

WESTERN BROWN HIGH SCHOOL

Parent / Student Handbook 2026-2027



WESTERN BROWN LOCAL SCHOOLS MISSION STATEMENT

*Learn with Passion.
Act with Courage.
Change the World.
#WB Pride*

**WESTERN BROWN HIGH SCHOOL
Heather Cooper, Principal
Jeff Herrmann, Assistant Principal
Tim Cook, Assistant Principal,
Athletic Administrator**

GENERAL INFORMATION

Western Brown High School

Office Hours

7:00 - 3:30

School Hours

7:45 – 2:30

Phone Number

444-2544

Fax Number

444-4355

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WESTERN BROWN LOCAL SCHOOLS 2026 - 2027 SCHOOL YEAR CALENDAR



Day(s)	Date(s)	Schedule	Days
Monday	August 3	WB New Teachers' Orientation	
Monday	August 10	District Inservice Day	No School
Tuesday	August 11	District Inservice Day (Welcome)	No School
Tuesday	August 11	District Orientation Night	
Wednesday	August 12	District Inservice Day	No School
Thursday	August 13	First Day for Students	
Monday	September 7	LABOR DAY	No School
Tuesday	September 8	District Inservice Day	No School
Friday	September 11	Interim Reports Due	
Monday - Friday	Sept. 28- Oct 2	BROWN COUNTY FAIR	No School
Wednesday	October 7	WBHS/MOMS Parent Teacher Conferences (4:00 -7:00 pm)	
Wednesday	October 7	HEMS / MOES Parent Teacher Conferences (5:00 -8:00 pm)	
Friday	October 16	End of First Grading Period	44 40
Friday	October 23	Report Cards Issued	
Tuesday	November 3	County Inservice / Election	No School
Thursday	November 5	WBHS/MOMS Parent Teacher Conferences (4:00 -7:00 pm)	
Thursday	November 5	HEMS / MOES Parent Teacher Conferences (5:00 -8:00 pm)	
Friday	November 13	Interim Reports Due	
Wednesday	November 25	Parent/Teacher Conference Comp Day	No School
Thursday - Friday	November 26 &27	THANKSGIVING BREAK	No School
Friday	December 18	End of Second Grading Period	43 41
Monday - Friday	Dec. 21 - Jan 1	CHRISTMAS BREAK	No School
Monday	January 4	Students Return from Break	
Friday	January 8	Report Cards Issued	
Wednesday	January 13	WBHS/MOMS Parent Teacher Conferences (4:00 -7:00 pm)	
Wednesday	January 13	HEMS / MOES Parent Teacher Conferences (5:00 -8:00 pm)	
Monday	January 18	MARTIN LUTHER KING DAY	No School
Friday	February 5	Interim Reports Due	
Monday	February 15	PRESIDENT'S DAY	No School
Thursday	February 25	WBHS/MOMS Parent Teacher Conferences (4:00 -7:00 pm)	
Thursday	February 25	HEMS/MOES Parent Teacher Conferences (5:00 -8:00 pm)	
Friday	March 12	End of Third Grading Period	48 48
Friday	March 19	Report Cards Issued	
Friday	March 26	GOOD FRIDAY	No School
Monday	March 29	Parent/Teacher Conference Comp Day	No School
Tuesday	March 30	Students Return from Break	
Friday	April 16	Interim Reports Due	
Tuesday	May 4	District Inservice Day	No School
Saturday	May 15	Graduation (10:00 a.m.)	
Wednesday	May 19	Last Day for Students - Two Hour Early Dismissal	
Wednesday	May 19	End of Fourth Grading Period	47 45
		Total Days	182 174

*If 5 snow days are utilized by the district, make-up days for students will be added to the end of the school year starting with Thursday, May 20, Friday May 21 etc.

**WESTERN BROWN HIGH SCHOOL
BELL SCHEDULE
2026-2027**

1 st	7:55 – 8:45	(50 minutes)
2 nd	8:49 – 9:36	(47 minutes)
3 rd	9:40 – 10:27	(47 minutes)
4 th	10:31 – 11:18	(47 minutes)
5A	11:22 – 11:48	(26 minutes)
5B	11:52 – 12:18	(26 minutes)
5C	12:22 – 12:48	(26 minutes)
6 th	12:52 – 1:39	(47 minutes)
7 th	1:43 – 2:30	(47 minutes)

Two-Hour Delay Schedule

1 st	9:55 – 10:25
2 nd	10:29 – 10:56
3 rd	11:00 – 11:27
5A	11:31 – 11:57
5B	12:01 – 12:27
5C	12:31 – 12:57
4 th	1:01 – 1:28
6 th	1:32 – 1:59
7 th	2:03 – 2:30

One Hour Delay Schedule

1 st	8:55 – 9:35
2 nd	9:39 – 10:16
3 rd	10:20 – 10:57
4 th	11:01 – 11:38
5A	11:42 – 12:08
5B	12:12 – 12:38
5C	12:42 – 1:08
6 th	1:12 – 1:49
7 th	1:53 – 2:30

Two-Hour Early Release Schedule

1 st	7:55 – 8:25
2 nd	8:29 – 8:56
3 rd	9:00 – 9:27
4 th	9:31 – 9:58
6 th	10:02 – 10:29
7 th	10:33 – 11:00
5A	11:04 – 11:30
5B	11:34 – 12:00
5C	12:04 – 12:30

One-Hour Early Release Schedule

1 st	7:55 – 8:35
2 nd	8:39 – 9:16
3 rd	9:20 – 9:57
4 th	10:01 – 10:38
5A	10:42 – 11:08
5B	11:12 – 11:38
5C	11:42 – 12:08
6 th	12:12 – 12:49
7 th	12:53 – 1:30

Exam Schedule

Day 1 – Even Periods

2 nd	7:55 – 9:22
4 th	9:26 – 10:53
5 th	10:57 – 11:29
5A	11:33 – 11:59
5B	12:03 – 12:29
5C	12:33 – 12:59
6 th	1:03 – 2:30

Day 2 – Odd Periods

1 st	7:55 – 9:22
3 rd	9:26 – 10:53
5 th	10:57 – 11:29
5A	11:33 – 11:59
5B	12:03 – 12:29
5C	12:33 – 12:59
7 th	1:03 – 2:30

ADMINISTRATION

Superintendent, Mr. Raegan White

Principal, Mrs. Heather Cooper

Assistant Principal, Mr. Jeff Herrmann

Assistant Principal/Athletic Director, Mr. Tim Cook

Counselors, Mrs. Kristin Lang, Mrs. Caitlin Wallace

STUDENT RESPONSIBILITIES

Before effective learning can take place, reasonable order must be present. An environment conducive to learning must be maintained to ensure equal educational opportunities for all students. We impose on our students a high degree of responsibility for adapting their actions toward consideration for the rights of others.

Behavior that demonstrates respect for the school, staff, students and community is expected at all times.

Actions that are deemed a hindrance to a student's pursuit of learning will not be tolerated. Each student is personally obliged to engage in respectful, civil, and appropriate behavior at all school related activities. Parents should partner with teachers in overseeing nightly schoolwork. This will help ensure a quality education for students, reduce frustrations when more critical education needs arise and considerably enhance the students' chance success towards graduation.

Note: Effective and Excellent Schools have higher attendance rates than the 93% mandated by the state, this allows for only **12 days** of absence (3 per quarter) each school year. Each student is to apply his/her efforts in a serious attempt to adequately perform and complete all of their academic requirements. These include in-class work as well as assigned work for outside of the school day. Each teacher fully expects his/her students will complete their academic obligations in a timely manner. To this end it is imperative that students work at or near peak efficiency levels making full use of each class period, including study halls, and extended day study periods.

Each student is to be prompt in attending classes and is to be prepared to participate in classroom activities on a constant basis. **School is not a forum to vent varied aggressive behaviors, should difficulties arise students are to act in an appropriate mature fashion and contact the necessary teacher and/or school official in order to properly resolve the matter.**

Students at WBHS are encouraged to participate in one or more of the many extra-curricular activities offered by WBHS. Please understand that extracurricular activities are **not** rights but rather **privileges**. So ultimately where conflict between mandate and privilege occur the mandate/right holds precedence. Extra activities are to be worked around the requirements of the student academic needs.

Parents and Students must sign all forms designated to them on FinalForms regarding all school rules and policies.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the district publishes in a notice to parents and eligible students their rights under Ohio and Federal laws and under this policy. The district will be placing all of these documents on Final forms listing these rights:

1. The rights of a parent(s) or eligible student to inspect and review the student's education records;
2. The intent of the district to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's parent(s) or the eligible student, (2) as directory information (3) under certain limited circumstances, as permitted by law.
3. The right of a student's parent(s) or an eligible student to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading or in violation student rights, this right includes a hearing to present evidence that the records should be changed if the district decides not to alter them according to the parent(s) or eligible student's request.
4. The right of any person to file a complaint with the Department of Education if the district violates the FERPA and
5. The procedure that a student's parent(s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

ACADEMIC / GRADUATION REQUIREMENTS

College Credit Plus Option / Off Campus/On-site Enrollment / CLEP

Students who meet the necessary academic CCP requirement may elect to participate in the College Credit Plus Option. This allows students the opportunity to earn concurrent college and high school credit. Traditional CCP involves a student taking courses on a college campus while also gaining HS credit. Dual enrollment is a form of CCP where select HS classes are approved by a local college as meeting the rigor necessary to qualify as college-level courses. This allows a qualifying chance to earn concurrent credit on the WBHS campus. To be eligible for this option the parent and student must attend an initial counseling meeting which is held each year around. [Ohio Department of Education CCP Guidelines](#)
See our Student Services department for additional information on CLEP credit.

College Visitations

Students will be granted college visitations. A student may take up to three (3) college visits, over the course of their 4 years of high school. These visits will only be considered excused when the institution is more than 30 miles from Western Brown High School. Upon the student's return he/she must show proper documentation from a representative of the college or institution of their visit.

Counseling / Student Services

Counseling services are available to all students attending Western Brown High School. Students may wish to talk with the counselors concerning educational, career and vocational plans, or personal problems. Every teacher is a counselor and will assist students whenever possible. Unless there is an emergency, students should endeavor to talk with the counselors during an elective or study hall.

1. College Credit Plus (CCP) interest notification deadline is April 1st for each school year. Counselors hold informative meetings with Q/A sessions included in online and January each year.
2. Your counselor has information about the ACT. The ACT is given numerous times through the school year. Information about the test can be found on the Web at: www.act.org or for practice tests visit the web at: www.act-test.org.
3. FAFSA-Free Application for Federal Student Aid - Filing of this form is a requirement for those who wish to apply for Federal Financial Assistance. Visit FAFSA on the web at: www.fafsa.ed.gov. This site will give you organizational help, timelines required for applications and other pertinent financial information.
4. Your counselor/counselor website/counselor google classroom is available for further information or information on local scholarships.
5. Scholarship information/requirements varies considerably from college to college and from year to year. The best source for information is to visit the website of the college of your choice or call for an appointment with their Financial Officer.

Credit Deficient Seniors

- Any student that is credit deficient, after three years of high school, may use the following options to gain in credit status.
- Credit Recovery = take 6 classes and a study hall and be assigned to a class where credits can be recovered on the computer.
- Credit recovery, tests, projects etc. **must be completed by May 1** of the graduation year.
- A senior that is state requirement deficit, will have additional responsibilities assigned to them to recover these requirements to earn their diploma
- **Any senior who is not on track to complete a required course at the end or after the first semester and moves into credit recovery without teacher recommendation may jeopardize the privilege of participating in the graduation ceremony.**

Credit Flexibility

A full transcript of this policy along with procedures, is available on the building's website. Credit Flexibility encompasses the traditional CCP, where students attend classes on a college campus for concurrent credit, as well as the dual enrollment option that allows students to take certain courses on campus and receive concurrent college and high school credit. Other aspects to Credit Flexibility include: the test out option, educational options, career-tech blend, distance learning and on-line courses. For further information please refer to the WBHS website.

Credit Recovery – On-Site

Credit Recovery is intended to provide an additional educational opportunity for high school students. Credit recovery will provide an opportunity for students to reclaim high school credits in the virtual setting. For further information, acknowledgements and restrictions visit the WBHS Student Services. On-site is defined as taking a credit recovery period with-in the normal school day. Off-site is defined as not attending the regular school day – this is for limited, extreme circumstances and requires the approval of the WBHS administration.

Senior students with graduation credit needs must have their completed coursework and credit validation to the WBHS Student Services Department no later than May 1 to be eligible to participate in graduation ceremonies. *Failure to successfully complete all credit recovery requirements, including participation in all required state tests and requirements, will result in a student not being permitted to utilize credit recovery in future years.* Students participating in off-site credit recovery courses are obligated to all student responsibilities and may avail themselves of all student extracurricular privileges. Credit recovery guidelines are available in the student services office.

Grades, Grade Point Average and Class Rank

Grades, class rank, and grade point average (GPA) will be computed according to the following non-weighted and weighted scales:

Non-weighted

% Range Grade Point Equivalence

90-100 A 4.0

80-89 B 3.0

70-79 C 2.0

60-69 D 1.0 (unsatisfactory but passing)

0-59 F 0.0 (unsatisfactory no credit)

Weighted

% Range Grade Point Equivalence

90-105 A 4.0

80-89 B 3.0

70-79 C 2.0

60-69 D 1.0 (unsatisfactory but passing)

0-59 F 0.0 (unsatisfactory no credit)

*CTAG courses will be posted as the grades reported by our partnering Career Tech Schools.

[*Weighted Courses and their expectations](#)

Class Rank

Rank in class is determined at the end of the tenth, eleventh, and twelfth grades. Semester grades in courses that are offered for a minimum of ½ credit are used in determining class rank. Rank reflects all members of each class. Class rank will be determined by use of the percentage (%) semester scores. GPA (4.0) scale is to be used for reporting GPA to college officials.

Graduation Requirements by Western Brown Board of Education

In order to graduate, receive a diploma, and participate in the graduation ceremony, students must have completed all state and local requirements as outlined below prior to the graduation ceremony. Students must have passed all required Ohio Graduation/End of Course tests as applicable or completed an appropriate alternate pathway. Students must have paid ALL FEES. Students must have earned the following units of credit:

1. **The minimum requirements for graduation from high school are twenty-one units of credit.**

Requirements for the Class of 2027 – 2029 (Ohio Core Requirements)

Western Brown Graduation Requirements	Credits
English	4
Mathematics <i>Students must earn four mathematics units, which must include one unit of Algebra 2 or the equivalent of Algebra 2.</i>	4
Science <i>Science units must include one unit of physical sciences, one unit of life sciences and one unit of the following sciences: Chemistry, Physics PLTW courses, Anatomy & Physiology, Science III.</i>	3
Social Studies <i>3 units, must include American History, American Government, and World History.</i>	3
Physical Education <i>PE waiver for participation on an athletic team, marching band, cheerleading, or JROTC.</i>	0.5
Health	0.5
Financial Literacy	0.5
Electives <i>Beginning with students who enter 9th grade after July 1, 2022, students will need ½ credit of Financial Literacy. Must complete 2 semesters of Fine Arts during grades 7-12.</i>	5.5
Total	21

2. Demonstrate Competency - End of Course Test Requirements

In addition to course credits, students must earn a passing score in both Algebra I and English II on their End of Course Exams

3. Demonstrate Readiness - Seals

In addition to course credits and competency on EOC Exams, 2 of the following diploma seals must also be earned: Science, Citizenship, OhioMeansJobs Readiness, Industry-Recognized Credential, College-Ready, Military Enlistment, Honors Diploma, Seal of Biliteracy, Technology, Community Service, Fine and Performing Arts, Student Engagement.

[*WBHS Course of Study](#)

Honors Diploma Requirements

**To be awarded a diploma with honors, please visit [Ohio Honors Diploma Options](#) for all Honors Diploma opportunities

National Honor Society

The National Association of Secondary School Principals sponsors the National Honor Society. Qualifying students each year, from the junior and senior classes at Western Brown, become potential candidates based on an overall 92.000% or higher GPA after their freshman and sophomore years. Students selected must exemplify high excellence in the following areas: a) scholarship b) character c) leadership d) service. Selection to the NHS is upon the vote of the Faculty Council. Membership in the National Honor Society is a privilege and not a right. Pertinent information such as the selection procedure, chapter by-laws, national constitution and other related information might be found in the National Honor Society handbook. This and other related information may be found by communicating with the NHS advisor or school counselors.

Schedule Changes

If a student feels he/she has a very good *academic* reason to request a change in classes once school begins, he/she must begin this process with their classroom teacher. The teacher will then reach out to the appropriate counselor. The counselor will then see if there is an option academically for this to happen on the schedule.

Dropping/Adding classes must take place by the date provided at the beginning of the school year. Note: No more than one study hall may be taken at a given time. **IF A CLASS IS DROPPED AFTER THE DEADLINE, THE STUDENT WILL RECEIVE A “0” WHICH WILL THEN BE ADDED TO THE STUDENT TRANSCRIPT.**

Semester Exams

Semester exams will be weighted at 20% of each class’ semester grade. **Absence from semester exams will be excused or permitted to be made-up only with a doctor’s excuse or administrative approval.**

Southern Hills Career Tech Center Enrollment

Students may attend the Southern Hills Center after completing their sophomore year. Students planning to attend the Career Center should have 5 credits with 1 being in English and 1 in Math. Students must meet Southern Hills’ requirements to be considered for admission to a Career Center program. Although students having credit deficiencies at the end of the sophomore year may be permitted to enroll at the Career Center, they must complete all credit requirements of the Western Brown Board of Education before receiving a diploma and participating in the graduation exercises. Credit deficiencies must be made up online at the Career Center.

Student Privilege for Academic Status – Late Arrival / Early Dismissal Option

Students have the opportunity to take advantage of either arriving to school late or leaving school early if they meet the following criteria.

Juniors – one period late arrival OR one period early dismissal

Seniors – two periods late arrival OR two periods early dismissal

Students must meet standards to be on-track to graduate which includes:

Rising Juniors - The student must be on track to graduate as an incoming junior.

Rising Seniors – The student must be on track to graduate as an incoming senior, including all EOC testing points and graduation seals.

Transfer Students

Students who transfer from an accredited high school at the beginning of or during their senior year shall be eligible for graduation, including all graduation ceremonies, if all state requirements are met, but will NOT be eligible for valedictorian privileges.

Valedictorian Requirements

To obtain the title of valedictorian at Western Brown High School a student must meet the following requirements:

- Must rank highest in his or her class by meeting the following criteria:
- Must complete **75% or more of his or her high school course work at Western Brown Schools with Western Brown staff members.** Any course work that was completed by way of CCP before grade 9 does not factor into this percentage.
- Must complete a minimum of five credits during his or her 4th year.
- A numerical average on a 100-point scale will be used for calculation purposes.

ATHLETIC / EXTRA-CURRICULAR POLICY

Please see the WBHS Athletic handbook for all Athletic / Extra-curricular policies

Academic Eligibility

During any 9 weeks grade period, students in grades 9-12 may participate in extracurricular activities if they have no failing grades, or no more than one failing grade for any course or subject and have a 75% or higher-grade point average for the immediately preceding grading period. Students must also be enrolled in **five full-credit courses**. Once an extracurricular activity season begins, eligibility will be -determined at the end of each nine weeks period. Participation means involvement in interscholastic contests/exhibitions. You may practice during this time of ineligibility with the coach's permission. Nine weeks grades are the only grades used to determine eligibility for this policy. Summer school grades and other educational options will not be used for eligibility purposes.

Western Brown High School Student-Athlete/Extracurricular Handbook

1. Student Athletes and their parent/guardian are required to sign the form indicating that they have read, understand and agree to abide by the rules and regulation held therein located on FinalForms.
2. This agreement form must be signed, by each the student athlete and the parent/guardian **prior to any** participation in the WBHS athletic program.

ATTENDANCE / ABSENCES POLICY

Attendance Procedures

Under Ohio Law (Ohio Revised Code 3321) pupils must attend school unless they are 18 years of age. It is the desire of the Western Brown Local School District Board of Education to ensure that students attend school regularly to obtain optimum benefit from their days in school. ***Western Brown High School has adopted a more strenuous attendance policy for all high school students.*** Absences will be monitored each grading period. Students may not exceed **three (3)** full day absences per grading period. **One school day equals 6.25 hours.** This includes both excused and unexcused. Accumulating a combination of 3 tardies, late arrivals and/or early dismissals will become a full day of absence. If a student accumulates **more than three (3) days** of absence ***discounting absences for: medical appointments, court appointments, family funerals, family military obligations, field trip or college visits, and observance of religious holidays*** they will receive a failing grade of 59% or the grade the student earned in class, whichever is lower. ***All absences, except those listed above are considered to be unexcused.*** For extenuating circumstances, the building administration may be contacted by the parent.

Attendance Criteria:

Schools that achieve an Excellent rating on the Ohio School Report Card are proven to have superb student attendance. As such, WBHS has established criteria that will both reward those who come to school regularly, as well as deter those who do not attend regularly.

Student Rewards for Excellent Attendance:

Exam Exemptions

- **NO MISSED UNEXCUSED TIME in the school day**, for a semester = 2 final exam exemptions (student choice)
- **ANY MISSED UNEXCUSED TIME in the school day**, for a semester = 1 final exam exemption (student choice)

Recognition

Seniors recognized for perfect attendance in the graduation program is for an accumulation of all 4 years of high school

Excused vs. Unexcused Absences – Students are responsible to obtain all make-up work from his/her teachers immediately upon returning to school. For each absence, a student has the equal number of days plus one (1) to make up work. However, for the purpose of the WBHS attendance policy the only excused absences will be the following:

1. Medical appointment (with stamped and dated note)
2. Court appointment (with note from courts)
3. Family Funeral (with verification)
4. Family Military Obligations (with verification)
5. Field Trip or College Visits (with verification)
6. Observance of Religious Holiday (with verification)

**Vacations must be pre-approved and will be based on the student’s academic standing, attendance history and prior vacation request history. If granted, attendance will still be counted against the state threshold.

Excessive Absences/Habitual Truancy Thresholds

In order to promote student achievement, Western Brown Local Schools, in accordance with Section 3321.4 of the Ohio Revised Code, expects that student be in attendance on a regular basis.

Excessive absence:

- 38 or more hours in one calendar year with or without legitimate excuse
- 65 or more hours in one school year with or without legitimate excuse

Excessive Absence Intervention is required if the student has missed 65 or more hours in a school year and s/he will be referred to the Absence Intervention Team (AIT). Team participation will be based on the needs of your student, but will ideally include representatives from the school, the parents/guardian, and the student. The purpose of the Absence Intervention Team is to establish a student-centered absence intervention plan, by identifying specific barriers and solutions to attendance. The team may also consult or partner with public and nonprofit agencies to provide assistance, as appropriate, to students and their families to reduce absences. If the student does not make progress on the plan within 61 days or continues to be **EXCESSIVELY ABSENT**, s/he will be referred to the Brown County Educational Service Center Juvenile Court Liaison.

Habitual Truancy:

- 30 or more hours without legitimate excuse
- 42 or more hours in a school month without legitimate excuse
- 72 or more hours in one school year without legitimate excuse

Habitual Truant Intervention require if your student has missed 30 or more consecutive hours, 42 or more hours in a school month, or 72 hours in a school year without legitimate written excuse and s/he will be referred to the Absence Intervention Team (AIT). You and your student will be contacted to participate on the team to develop your student’s Absence Intervention Plan (AIP). If the student does not make progress on the plan within 61 days or continues to be **HABITUALLY TRUANT**, s/he will be referred to the Brown County Educational Service Juvenile Court Liaison.

Attendance at non-curricular school related activities

Any student, who is absent either for a full or partial day when a school related non-curricular activity is planned for that day, will not be permitted to participate in the activity the same day as the absence occurred. (Saturday and Sunday activities are not affected by this policy.) Note: Non-curricular activity shall be defined as any activity or event that is not integrated into a class for curricular purposes, e.g., proms, athletic events, dances, festivals, open gyms, general practices or performances, etc.

Late Arrival or Early Dismissal Pick-up Procedures

Should a student fail to “sign-in” in an effort to avoid being marked late, disciplinary action will be taken. Sign-outs must have parental consent prior to an absence (or by phone). If a student is to be picked up by someone that has been approved by a parent or guardian, **proper identification must be shown at the time of pick up.**

BULLYING / HARRASSMENT / FIGHTING

Western Brown Local School District takes bullying, harassment and/or fighting in school very seriously. Procedures have been adopted where students, teachers or any other school personnel are required to report suspected bullying actions to a Principal. Parents may also initiate administrative investigation by simply completing the bullying forms available in all offices. Students involved in any of these activities on school grounds may be sent home or placed in in-school suspension for the remainder of the school day. Subsequent disciplinary action will be determined on a case-by-case basis.

BUS TRANSPORTATION

Ohio law does not require that transportation be provided to the high school students. However, the Western Brown Board of Education provides transportation in our district. Students who fail to comply with the safety regulations may be denied the privilege of bus transportation. This also applies to transportation to athletic events and other student activities. All forms of electrical devices are forbidden on school buses. **Penalty: Student will be subject to bus policy and potential action by a school administrator. Action will be taken after carefully weighing all the facts and circumstances pertaining to the incident.**

Once a student boards the bus, he/she becomes the responsibility of the school authorities. Such responsibilities will end when the student is delivered to the regular bus stop at the close of the school day. Thus, the student Code of Conduct applies while a student is a passenger on the school bus.

Bus rules are posted on each bus and can be found at the Transportation office (444-2044) or by calling the WBHS.

Students who attend the Southern Hills Career and Technical Center and utilize WBLSD bus transportation must ride the route in full. Students may not ride with an individual to a home school and then ride the SHCTC bus.

CAFETERIA

A Federal Type A lunch is provided along with an “a la carte” lunch, which serves choice selections. Prices are subject to change. Free and reduced-price lunch forms will be given out at the beginning of the school year. They are to be completed, as proper, and returned within three school days of issuance. If any change in status occurs contact the school office personnel in a timely manner. Students are permitted to bring lunches to school with them. However, students are prohibited from leaving the school premises during the school day to purchase prepared food from local businesses. Likewise, **students are prohibited from receiving the delivery of prepared foods to the school premises for consumption during lunch period.** All food and drinks are to be consumed in the cafeteria at all times, except during breakfast hours. Litter is not only a reflection of the school, but also of you as an individual. Students who leave trays on tables in the cafeteria, take food out of the cafeteria, or in any way detract from the cleanliness of or deface school property may be assigned a cleaning duty. This may involve cleaning tables or floors in the cafeteria during the student’s lunch period or a building or grounds cleaning assignment after school. More serious violations of these rules, such as throwing food, will result in assignment of a detention, Friday School, suspension or other disciplinary action. **Students may not remove food or drinks from the cafeteria for consumption at a later time.**

CLOSED CAMPUS

During the school hours school authorities are responsible for each student. No student is permitted to leave the school building or school grounds unless proper permission is given. When leaving school, the student is to sign out through the office. When arriving late, the student is to sign in at the office. We do not allow any students to sign out or sign in for another student.

CODE OF CONDUCT (STUDENT) / SOCIAL NETWORKING PROBLEMS

Ohio Revised Code #3313.66 requires that students be provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents be provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents, and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

Students will receive an unexcused absence for each school day missed as a result of a suspension or expulsion. A student or his parents may appeal any decision of the Western Brown Local School District administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion/suspension to Brown County Court of Common Pleas.

It is the policy of Western Brown School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his or her absence.

This Code of Regulations is adopted by the Board of Education of the Western Brown Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below are subject to expulsion, suspension, emergency suspension, alternative school placement, in-school suspension, parental contact, referred to legal authorities, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles.

In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or employees, or such conduct would unreasonably interrupt the educational processes of the Western Brown Schools. The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Guidelines under which this community service shall be performed are:

a. The student and parent will execute a document agreeing to the community service in conjunction with or in place of the suspension or expulsion. If the community service is not completed to the Superintendent's satisfaction, all or part of the suspension or expulsion may be reinstated.

b. Community service shall be performed at the place and time designated by the Superintendent.

c. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student or the parent.

d. Any failure to complete community service in a timely manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed.

SOCIAL NETWORKING PROBLEMS

Giving students proper notice about off-campus behavior:

This code of regulation applies while a student is in the custody or control of the school; on school grounds or closely proximate thereto; while at a school-sponsored function or activity or on school owned; or on provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off, school property, when such student conduct is connected to activities or incidents that have occurred on district owned or controlled property and is easily related to the health and safety of other students and/or school employees; is directed at a district official or employee; or such conduct would unreasonably interrupt the educational processes of the WESTERN BROWN SCHOOLS

The types of conducts prohibited by this Code of Regulations are as follows:

1. Damage or destruction of school property, property of the school employees, or property of other students, on or off of the school premises.
2. Damage or destruction of private property on school premises or in the areas controlled by the school.
3. Assault on a school employee, student or other person.
4. Harassment of school personnel or other students during school and/or non-school hours.
5. Fighting.
6. Skipping Class.
7. Chronic misbehavior, which disrupts or interferes with any school activity.
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
9. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, harassing, humiliating, menacing or indicate an intent to cause harm to the person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name/calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
10. Disrespect to a teacher or other school authority.
11. Refusing to take detention or other properly administered discipline.
12. Skipping detention.
13. Falsifying of information given to the school authorities in the legitimate pursuit of their jobs.
14. Forgery of school or school-related documents.
15. Cheating or plagiarizing.
16. Gambling.
17. Extortion of student or school personnel.
18. Theft or possession of stolen goods.
19. Arson or other improper use of fire.
20. Any type of prohibited activity listed herein taking place on a school bus shall be reason for expulsion, suspension or removal.
21. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
22. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, e-cigarettes (vape pens), cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form or possession of smoking paraphernalia to include paper, matches, lighters, vape juice, etc.

23. Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance. (Any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance.)
24. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant, or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
25. Buying, selling, transferring, using, or possessing or being under the influence of any drug or possessing drug paraphernalia to include instruments, objects, papers, pipes, containers, etc.
26. Possession of electronic communication devices and/or an electronic laser pointing device or electronic light emitting device without expressed written permission of administration. Students shall not be permitted to possess beepers, pagers, cellular telephones, or any other related electronic communication devices.
27. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any type.
28. Cursing.
29. Use of indecent or obscene language in oral or written form.
30. Possession or publication of obscene, pornographic or libelous material.
31. Placing of signs or slogans on school property without the permission of the proper school authority.
32. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
33. Demonstrations by individuals or groups causing disruption to the school program.
34. Truancy.
35. Tardiness.
36. Leaving school premises during school hours without permission of the proper school authority.
37. Upon initial arrival, leaving school property during school hours without permission.
38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
39. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by the administration or the Board of Education. This includes the prohibition of all clothing, jewelry signs, etc., which at the discretion of the administration is reasonably related to or represents gang or gang like activity.
40. Indecent exposure.
41. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
42. Turning in false fire, tornado, bomb, disaster, or other alarms.
43. Presence on school property with a communicable disease.
44. Failure to abide by the rules and regulations set forth by the administration for student parking.
45. Disobedience of driving regulations while on school premises.
46. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
47. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
48. Carrying concealed weapons.
49. Aggravated murder.
50. Murder.
51. Voluntary manslaughter.
52. Involuntary manslaughter.
53. Felonious assault.
54. Aggravated assault.
55. Rape.
56. Gross sexual imposition.
57. Felonious sexual penetration.

58. Any disruption or interference with school activities.
59. Willfully aiding another person to violate school regulations.
60. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Juvenile Code.
61. Any other activity by a pupil, which the pupil knows or should know, will disrupt the academic process or a curricular or extra-curricular activity.
62. Failure to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
63. Violation of any Board rule, regulation or policy.
64. Violation of state student mandates, including but not limited to, required immunizations.
65. Failure to pay tuition or other approved charges.
66. Violation of the Board's internet/network acceptable use policy.

CONFERENCES PARENT-TEACHER

Parents are encouraged to attend Parent Teacher Conferences to provide for better communications/relations and understanding of student expectations. This will enhance student academic and behavioral development. Conferences are scheduled from 4:00 p.m. until 7:00 p.m. Appointments of 10 minutes are taken for the 4:00 – 5:30 time frame. Walk-in conferences are planned from 5:30 – 7:00. To schedule a conference please call the WBHS office (444-2544). Also, teachers have planning/conference times built into their daily schedule. These times may be found in the class syllabi or by contacting the WBHS office staff during the course of the school day.

2026-2027

Parent-Teacher Conference Dates:

Times are 4:00pm – 7:00pm

October 7	November 5
January 13	February 25

DIRECTORY INFORMATION

The district proposes to designate the following personally identifiable information contained in a student's education records as "directory information".

1. Student's name
2. Student's address
3. Telephone numbers
4. Student's date and place of birth
5. Participation in officially recognized activities and sports
6. Student's achievement awards or honors
7. Student's weight and height, if a member of an athletic team
8. Major field of study
9. Dates of attendance ("from and to" dates of enrollment)
10. Date of graduation

The above information is disclosed without prior written permission, except when the request is for a profit-making plan or activity. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing. Administrative regulations set forth a procedure for annual notification to parents and eligible students of the district's definition of directory information. Parents or eligible students then have two weeks in which to advise the district, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student. To carry out their responsibilities, school officials have access to student education records for legitimate education purposes. The district uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests". The district maintains in accordance with administrative

regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted. **Note: It is the responsibility of the parent/guardian to make any changes to phone numbers, address or medical information in your FinalForms account.**

DISCIPLINE PLAN

1. Classroom Warning
2. Parental Contact
3. Classroom Consequence (i.e., detentions, writing assignments, etc.)
4. Friday School
5. 1-3 day In-School Suspension
6. 3 day Out-of-School Suspension
7. 5 day Out-of-School Suspension
8. 10 day Out-of-School Suspension
9. 10 day Out-of-School Suspension with a Recommendation for Expulsion

Students who exhibit severe discipline problems (fighting, theft, drug abuse, vaping, obscene language, harassment, disrespect, etc.) will automatically be referred to office for disciplinary action, and are subject to placement on the disciplinary plan toward suspensions, and/or expulsion.

NOTE: The only exception to the in-school suspension policy will be as follows: a student will not be placed in in-school suspension on their first or second suspension offense if the student breaks any student conduct rule that warrants a more severe discipline action as determined by the administration (fighting, vape paraphernalia, THC paraphernalia, drug/alcohol abuse, profane language, threats of harm, harassment, disrespect, etc.).

Out-Of-School / In-School – after a student has been placed in in-school suspension once the following will take place. The student will be subject to out-of-school suspension, in-school suspension, or expulsion. Students suspended out of school are not permitted on school property. This extends from the end of the day of the suspension thru the morning of their return date. Students on school property during Out of School Suspension are subject to trespassing actions. While on an out-of-school suspension or alternative school placement, the student will be expected to participate in the academic lessons provided and subsequently will be afforded the opportunity to continue with his/her grades.

***School administrators reserve the right to skip, repeat or alter disciplinary actions, as they deem appropriate on each individual case.**

Note: Be aware that when a student or students and/or their parent(s)/guardian(s) engage in illegal activities they are subject to have relevant information passed along to local Police authorities. These activities for minors and/or adults include, but are not limited to: harassment, hazing, physical or mental abuse, intimidation; drug, alcohol and tobacco use. Legal liability for those actions may occur on or off school grounds.

DRESS CODE

The purpose of the Western Brown dress code is to instill an acceptable standard of appearance for the educational environment. Extremes of any nature that detract from the educational process will not be permitted. In the final analysis, the building administration has the duty to interpret that, which negates a reasonable standard of appearance.

1. Student clothing must be such that it does not pose a safety or health hazard for students or staff. Certain classes such as science, vocational agriculture, physical education and JROTC, may impose a stricter dress policy as deemed necessary.

2. Lower garments are to be worn at an appropriate level not dragging the floor. The lower garments may NOT allow any portion of the buttocks or undergarments to be exposed when the student stands, sits, raises his/her hand(s) or bends over, and they SHALL NOT reveal skin above mid-thigh.
3. Sleepwear is also prohibited (pajama pants).
4. Shirts and tops must have a high enough neckline to cover ALL cleavage and must be long enough to show NO skin between the upper and the lower garment. Shirts / Dresses must have a sleeve. Examples of inappropriate apparel include but are not limited to, halters, midriff tops, crop tops, spaghetti straps, strapless tops, revealing/see-through tops, open mesh garments, tank tops, or muscle shirts or any top with over-sized arm holes.
5. No clothing, jewelry, drawings, tattoos, or imprints with reference to violence, alcohol, drugs or drug paraphernalia, tobacco or tobacco products, improper innuendoes, gangs, obscenities, profanity, or lewd symbols (confederate flag) may be worn or exhibited.
6. Shoes must be worn at all times.
7. Exposed chains, jewelry, dog collars, spiked clothing or jewelry may not be worn.
8. No piercings other than ear or nose piercings will be permitted including those covered with Band-Aids, etc. Due to safety, ear gauges are not to exceed the size of a dime.
9. No hats, head coverings, hoods of clothing, bandannas, sweatbands or sunglasses, are to be worn in the building.

ELECTRONIC DEVICES / CELL PHONES

Students may use wireless communication devices (WCDs) as long as they do not interfere with the educational environment. This includes before and after school, during their lunch break, between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment during after school activities (e.g., extra-curricular activities) or school-related functions.

Classroom use is at teacher discretion and is located on their course syllabus. If the student does not follow classroom procedures and it is not a major infraction the following will occur:

- 1st Offense – teacher keeps until the end of the period
- 2nd Offense – teacher keeps until the end of the day with a call home about the distraction
- 3rd Offense – phone is turned in to the office for parent pick-up

EMERGENCY MEDICAL FORMS (EMF)

An Emergency Medical Form will be a mandatory form to fill out on Final Forms. Failure to submit a completed EMF may result in student disciplinary consequences. If information on the EMF should change it is the responsibility of the student and parent/guardian to make necessary changes in your FinalForms account.

EMERGENCY PLAN

Our staff is prepared to take prudent action should an emergency arise during the school day. Fire, tornado and other emergency evacuations are conducted periodically to give students opportunities to practice these procedures. In the event of an actual emergency, it is in the best interest of both you and your child for you to refrain from driving to school and picking up your child. In addition to the danger involved in being in the car during certain emergencies, it is extremely disruptive to the emergency procedures being implemented to have a person unfamiliar with our plan “on the scene” as it may take away from the safe and reassuring environment, we are attempting to provide all students during this time of emergency. **Under these conditions, no students are to leave school grounds without procedural release.**

EMERGENCY SCHOOL CLOSINGS

The Western Brown School District uses FinalForms to alert students, parents and staff of necessary school closings. Announcements of emergency school closings will also be made on Cincinnati radio and television stations such as WLW, WKRC or WCPO. Please do not call the school or staff members about school closing. These phones are often needed to contact school personnel.

EXCLUSION FROM SCHOOL

The following are reasoning a child may be excluded from attending school: suspension/expulsion from school, carrying a communicable disease, or failure to show evidence of proper immunizations. Seniors must show proof of having Meningococcal vaccinations prior to attending school.

FEES

Student's fees are assessed for various classes that require consumable items such as: materials, workbooks, equipment and others. There is a **\$10 technology fee** to help maintain chrome books that are given to each student. There is also an **annual fee of \$40** assessed to support programs and also includes: class fee, school yearbook, prom (free ticket senior year), and graduation ceremonies. There is an **optional activity fee of \$50** that includes a pass and all transaction fees that allows admission to all home athletic competitions and events within the district and admission to both "homecoming" dances. **The \$40 fee is required of all students of Western Brown High School whether they attend the high school, career center, virtual, another education site, or are on a free/reduced lunch program.**

Students with library obligations, books, etc. will be assessed a fee of not less than \$15 up to the book value as determined by the librarian. This assessment will take place periodically through the school year. Should library materials be returned after the fee assessment has been made, approximately one month after the materials due date.

Students with current fee obligations will **not** be permitted to participate in the Prom, or Graduation Ceremonies. These fee obligations should be met at least one week prior to the event in question. Reasonable payment plans may be made with the office secretary or on PaySchools Central for fulfilling fee obligations. Any payment plan must conclude **at least one week** before the event in question for student participation.

FIELD TRIPS

In cases of class absences due to field trips and other authorized activities the student must make prior arrangements with their teachers as to the manner the work missed is to be made up. A parental permission form must be completed and returned to the teacher and placed on file for verification of attendance. Each student must have a medical authorization form carried by his/her teacher during the field trip in case of an emergency. The teachers must submit a list of the students going on the field trip to the staff via email in advance for approval and to the office 24 hours ahead of the trip for attendance purposes.

Students who failed to meet the 93% (3 days discounting medical and court appointments, family funeral, family military obligations, field trip or college visits, and observance of religious holidays) attendance rate from the previous 9 weeks, or students with poor grades or work habits in class may be subject to refusal to attend field trips during the current quarter.

JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC)

The JROTC program, Bronco Battalion at WBHS, is designed to provide for a myriad of opportunities for all students of WBHS. Character development, future job opportunities, scholarship possibilities and numerous extracurricular activities are but a few of the items a cadet can anticipate. To become a cadet in the Bronco Battalion there are definite academic, character, conduct, citizenship, attendance, behavior, uniform, dress/appearance standards to possess and maintain. If these standards are not maintained the cadet is subject to being removed from the program. This removal could take place at any time deemed appropriate by the WBHS administration and the JROTC staff. For complete information about the JROTC program its curricular and/or extracurricular activities please contact the WBHS office or one of the JROTC staff.

LEARNING COMMONS AND STUDY HALL

Students may use the learning commons during study hall time or released class time with teacher approval using our E-Hallpass system. It is the student's responsibility to promptly notify Mrs. Turner that he/she is present and accounted for. A calm business-like atmosphere will be kept at all times to ensure that reading, quiet research and study are possible. Students who create problems through talking, sleeping, nonproductive activities etc. may be referred to the office for appropriate disciplinary action. Individual and group studying

are important aspects of the educational process; study hall time should be used in a wise and productive manner.

LOCKERS

All students have access to a locker to be assigned to them. **Keep your locker locked at all times, and do not share your combination with others.** The school cannot assume responsibility for lost or stolen articles. Lockers remain the property of Western Brown Schools. School officials, with or without the student's permission, may, at any time, search lockers and their contents. The school will conduct random locker checks. Any unauthorized locks are not permitted and are subject to school removal. Do not share your locker with an unassigned person.

MEDICATION POLICY

When a student becomes ill he/she is to report to the office. Should the student need to leave school he/she must sign out to go home from the office. Students are not permitted to leave school unless an office official has contacted a parent/guardian.

Many students are able to attend school regularly only through effective use of medication in the treatment of chronic disabilities or illnesses that will not hinder the health and welfare of others. The Western Brown Board of Education strongly recommends that required medication be administered in the home. Parents should ask their doctor to arrange the time medication be given to avoid school hours if possible. Th this is not possible, parents may come to school to administer medication to their child(ren). If this cannot be one, any pupil who is required by a physician's order to take medication during the regular school day must comply with the following policy:

1. The parent or guardian must obtain a form from the school, which the treating physician **MUST** fill out and sign. With this form, written orders from the physician **must** include:
 - A. Child's name
 - B. Name of the medication
 - C. Dosage to be given
 - D. Time to be given
 - E. Adverse reactions
 - F. When medication is to be discontinued
 - G. Phone number of physician
2. Medication **must** be in the container in which it was dispensed by the prescribing physician or pharmacist. The container must include:
 - A. Child's name
 - B. Name of the medication
 - C. Interval of dosage
 - D. Date of last dosage
3. The parent or guardian **MUST** bring the medication to school and give it to the nurse. **Students cannot bring medication to school.**
4. **The parent or guardian must sign a parental authorization and release form when the medication is brought to the nurse.** When signing this form, the parent or guardian gives the nurse and designated personnel permission to give the medication and releases the Board of Education, the nurse, and designated personnel from any liability concerning the giving or non-giving of the medication to the student. **The nurse cannot give any medication to a student unless the above procedure is observed.**

MONEY RAISING PROJECTS

Money raising projects must be school sponsored. Any projects must have prior approval of the principal's office. Under no circumstances are students allowed to sell, trade, or buy items at school without the principal's approval.

NON-DISCRIMINATION POLICY

It is the goal of the Board of Education to maintain an education environment that is free from all forms of unlawful harassment, bullying and retaliation. This commitment applies to all School District operations, programs and activities. Unfortunately, an environment completely free of all forms of unlawful harassment, inappropriate behaviors and actions, bullying and retaliation may not be guaranteed. However, all students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging and reporting any form of prohibited conduct defined below. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment, bullying and retaliation based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (collectively referred to as "Prohibited Behavior(s), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of Prohibited Behavior and in those cases where allegations of Prohibited Behavior are substantiated, the Board will take immediate steps to end the Prohibited Behavior(s), prevent its reoccurrences, and remedy its effects. Individuals who are found to have engaged in Prohibited Behavior will be subject to appropriate disciplinary action. To view the entire Board policy, please visit the districts' website: www.wbbronsos.com Look under the Board of Education Tab and refer to policy #5517.

Suspected violations are to be reported to the coordinator from the school building where the suspected violation(s) occurred. Coordinators are:

Mr. Don Rabold	Brown County Educational Service Center (937) 378-6118
Mrs. Jenny Luke	Brown County Educational Service Center (937) 378-6118

OFF-SITE STUDENTS

Education in the 21st Century affords students many ways to obtain an education. Students may attend Southern Hills Career Technical Center, part or full time. Students may elect to take college courses through the College Credit Plus option on college campuses. With the sundry of deadlines and timelines for the many programs offered by WBHS, program roster changes give occasional rise to students not being present when ordering information and their associated timelines fall. As time permits the WBHS staff announces related timelines well ahead of the date of the activity. These announcements are sent daily, to the SHCTC. Students involved with any Off-Site pursuit, during the natural school day, are directed to visit the High School office and the building website for timeline information for any item to be ordered for purposes such as, but not limited to: Graduation ceremonies (announcements, caps & gowns etc.), class ring information, picture days (composite and/or class), Prom/Homecoming dance timelines (ticket, guest information, meetings, votes etc.).

PARKING PERMITS AND MOTOR VEHICLES

A limited number of students have the privilege of driving to school. Driving onto and parking on school grounds are privileges not rights. Parking permits are valid until the end of the school year. Vehicle ownership and parent permission must be registered in the office. A parking permit will be issued (\$25.00 fee) and **must be prominently displayed on the front dashboard or rearview mirror. If the parking permit is not prominently displayed the vehicle may be towed, at student/owners' expense**, or the student may be asked to remove the vehicle from school property. Students are to park in student assigned areas only. Students **MUST** enter and exit by way of Bronco Boulevard. Students may utilize the front parking lot after 2:30p.m. The violation of any parking standard is subject to disciplinary action including: school discipline policy, suspension or revocation of parking permit, having the vehicle towed at student/owners' expense, or other actions deemed appropriate by school administration. Students are not permitted access to their vehicles during school hours, unless they have permission from the office. Speeding, reckless operation and other inappropriate actions such as excessive absences, poor grades or disciplinary actions are prohibited and will result in the loss of driving privileges and/or disciplinary action including suspension from school. While motor vehicles are on school property, they and their contents are subject to search by school officials.

PHYSICAL EDUCATION / PE WAIVER

Physical Education (PE) is a participation activity. The State of Ohio mandates that students pass at least 2 PE classes (1/2credit total) to qualify for graduation. Health and PE are part of a program designed to assist students to develop toward more healthy lifestyles. As we must follow the spirit of the law a limited number of doctor's excuses will be permitted. When health issues arise that will preclude a student from proper PE activities, due to illness/injury, the student should plan, with their counselors, to schedule the mandated PE class during the next term. Students are cautioned not to bring valuables, including large sums of money to school. ***STUDENTS, NOT THE SCHOOL, ARE RESPONSIBLE FOR THEIR OWN PROPERTY.*** All students are advised to "check" their valuables with their Physical Education teacher for safe keeping during their gym class. Damage or destruction to the lockers or locker-room will result in both disciplinary consequences as well as monetary restitution.

As part of the Ohio Core, students may opt to participate in the PE waiver. This waiver is part of the Ohio Core and excuses students from the PE credit requirement for successful completion of participation on a school athletic team, marching band, JROTC or cheerleading. Two complete seasons will fulfill the PE requirement.

PUBLICATIONS

Publications such as, but not limited to, the student newspaper, Western Weekly news-program, school yearbook and other publications are connected to the overall school program and are subject to editorial control by the school's authorities. Publications flyers etc. that are private in nature are not permitted on school property.

PUBLIC RECORDS REQUESTS

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction in strict adherence to the State's Public Records Act.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic Record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43. No public records, including, but not limited to personnel records, personnel files, or staff directories or student records shall include the actual/confidential addresses of students, parents, or employees who are participating in the Safe at Home/Address Confidentiality Program administered by the Secretary of State. Such public records and student records shall only contain the address designated by the Secretary of State to serve as the student's, parent's or employee's address.

The District's public records shall be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published holidays. The District's public records shall be promptly prepared and made available

for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the record. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time.

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the District's Record Officer cannot reasonably identify what public records are being requested, the District Record Officer or designee may deny the request but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the District and accessed in the ordinary course of business. The request for records shall need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

- A. an estimated number of business days necessary to satisfy the request
- B. an estimated cost if copies are requested
- C. any items within the request that may be exempt from disclosure

The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, the requester must be notified of the redaction and/or the redaction must be plainly visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may obtain copies of the District's public records upon payment of a fee. A person who requests a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as the costs for postage and the mailing supplies.

The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to

assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. 149.43(B)(7))

Those seeking public records will be charged only the actual cost of making copies. The charge for paper copies is ten cents (\$.10) per page.

The charge for download computer files to a compact disk or flash drive will be the cost of the device. There is no charge for documents e-mailed.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents (“private records”) that do not serve to document the District’s organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 or AG 8310A, they may fall under Policy 8315 “Information Management”; and/or AG 8315 – “Litigation Hold Procedure”.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except student records and certain confidential portions of personnel records.

A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

SCHOOL DANCES

Attendance at school dances is a privilege and not a right. **As such, a student’s daily attendance/grades at school may determine their eligibility for all dances.** See dance advisor, office staff or WBHS administration for rules that apply to school dances. Rules vary due to timeline differences. Rules include a guest form (approved by the administration); no re-entry upon initially leaving the building, arrival time to be met, no guest may be of the age of 21 or older, younger than 9th grade, and other rules deemed appropriate per each dance. Those students who are suspended from school during the time of the Homecoming dances or the Prom will NOT be allowed to attend.

TELEPHONES

Students are permitted to use the office phones as deemed necessary by office personnel (emergencies, illness, etc.). **Office secretaries will not take messages, other than emergency notifications, for students. Personal messages (meeting times, dates, practice information, doctor appointments, etc.) will not be permitted.** Students must have permission from the office before using any school phone. Students should not expect to be excused from class to answer the phone. Use of the telephone is for necessary calls and not for “socializing”. Use of the telephone on a daily basis will not be permitted. Family/personal arrangements are to be made at home. Student use of cell phones is not permitted at WBHS in restricted areas.

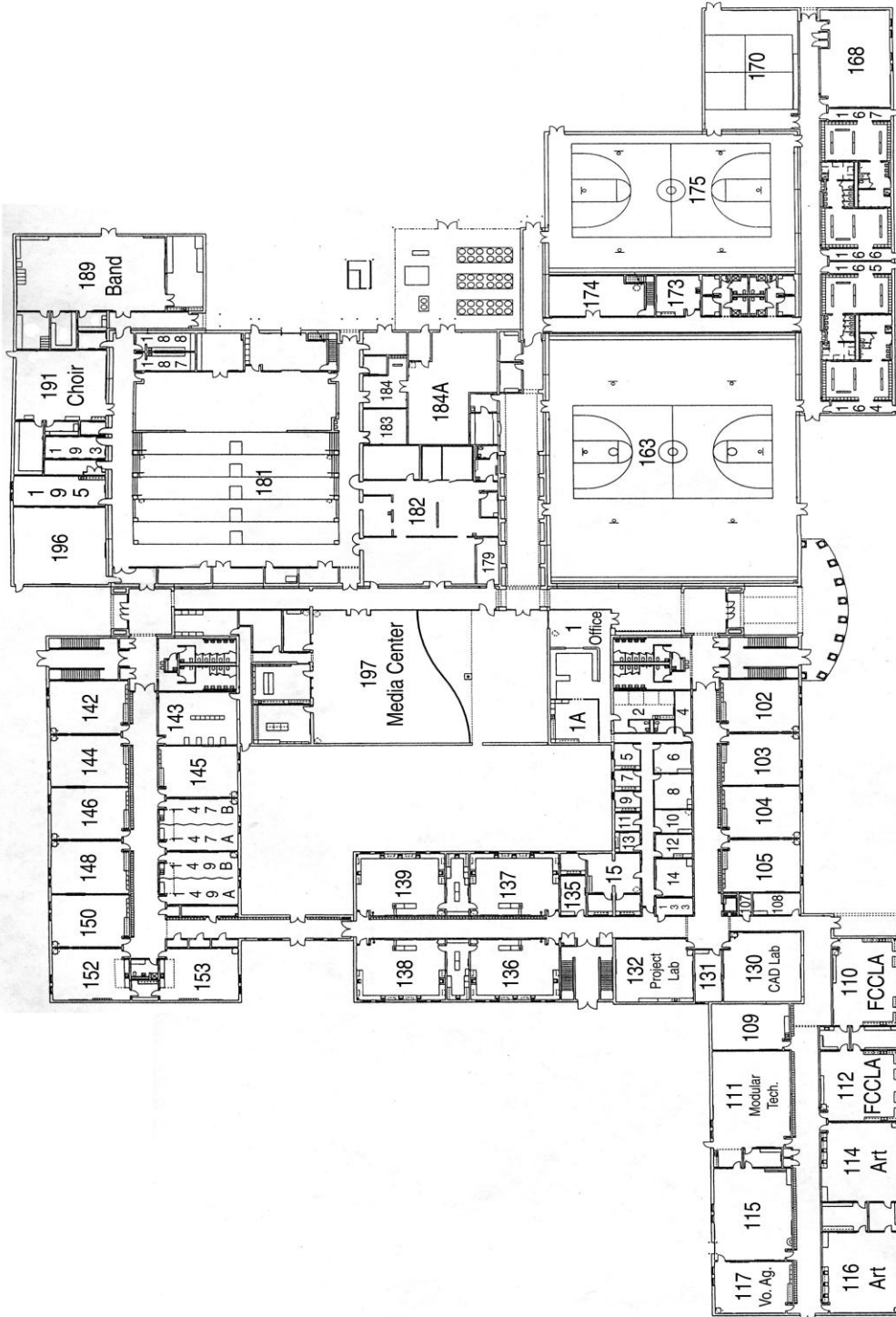
TEXTBOOKS

Tax money is used to provide textbooks for you to use. You are responsible for the books you are issued. You must return the same books that were issued to you. All books should last at least five years before they must be replaced. If the book you return shows excessive wear, your teacher will fine you according to the extent of the damage, and the age of the book. If you lose your book, you must pay the replacement price for the book.

VISITORS

All visitors must check in at the office with a valid photo ID to receive a pass. Students are not permitted to bring visitors to school. Visitors who do not observe this policy may be charged as trespassers. Students are not to bring their siblings to school to visit, unless as part of an approved curricular program.

Western Brown High School 1st Floor



Western Brown High School 2nd Floor

