can aid you in solving personal problems in a confidential atmosphere.