



**C. F. Holliday  
Elementary**

**Dorian L. Glover, Principal**

**STUDENT HANDBOOK 2019 – 2020**

**4100 S. Dixie Drive  
Moraine, Ohio 45439**

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**Doors open at 8:30 a.m.  
Class starts at 8:45 a.m.  
Dismissal begins at 3:15 p.m.**

### '42' DEVELOPMENTAL ASSETS

Asset Type	Asset Name and Definition		
<b>External Assets (Supports)</b>	<b>Support</b> 1. <b>Family Support</b> - Family life provides high levels of love and support. 2. <b>Positive Family Communication</b> - Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parent(s). 3. <b>Other Adult Relationships</b> - Young person receives support from three or more nonparent adults. 4. <b>Caring Neighborhood</b> - Young person experiences caring neighbors. 5. <b>Caring School Climate</b> - School provides a caring, encouraging environment. 6. <b>Parent Involvement in Schooling</b> - Parent(s) are actively involved in helping young person succeed in school.		
	<b>Empowerment</b> 7. <b>Community Values Youth</b> - Young person perceives that adults in the community value youth. 8. <b>Youth as Resources</b> - Young people are given useful roles in the community. 9. <b>Service to Others</b> - Young person serves in the community one hour or more per week. 10. <b>Safety</b> - Young person feels safe at home, at school, and in the neighborhood.		
	<b>Boundaries &amp; Expectations</b> 11. <b>Family Boundaries</b> - Family has clear rules and consequences and monitors the young person's whereabouts. 12. <b>School Boundaries</b> - School provides clear rules and consequences. 13. <b>Neighborhood Boundaries</b> - Neighbors take responsibility for monitoring young people's behavior. 14. <b>Adult Role Models</b> - Parent(s) and other adults model positive, responsible behavior. 15. <b>Positive Peer Influence</b> - Young person's best friends model responsible behavior. 16. <b>High Expectations</b> - Both parent(s) and teachers encourage the young person to do well.		
	<b>Constructive Use of Time</b> 17. <b>Creative Activities</b> - Young person spends three or more hours per week in lessons or practice in music, theater, or other arts. 18. <b>Youth Programs</b> - Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in the community. 19. <b>Religious Community</b> - Young person spends one or more hours per week in activities in a religious institution. 20. <b>Time at Home</b> - Young person is out with friends "with nothing special to do" two or fewer nights per week.		
	<b>Internal Assets (Strengths)</b>	<b>Commitment to Learning</b> 21. <b>Achievement Motivation</b> - Young person is motivated to do well in school. 22. <b>School Engagement</b> - Young person is actively engaged in learning. 23. <b>Homework</b> - Young person reports doing at least one hour of homework every school day. 24. <b>Bonding to School</b> - Young person cares about her or his school. 25. <b>Reading for Pleasure</b> - Young person reads for pleasure three or more hours per week.	
		<b>Positive Values</b> 26. <b>Caring</b> - Young person places high value on helping other people. 27. <b>Equality and Social Justice</b> - Young person places high value on promoting equality and reducing hunger and poverty. 28. <b>Integrity</b> - Young person acts on convictions and stands up for her or his beliefs. 29. <b>Honesty</b> - Young person "tells the truth even when it is not easy." 30. <b>Responsibility</b> - Young person accepts and takes personal responsibility. 31. <b>Restraint</b> - Young person believes it is important not to be sexually active or to use alcohol or other drugs.	
		<b>Social Competencies</b> 32. <b>Planning and Decision Making</b> - Young person knows how to plan ahead and make choices. 33. <b>Interpersonal Competence</b> - Young person has empathy, sensitivity, and friendship skills. 34. <b>Cultural Competence</b> - Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds. 35. <b>Resistance Skills</b> - Young person can resist negative peer pressure and dangerous situations. 36. <b>Peaceful Conflict Resolution</b> - Young person seeks to resolve conflict nonviolently.	
		<b>Positive Identity</b> 37. <b>Personal Power</b> - Young person feels he or she has control over "things that happen to me." 38. <b>Self-Esteem</b> - Young person reports having a high self-esteem. 39. <b>Sense of Purpose</b> - Young person reports that "my life has a purpose." 40. <b>Positive View of Personal Future</b> - Young person is optimistic about her or his personal future.	
		<b>WCSD Gateway Assets</b>	41. <b>Self-Discipline</b> - Young person has the inner will to do whatever it takes to create a great outcome.
			42. <b>Grit</b> - Young person sticks with things over the very long term until they master them.

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## **C. F. HOLLIDAY ELEMENTARY EXPECTATIONS**

### **OUR SCHOOL MISSION:**

**Is to engage student's Minds, Muscles and Imaginations.**

### **The entire school community (teachers, parents, students, and community members) will:**

- Be prepared to make teaching and learning possible every day.
- Contribute to a safe and friendly school environment.
- Strive to support the school mission.
- Follow all district and building policies as defined by the Board of Education and our student handbook.
- Follow behavior expectations of school-wide Positive Behavior Intervention and Support (PBIS) plan.

### **Parents and/or Guardians of Primary students will:**

- Clean out book bag/folder and discuss notes with your child **daily**.
- Establish a 15 minute time to read with your child daily.
- Monitor completion of homework assignments.
- Help your child become an independent worker by encouraging responsible behavior at home.

### **Parents and/or Guardians of Intermediate students will:**

- Help to develop independent learners capable of completing all assigned tasks during the school day or as homework.
- Aid in completing the intermediate level curriculum in order to pass grade level assessments and to be prepared for the middle school.

### C. F. HOLLIDAY Positive Behavior Intervention and Support (PBIS) EXPECTATIONS

Expectations	Safe	Respectful	Responsible
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Sit in your seat</li> <li>• Walk</li> <li>• Use silverware correctly</li> <li>• Keep hands/feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level 2 (speaking voice) with the people sitting across or right next to you</li> <li>• Ask adult or peer for help</li> <li>• Use School appropriate words</li> <li>• Use good manners (please/thank you)</li> </ul>	<ul style="list-style-type: none"> <li>• Eat your food only</li> <li>• Clean up after yourself</li> <li>• Get everything you need first (money, condiments, silverware)</li> </ul>
<b>Auditorium/Assemblies</b>	<ul style="list-style-type: none"> <li>• Sit in seat, back on back, feet on floor</li> <li>• Walk</li> <li>• Hand on handrail</li> </ul>	<ul style="list-style-type: none"> <li>• Silent voices 0</li> <li>• Demonstrate active participation</li> </ul>	<ul style="list-style-type: none"> <li>• Be where you're supposed to be</li> <li>• Sit correctly in your seat</li> <li>• Respect school property</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands, feet, and belongings to self</li> <li>• Eyes forward</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level 0 (silent) during learning hours</li> <li>• Soft feet/quiet feet</li> <li>• Hands, feet, and belongings to self</li> </ul>	<ul style="list-style-type: none"> <li>• Go directly to your destination</li> <li>• Walk in single file line</li> <li>• Hold materials safely</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>• Walking feet</li> <li>• Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level 0 (silent) while waiting in line</li> <li>• Be in assigned area on time</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure you have all of your belongings (homework, coat, lunchbox)</li> <li>• Stay with your group including your safety patrol member/teacher</li> </ul>
<b>Restroom/Water fountain</b>	<ul style="list-style-type: none"> <li>• Feet only on floor</li> <li>• One person to each stall</li> <li>• Only lock stall doors when in use</li> <li>• Wash hands with soap</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your eyes and body to yourself</li> <li>• Be in appropriate places</li> <li>• 2 paper towels, 2 hand soap pumps</li> <li>• Use correct amount of toilet paper</li> </ul>	<ul style="list-style-type: none"> <li>• Use facilities promptly and leave when finished</li> <li>• Paper towels and trash in trash cans</li> <li>• Flush the toilet and turn off the water when finished</li> </ul>

<b>Bus Dismissal</b>	<ul style="list-style-type: none"> <li>• Voice Volume 1 (whisper)</li> <li>• Sit appropriately (seat on seat, back on back, feet to floor)</li> <li>• Walk in a straight line facing forward</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words (golden rule)</li> <li>• Hands, feet, objects to self</li> <li>• Ask adults or safety patrol for help</li> </ul>	<ul style="list-style-type: none"> <li>• Respect school property (auditorium chairs)</li> <li>• Be where you're supposed to be</li> <li>• Listen for directions</li> <li>• Belongings organized and with you</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Play in designated area</li> <li>• Use equipment appropriately</li> <li>• Be aware of personal space</li> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Play fair and follow the rules of the game</li> <li>• Be kind and have fun</li> <li>• Follow directions of staff members quickly</li> <li>• Use school appropriate words and manners</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of equipment</li> <li>• Do the right thing even when no one is looking</li> <li>• Invite/include others</li> <li>• Line up quickly when it is time</li> <li>• Keep your eye on the buddy bench</li> </ul>

## STUDENT CODE OF CONDUCT

### General Guidelines for Discipline

The West Carrollton City School District's Board of Education adopts guidelines and policies based upon the federal and state laws that guarantee certain rights for parents and students. Accordingly, individual rights of students will be weighed against the safety and welfare of the majority of students in the schools.

The code of conduct applies to all West Carrollton City School Elementary Students:

- While they are being transported to or from school, at public expense, on a school bus, a school sponsored vehicle;
- While they are at a West Carrollton City School District bus stop as it relates to all District property and vehicles;
- While they are on school grounds before, during, and after school hours;
- When they are engaged in a school-sponsored activity on the school premises or away from school premises;
- At all times whenever a student's conduct is related to school or school activities.

Students have the responsibility to report threats or actions that may be threatening to the safety of the student body.

Further, it is the responsibility of the school principal (or designee), faculty and school staff to help students and parents understand and follow the *Student Code of Conduct*. Parents are encouraged to read and discuss this handbook with their children in order to help them be more successful at school.

## Vision for a Positive School Climate

**The purpose of the West Carrollton City School District Elementary Student Code of Conduct is:**

- To provide clear and explicit expectations and rules governing student behavior, activities, and discipline;
- To provide a framework for building a safe and orderly learning environment;
- To identify guidelines for teaching and encouraging positive behaviors necessary to meet the district's behavior initiative; and
- To describe methods of corrective instruction and consequences for responding to violations of the rules.

The West Carrollton City School District Elementary *Student Code of Conduct* provides examples of expected behaviors, definitions of behavior infractions including its severity (Level 1, 2, or 3), and possible corrective strategies. Some definitions include examples. Examples are not intended to be exhaustive lists; that is, the behaviors covered by the definitions include, but are not limited to, the examples given. **The building administrator has the discretion to determine which Level a student's behavior falls, regardless of where the definition is located within this document, based on the facts and circumstances of each individual situation.** Persistent violations or offenses, (two or more either all Level 1 or in combinations with Level 2), of the Student Code of Conduct or violations of criminal laws are considered incorrigible conduct. Prompt and effective corrective actions will be taken to address these behaviors.

*The West Carrollton City School District Elementary Schools will have a safe and orderly learning environment as evidenced by positive student behavior, reduction of suspensions, and increased student learning performance indicators.*

## RIGHTS OF STUDENTS AND PARENTS

In public schools, parents and students have certain rights given by federal and state laws. The West Carrollton City School District's Board of Education adopts guidelines and policies based upon these federal and state laws. Accordingly, the individual rights of students will be weighed against the safety and welfare of the majority of students in the schools.

Every West Carrollton City School District Student and Parent have the right to due process of law.

- Before a student is suspended, the student has the right to receive written notice of the reason for the intended suspension and an opportunity for an informal hearing.
- Before a student is expelled, the student and parent have the right to receive written notice of the reason for the proposed expulsion and an opportunity for a formal hearing. In both instances, parents will be given the opportunity to appeal the disciplinary action.

As a West Carrollton City School District Student and Parent, you have the right to expect:

- A free education in a positive learning environment.
- That the school you attend will be a safe and secure place.
- That you will not be subjected to discrimination.

- That you will be provided with the school rules and regulations. As a West Carrollton City School District Student and Parent, you have the personal responsibility to:
- Know and obey rules and laws which govern their conduct while at school or on school property.
- Do your part to create a positive environment at your school by working toward academic excellence, striving for perfect attendance, and participating in school activities.
- Respect the dignity and worth of yourself, your fellow students, teachers and school staff.
- Respect the authority of teachers, school administrators and other authorized personnel in maintaining discipline.
- Behave in a way that does not disrupt the educational process or lead to physical or emotional harm.
- Learn problem solving skills to effectively handle conflict situations in an effort to avoid disrespectful and harmful behavior.

The examples listed throughout the Student Code of Conduct are not intended to be a complete list of offenses that may result in disciplinary action. Any act that disrupts learning and threatens the order and safety of students and the school environment will be considered for disciplinary action.

Similarly, a student's rights in regards to decisions concerning searches to persons or property will be balanced by the responsibility of the school to protect the welfare of all students. Lockers/cubbies and desks are the property of the school system and are on temporary loan to students and are subject to examination by school personnel at any time.

The Student Code of Conduct Applies to all West Carrollton City School District Elementary Students:

- On school grounds before, during and after school hours
- At any other time when the school is being used by a school group.
- Off school grounds at a school activity, function or event
- On a school bus, a school-sponsored vehicle, or at a West Carrollton City School District bus stop as it relates to all District property and vehicles
- Whenever a West Carrollton City School District student represents his or her school
- At all times whenever a student's conduct is related to school or school activities



## LEVEL 1 BEHAVIORS & INTERVENTION STRATEGIES

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectations
<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>● Stay in assigned area</li> <li>● Follow directions</li> <li>● Obey classroom/school rules</li> </ul>	<ul style="list-style-type: none"> <li>● Class disturbance</li> <li>● Leaving classroom or assigned location without permission</li> <li>● Violating local school rules</li> </ul>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>● Follow school rules</li> <li>● Demonstrate positive social skills</li> </ul>	<ul style="list-style-type: none"> <li>● Profanity</li> <li>● Class disturbance</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>● Be at school on time and attend regularly</li> <li>● Follow the expected dress-code</li> </ul>	<ul style="list-style-type: none"> <li>● Excessive tardiness</li> <li>● Clothing does not follow the dress code</li> </ul>
<p><b>Possible Corrective Strategies</b>            Multiple options may be selected from the list below depending on the individual students' needs. This is not intended to be an exhaustive list. Items are not listed in a progressive manner.</p>		
<ul style="list-style-type: none"> <li>● Re-teach the behavioral expectation</li> <li>● Student conference</li> <li>● Parent contact/conference</li> <li>● Loss of Privileges</li> <li>● Require the student to complete a community service task/special assignment</li> <li>● Have the student choose a method of apologizing to making amends to those harmed or offended</li> <li>● Time out (i.e., partner classroom)</li> <li>● Provide a reflective activity to think about what happened</li> <li>● Detention, during which the student completes the work</li> </ul>		<ul style="list-style-type: none"> <li>● Building level behavioral curriculum activities</li> <li>● Create a behavior/school contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li> <li>● Turn clothing around and send home a dress code violation notice, request parents bring a change of clothes or send students home to change clothing and return to school</li> <li>● Referral to Truancy Officer or Guidance Counselor</li> <li>● Referral to Intervention Assistance Team (IAT)</li> </ul>

### Definition of Terms for Level 1 Behaviors

**Level 1 Behaviors:** conduct that impedes the orderly operation of classrooms, schools and/or district Vehicles; covers students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner, even though unaccomplished, any of the offenses designated in this section. A student found to have engaged in behavior that is classified as a Level 1 offense may be removed from the building.

**Disturbance:** acts, behaviors, or conduct in the classroom or in the school or upon school grounds that disrupts the educational process.

**Excessive tardiness & Early release:** the repeated failure to report, without an acceptable excuse, to school, classroom, other instructional area after the “tardy bell” or leaving school prior to the release of school.

**Profanity:** swearing and/or cursing in school buildings, on school buses/vehicles or on school grounds.

**Violating Local School Rules:** noncompliance with established procedures for playground activities, hallway behavior, proper assembly conduct, use of the lunchroom facilities, and/or codes of conduct that are specific to respective buildings and school buses/vehicles. Students who acts as an accessory to (e.g., assisting, planning, participating, and/or encouraging) any violation of school rules are subject to the same corrective action as students, who are actively involved in committing such offenses.

## LEVEL 2 BEHAVIORS & INTERVENTION STRATEGIES

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectations
<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>Keep your hands and feet to yourself</li> <li>Solve problems peacefully</li> <li>Be aware of your surroundings</li> <li>Remain in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>Fighting</li> <li>Physical aggression</li> <li>Threats to Staff/Students</li> <li>Inappropriate Bus Behavior</li> <li>Inciting to Fight and/or Contributing to a Disruptive Situation</li> <li>Leaving school without permission</li> </ul>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Consider the feelings of others</li> <li>Use polite words</li> <li>Use impulse control</li> <li>Accept and respect others when the answer is “no”</li> </ul>	<ul style="list-style-type: none"> <li>Insubordination/Not following directions from school personnel</li> <li>Inappropriate Contact</li> <li>Verbal Abuse</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>Tell the truth</li> <li>Follow school rules</li> <li>Take care of school property</li> <li>Keep your school clean</li> </ul>	<ul style="list-style-type: none"> <li>Forgery/Falsification</li> <li>Violations of School/Class Rules</li> <li>Inappropriate Use of Electronic Devices</li> <li>Destruction of School Property/Inappropriate Internet Use</li> </ul>
<p><b>Possible Corrective Strategies</b>            Multiple options may be selected from the list below depending on the individual students’ needs. This is not intended to be an exhaustive list. Items are not listed in a progressive manner.</p>		
<ul style="list-style-type: none"> <li>Corrective Strategies in Level 1, plus:</li> <li>Restitution</li> </ul>		<ul style="list-style-type: none"> <li>Identify mentor and establish a schedule of activities related to school performance</li> </ul>

<ul style="list-style-type: none"> <li>● Require class-by-class check-ins with staff member for a set period of time</li> <li>● Arrange linkage with counseling agency</li> <li>● Create a home/school communication system</li> <li>● Complete a Functional Behavior Assessment/Behavioral Plan</li> </ul>	<ul style="list-style-type: none"> <li>● Out of School Suspension for up to 10 school days</li> <li>● Referral to Court Mediation Process</li> <li>● Alternative Learning Center</li> <li>● Out-of-School Suspension for up to 10 school days</li> </ul>
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## Definition of Terms for Level 2 Behaviors

**Level 2 Behaviors:** serious misconduct; covers students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner, even though unaccomplished, in the commission of any of the offenses designated in this section. A student found to have engaged in behavior that is classified as a Level 2 offense may be removed from the building.

**Destruction of School Property:** loss, destruction, defacement, inappropriate use of textbooks, media center materials, computers and/or computer related materials. All students are required to comply with the district's internet acceptable usage guidelines.

**Fighting:** physical altercation (making physical contact with the intent to inflict bodily harm on another individual) between two or more students, in which a student's actions do not represent reasonable self-defense, is considered to be fighting. This includes mutual participation in an incident involving physical violence.

**Physical Aggression:** behavior that is intended to harm another individual with only a small amount of forethought or intent.

**Forgery/Falsification:** acts, including but not limited to falsifying school records, forging signatures, making or providing false statement, cheating, counterfeiting, plagiarism, bribery, and/or using an unauthorized computer user ID or password, or unauthorized use of teachers' manuals or textbooks.

**Inappropriate Physical Contact:** fondling, touching, or kissing in school facilities, on school grounds, at school related activities, or while on buses transporting students to and from school related events.

**Inciting to Fight and/or Contributing to a Disruptive Situation:** the promotion to engage another student in physical conflict and/or continuous harassment and/or the promotion of misconduct for any purpose.

**Insubordination:** refusal to comply with a reasonable request from school personnel or disobeying any general rule of the school, including not following directions of teachers, school administrators, or other staff members (e.g., refusing to leave an area or stop engaging in aggressive/disruptive behavior).

**Leaving School without Permission:** leaving class, school, or school grounds during the designated school day without first obtaining permission from the principal or principal's designated representative and/or not reporting or returning to class or school activities.

**Possession of Electronic Devices:** devices that impede or interrupt the educational process including, but not limited to, video games, cellular phones, radios, CD players, MP3 players, laser pens and others.

**Possession of Tobacco or Tobacco Products:** smoking or the use of any tobacco products shall be prohibited on all lands and inside all facilities and motor vehicles owned or leased by the district. The use of or the possession of any form of tobacco or tobacco products while in or upon the school premises or in any area under the control of the District or at any activity supervised by any school within the district.

**Repeated Violations of School Rules:** persistent offenses (two or more) either all Level I or in combination with Level II or violations of the criminal laws.

**Threats to Staff:** any threat by word or action to do violence to a staff member or his/her property, or the performance of any act which creates a well-founded fear within the staff member.

**Threats to Students:** any threat by word or action to do violence to another student or his/her property, or the performance of any act which creates a well-founded fear within the student.

**Verbal Abuse:** swearing, cursing and/or any profane or insulting remarks or gestures directed at any West Carrollton City School District staff member, volunteer, visitor, student, teacher or bus driver in school buildings, on school buses/vehicles or on school grounds.

### LEVEL 3 BEHAVIORS & INTERVENTION STRATEGIES

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectations
<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>● Treat your body, as well as others, with respect</li> <li>● Ask for help if you are not safe</li> <li>● Solve problems peacefully</li> </ul>	<ul style="list-style-type: none"> <li>● Arson</li> <li>● Assault/Battery</li> <li>● Bullying</li> <li>● Gang Behavior</li> <li>● Use/Possession/Distribution of Weapon</li> <li>● Use/Possession/Distribution of Alcohol and Drugs</li> </ul>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>● Accept refusals gracefully</li> <li>● Consider the feelings of others</li> <li>● Accept and respect others when the answer is “no”</li> </ul>	<ul style="list-style-type: none"> <li>● Extortion</li> <li>● Sexual misconduct</li> <li>● Racial, ethnic or sexual harassment</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>● Obey laws</li> <li>● Choose the right time to celebrate</li> <li>● Stay out of other people’s property</li> <li>● Ask before borrowing</li> </ul>	<ul style="list-style-type: none"> <li>● Gambling</li> <li>● Vandalism</li> <li>● Use/Possession of Explosive devices</li> <li>● School disturbance</li> <li>● Bomb Threats/False Alarms</li> <li>● Loitering/Trespassing</li> <li>● Theft/Attempt/Possession</li> <li>● Conduct Outside of School Hours or Away from School</li> </ul>

### **Possible Corrective Strategies**

Multiple options may be selected from the list below depending on the individual students' needs. This is not intended to be an exhaustive list. Items are not listed in a progressive manner.

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Corrective Strategies in Levels 1 and 2, plus:</li><li>• Mandatory administrative referral</li><li>• File charges if law is broken</li><li>• Work with juvenile court</li></ul> | <ul style="list-style-type: none"><li>• Out of School Suspension for up to 10 school days</li><li>• Recommendation for out of school expulsion for up to 80 school days or more depending on the offense</li></ul> |
|---|--|

### **Definition of Terms for Level 3 Behaviors**

**Level 3 Behaviors:** illegal and/or serious misconduct that is life or health-threatening as defined by state, county, or federal laws and/or school standards. A student found to have engaged in behavior that is classified as Level 3 may be removed from the school immediately and recommended for expulsion.

**Arson:** setting fire, or attempting to set fire to school property, any property belonging to, rented by, or on loan to the school district, or the property of persons employed by the school or in attendance at the school.”.

**Assault/Battery:** an attack, whether physical or with an instrument, that is designed as or used as a weapon on any staff member(s) or student(s) who has not participated in or provoked the action or any act causing physical abuse or injury. Such behavior shall not be limited to occurrences on school property, in school buses/vehicles or at any school- sponsored activities.

**Bomb Threats/False Alarms:** making a false statement regarding the possession or location of explosive materials. Reporting a fire when no fire exists or attempting to activate the fire alarm system on school property or buses.

**Bullying:** when an individual or a group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, and is often hidden from adults. While the bullying definition is broad and can occur in a variety of environments it usually is a relationship problem and requires relationship-based solutions.

What bullying is not: single episodes of social rejection or dislike, single episode acts of nastiness or spite, random acts of aggression or intimidation, mutual arguments, disagreements or fights. These actions can cause great distress. However, they do not fit the definition of bullying, and are not examples of bullying unless someone is deliberately and repeatedly doing them.

**Conduct Outside of School Hours or Away from School:** any conduct outside of school hours or away from school which may adversely affect the educational process or endanger the health, safety, morals, reputation, and/or well-being of other students, teachers, or other employees of the school system.

**Use/Possession of Explosive Devices:** handling, using, threatening to use or transporting any explosive devices/ items that eject or release a spray, foam, gas, spark, fire, smoke, or odor. Items may include, but are not limited to, bullets; ammunition; fireworks; smoke bombs; paint bombs; stink bombs; homemade bombs including gasoline, kerosene, explosive or corrosive chemicals; or any explosive aids, devices and caps, or items which by virtue of their shape or design give the appearance of the aforementioned.

**Extortion:** solicitation of money or anything of value from another person in return for protection or in connection with a threat to inflict harm.

**Gambling:** betting money or items on card games, dice games, the outcome of games or activities and/or possession of gambling materials or paraphernalia.

**Gang Behavior:** exhibition of determined gang behavior(s) whether a member, imitator or by verbal admission that includes, but is not limited to, recruiting gang members; wearing gang colors; or using hand gestures/signals, graffiti, literature, names, rap, pictures, or other paraphernalia, whether in possession of or on the person, school grounds, school buses, or in a locker.

**Intent/Sale, Distribution of Drugs or Paraphernalia:** attempting to sell or distribute any drugs including prescription and over-the-counter medicines, chemicals substances, and all other legal/illegal substances (including look-alike drugs). Drug related paraphernalia includes, but is not limited to, pipes, clips, rolling papers, and other items used or related to drug use. No such items shall be in possession at school-related activities, buses, or in students' desks or lockers; neither shall they be found any place on any property of the West Carrollton City School District.

**Loitering/Trespassing:** refusing to leave any school property after being instructed by school staff or law enforcement staff or visiting/returning to school property during the instructional day without appropriate authorization.

**Use/Possession/Distribution of Alcohol:** possessing, carrying, concealing, consuming, distributing or showing evidence of having consumed alcoholic beverages.

**Use/Possession/Distribution of a Dangerous Weapon:** possession of, on or about their person (locker, desk, book bag, bus, etc.) or at school/school-related activities, a weapon, device, instrument, rattail comb, material or substance (designed as a weapon or used as a weapon) that is capable of causing death or serious bodily injury. This also includes, but is not limited to, gas repellent, stun gun, razor, chemical sprays, ax handles, or martial arts devices (e.g., throwing stars, nunchakus, darts, blackjacks, chains, clubs, metal/brass or any artificial knuckles, rings, pipes, studded or pointed bracelets. Possession of any knife (e.g., Bowie dirk, lock blade, hunting, pen, pocket, switchblade, box cutter, utility knife of any size) on or about their person (e.g., locker, desk, book bag or bus). This also includes any razor (e.g., straight, regular, retractable, double or single edge). Possession of a knife may result in an expulsion for one full year.

**Use/Possession/Distribution of Drugs:** possessing, carrying, and/or concealing drugs or items that may be considered as look-alike drugs or substances represented to be drugs of the seller or distributor and/or thought to be drugs by the buyer or receiver.

**Racial, Ethnic or Sexual Harassment:** unwelcome sexual advances or comments, including request for sexual favors, unwanted or offensive touching, racially derogatory comments, jokes, slurs, or remarks.

**School Disturbance:** acts which cause disruption of the school environment and/or threaten the safety or well-being of other students and/or staff, which may include, but is not limited to, walk-outs, sit-ins, rioting, picketing, trespassing, reckless or careless operation of a vehicle on or near school property or near a school bus or inciting disturbances, threats to the school, pranks, or actual violence during a period of disruption. *See*

**Sexual Misconduct:** engagement of any sexual acts including, but not limited to, vulgar/obscene words or gestures, indecent exposure, possession of profane/vulgar/obscene material, possession/distribution of derogatory/offensive posters, cards, pictures, cartoons, graffiti, or drawings on school property/buses or at school-sponsored activities.

**Theft/Attempt/Possession:** unlawful taking or disposition of another's property with the intent to deprive the person of the property. Receiving stolen property or attempted theft by deception, including public property, possession of stolen property, counterfeit items or missing items and/or possession of any federal, state or district mandated test(s). Students are encouraged not to bring inappropriate non-instructional or valuable items and large sums of money to school.

*The West Carrollton City School District will not be liable for any loss, stolen or damaged items brought to school.*

**Use/Possession/Distribution of a Firearm:** possession of, on or about their person, handling, bringing to school/school-related activities, a gun (firearm). This includes, but is not limited to, loaded or unloaded firearms (e.g., pistol, blank pistol, signal/startup pistol, revolver, rifle, shotgun, pellet/B.B. gun, or look-alike firearm). Possession of a gun will result in an expulsion for one full year. The Superintendent may lessen this expulsion based on intent, age, previous discipline record, academic record, and/or disability on a case-by-case basis.

**Vandalism:** destruction/damage/attempts/threat/vandalism or threats to destroy/damage/deface school, private, or public property. This includes, but is not limited to, setting fires, attempting to destroy/damage/deface a school or staff property or property used by the school including, but not limited to, breaking windows, graffiti, destroying restroom fixtures, using paints or any other materials to deface school property (e.g., furnishings and equipment housed within or upon the school property). Student must make restitution for damage to school property.

**Violation of School Contract:** violations while on local school and/or system-wide contract, or violation of conditional enrollment in the school system.

### **Explanation of Possible Corrective Strategies**

**Expulsion Hearing:** the Superintendent or designee will hear evidence presented by the student, parent(s)/guardian(s) and principal (i.e. witness statements). The Superintendent will consider recommendations ranging from returning the student to school, referring the student to an outside agency for intervention, referral to an alternate educational setting, suspension, expulsion, or permanent exclusion.

**(In- School Suspension) Alternative Learning Center:** exclusion from regular classes assigned by the principal or designee to a setting in the school building where class assignments are completed. The student may not attend or participate in extracurricular activities while assigned to this setting.

**Out-of-School Suspension:** the Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school

year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

**Parent/Guardian Conference:** an opportunity for school administrator(s) and parent(s)/guardian(s) to discuss issues related to student academics, behavior and/or discipline.

**Restitution:** parent(s)/Guardian(s) of students responsible for defacing or damaging school property/district vehicles are required to pay the cost of restoring or repairing the property.

**Student Conference:** an opportunity for school staff and student(s) to discuss issues related to the student's academics, behavior and/or discipline. A written contract may be generated.

**Timeout:** the temporary isolation of the student within the classroom or from classmates to another supervised setting within the school.



## Code of Conduct Reference Sheet

DG19

	Classroom Intervention	Re-teach Session (1Hr. Max)	Referral to MHT/ Parent Contact	Sat. Re-teach Session	Parent Mtg./Behavior Plan	ISS	OSS	Expulsion
Dress Code Violation	Send to office.							
Disruption of School Minor	1 <sup>st</sup> -3 <sup>rd</sup>	4 <sup>th</sup> +		7 <sup>th</sup>		9 <sup>th</sup> (1+)	10 <sup>th</sup> (1+)	
Disruption of School Major		1 <sup>st</sup>		2 <sup>nd</sup>		4 <sup>th</sup>	5 <sup>th</sup> +(2+)	
Public Endangerment (Bomb Threat, Fire...)			1 <sup>st</sup>				1 <sup>st</sup> (3+)	
Verbal Intimidation of staff (Threats)			1 <sup>st</sup>	1 <sup>st</sup> +	2 <sup>nd</sup>	3 <sup>rd</sup> (2+)	4 <sup>th</sup> +(2+)	
Theft	1 <sup>st</sup> +Minor	3 <sup>rd</sup> Minor	3 <sup>rd</sup> Minor	4 <sup>th</sup> Minor/1 <sup>st</sup> Major		2 <sup>nd</sup> +(2+)Major	4 <sup>th</sup> +(2+)	
Major Vandalism				1 <sup>st</sup>		2 <sup>nd</sup> +(2+)	4 <sup>th</sup> +(2+)	
Minor Vandalism	1 <sup>st</sup> +	3 <sup>rd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>				
Assault			1 <sup>st</sup>		1 <sup>st</sup>		1 <sup>st</sup> (5+)	2 <sup>nd</sup>
Fighting			1 <sup>st</sup>		1 <sup>st</sup>		1 <sup>st</sup> +(3+)	3 <sup>rd</sup>
Physical Aggression			1 <sup>st</sup>	1 <sup>st</sup>	1 <sup>st</sup>	2 <sup>nd</sup> (3+)	3 <sup>rd</sup> (1+)	
Inciting/ Instigating /contributing to a fight or altercation		1 <sup>st</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	3 <sup>rd</sup> +(2+)		
Weapon/Poss./Use/Look-a-like								1 <sup>st</sup>
Defiance/Failure to comply	1 <sup>st</sup> ,2 <sup>nd</sup>	3 <sup>rd</sup> +		6 <sup>th</sup> +	8 <sup>th</sup>	9 <sup>th</sup> (2+)		
Leaving class/school without permission	1 <sup>st</sup> Minor	1 <sup>st</sup> +Major	1 <sup>st</sup> +Major	3 <sup>rd</sup> +	3 <sup>rd</sup> +	5 <sup>th</sup> +(2+)		
Inappropriate physical contact	1 <sup>st</sup>	2 <sup>nd</sup> +		4 <sup>th</sup> +		6 <sup>th</sup> (2+)		
Drugs/Alcohol/Tobacco: Use/Poss./distribution (includes, E-cig, Vapes...)							1 <sup>st</sup> (3+)	2 <sup>nd</sup>
Profane/Obscene Language/Gestures (General Use)	1 <sup>st</sup> +	1 <sup>st</sup> +	3 <sup>rd</sup>	4 <sup>th</sup> +	4 <sup>th</sup> /5 <sup>th</sup>	6 <sup>th</sup> (1+)		
Profane/Obscene Language/Gestures (Toward Staff)		1 <sup>st</sup>			2 <sup>nd</sup>	2 <sup>nd</sup> (2+)	3 <sup>rd</sup> +(1+)	
Threats to student			1 <sup>st</sup>	1 <sup>st</sup> +	2 <sup>nd</sup>	2 <sup>nd</sup> +(2+)	5 <sup>th</sup> +(1+)	
Harassment		1 <sup>st</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	2 <sup>nd</sup> +	4 <sup>th</sup> See Bullying		
Bullying (Includes Cyber-bullying)					1 <sup>st</sup>	1 <sup>st</sup>	2 <sup>nd</sup> +(2)	
Sexual Harassment					1 <sup>st</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Sexual Assault								1 <sup>st</sup>
Academic Dishonesty	1 <sup>st</sup> Auto-0%	2 <sup>nd</sup> +			5 <sup>th</sup> +			
Chronic Discipline Violations					1 <sup>st</sup>	1 <sup>st</sup>		
Inappropriate use of Tech.	1 <sup>st</sup> +	3 <sup>rd</sup> +	3 <sup>rd</sup> +		5 <sup>th</sup> (Lose Tech.)			
Cell Phone/ Electronic Devices	1 <sup>st</sup> /2 <sup>nd</sup> Turn in. Return at end of school day	3 <sup>rd</sup> ++ Turn in. Must be picked up by parent/guardian						

## DRESS CODE

Students are reminded that certain dress is not acceptable at school. We believe that proper attire fosters positive behavior and a healthy school climate. The following dress code applies to all students, dress expectations will be enforced.

**All clothing** shall promote positive behavior and a healthy school climate.

- Dress, skirt or short length shall not be shorter than mid-thigh.
- No sleep wear is permitted. (Unless school sanctioned)
- No bare midriffs. As a test for appropriate length, student bodies shall not be exposed when arms are raised above their heads.
- Tops may not be low-cut, off the shoulder or otherwise revealing.
- Tube tops, spaghetti straps, halter tops and/or any strapless top or dress which reveals the midriff or inappropriate body parts are neither acceptable nor permitted.
- No sleeveless undershirts shall be worn as outerwear.
- Clothing may not be “see through.”
- Shirts must be worn at all times and must be sized appropriately so that they do not interfere with normal school activities.
- Shorts, pants, and skirts shall have no writing across the seat area.
- Clothes may not be tight or form fitting.

**Shoes** must be worn at all times. Slippers/bedroom shoes are not permitted. Due to safety reasons, flip-flops and beach sandals are strongly discouraged. Students who come to school in flip-flops or beach sandals may be limited in their participation in recess or physical education classes.

**Commercial lettering or printing** will be allowed on shirts and sweatshirts as long as it is:

- Free of writing, pictures or any other insignia which are crude, vulgar, profane, and sexually suggestive or which advocate negative racial, ethnic, gender or religious prejudice, and use or promote drugs, alcohol, or violence.
- Metal studded collars and chains hanging from clothing are not allowed.

**Hats, caps and other types of head coverings** (other than for religious purposes) shall not be worn inside school buildings.

**Sunglasses** are approved for wear outside, but not for inside the school building.

**Shorts** may be worn by students as long as the length of the shorts is:

- No shorter than mid-thigh and worn to the waist. Saggy shorts are not allowed.
- Students wearing overalls or other bib type attire must have the straps buttoned appropriately and wear an acceptable shirt or blouse underneath.
- Long pants must be proper waist size, length and leg size (no sagging; no oversized clothing).

**All students** are expected to come to school clean and well groomed. Hair is to be neatly groomed.

**Special occasions:** exceptions to portions of the preceding dress code may be granted on special occasions such as pajama day. On those exceptional days, the rest of the dress code still applies.

### **Gang Symbols and Gang Related Apparel**

The Board of Education desires to keep district schools and students free from the threats or harmful influences of any groups or gangs which advocate drug use or disruptive behavior. For the purpose of these guidelines, “gang related apparel” is defined as apparel that, if worn or displayed on campus could be determined to threaten the health and safety of the school environment.

## **STUDENT CONDUCT ON SCHOOL BUSES**

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student and parent of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator’s decision is final. The Board’s policy regarding bus riding privileges must be posted on school buses and made available to students.

After Board approval, regulations regarding conduct on school buses, as well as general information about the school transportation program, are available to all parents and students.

### **Transportation Safety Rules**

- Use quiet voices at pick up and drop off areas and while riding the bus.
- Enter and exit the bus orderly.
- The bus driver will assign seats.
- Remain seated until instructed otherwise.
- Use appropriate and courteous language.
- Keep your hands and head inside the bus.
- Keep the bus clean. Do not eat, drink or smoke while riding the bus or at designated pick up and drop off sites.
- Respect school, bus and others’ personal property.
- Inform drivers/school/school staff about problems.
- Arguing and fighting is prohibited.

For questions, please contact the Transportation Department at 937-859-5121, Ext. 8960.

## TRANSPORTATION PBIS MATRIX

<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
Remain in designated safety zone (pick-up/drop off areas)	Use appropriate, kind language	Be at your stop on time
Enter and exit the bus orderly	Use quiet voices	Protect personal, school and bus property
Sit in assigned seats	Keep the bus clean	Follow district, school and transportation rules while waiting at pick-up/drop-off areas and riding the bus
Keep hands and head inside bus	Do not eat/drink on the bus	Communicate problems to driver/school personnel
Remain quiet at railroad crossings	Do not write on the siding or seats. Do not scratch or rip the seat covers.	

### Consequences for Bus Rule Violations

<b>First Violation</b>	Driver will give a warning
<b>Second Violation</b>	Discipline Referral Form will be given to the Principal
<b>Third Violation</b>	Principal will determine disciplinary action and inform parent/guardian of action taken

### Consequences for Violations May Include

Days of removal from the bus
Permanent removal from the bus
Suspension and/or expulsion from school
Restitution for damages

Typical Principal's response is as follows:

- First Violation: Conference with student
- Second Violation: Warning to the parent (letter and phone call)
- Third Violation: 1 day bus suspension
- Fourth Violation: 3 days bus suspension
- Fifth Violation: 10 days bus suspension
- Sixth Violation: Suspension to the semester end

## STUDENT ATTENDANCE POLICY

We believe that school attendance is a crucial factor in student achievement. Both excused and unexcused absences help to determine a student's success and achievement. The West Carrollton City

School District encourages regular attendance in accordance with the Ohio Compulsory Attendance Law and the Missing Children Act, and through the implementation of the current attendance regulations that places the responsibility for attendance on the student and parent(s).

**In the event that your child is absent from school, parents are responsible for contacting the school at 859-5121, ext 3304.** If no contact has been made or no note is given to the school, the absence shall be posted as unexcused or truant. It is possible for a student to be unexcused even though parents give permission for the absence. Remember- parents may not excuse a student from school; they can only state the reason for the absence to help us determine whether or not the absence may be excused.

Excused absences will be defined as an absence from school and/or class due to one of the following reasons:

- Personal illness (physician's statement required beginning with the 7th day or 37 hours).
- Illness in the immediate family
- Death of a relative
- Quarantine of the home
- Observance of religious holidays
- Emergency circumstances which in the judgment of the superintendent or her designee constitutes a good and sufficient cause for absence from school.

Unexcused absences are defined as absences not meeting the criteria for excused absences. They include but are not limited to:

- Oversleeping
- Missing the bus and/or ride
- Non-school athletic events
- Individual student trips
- Vacations (prior notification and Principal permission needed)
- Hunting or fishing trips
- Haircuts or hair appointments

**In the case of excessive absences from school, the following may apply:**

- For K-12 students absent 5 days (30 hours), the parent or guardian will be contacted either by phone or mail to alert them of the absences and further interventions.
- For K-12 students missing 10 or more days (60 hours) accumulative in a year, the parent or guardian will be contacted by the building administrator or designee to determine the reason for the student's absence, to develop a plan to reduce the absences, and to inform them that further absences will result in referrals made.

**K-12 students who are not in attendance for 5 consecutive days (30 hours), without an excuse, have 7 unexcused absences (42 hours) in one month, or have 12 unexcused absences (72 hours) in one school year shall be declared HABITUALLY truant.** As defined in House Bill 410, students determined to be HABITUALLY truant will be referred to either the "Start Right Program" for K-4 students, or the Miamisburg Satellite Court/ Montgomery County Juvenile Courts if school interventions have not been successful. Parents of HABITUALLY truant students may also be referred to the Montgomery County Courts for neglect or for contributing to the delinquency of a minor, depending upon their level of cooperation with the school. The Board recognizes that the parent or guardian is the most

important agent in the student's life. Therefore, parents or guardians will be involved in the process and will be held accountable for their child's attendance.

### **Guidelines for Children Returning to School After Illness**

Students who have had any of the following illnesses must bring a note on the first day of returning to school stating what illness they have had and what treatment they received. Specific guidance pertaining to return to school is as follows:

**Chicken Pox** – child should be excluded from school until lesions are dried up; approximately six days after onset of rash.

**Pink Eye (conjunctivitis)** – child should be excluded from school until seen by a doctor and using medication in eye/eyes for 24 hours.

**Impetigo** – child should be excluded from school until seen by a doctor, 24 hours of treatment is complete and all lesions are dried up.

**Scabies** – child should be excluded from school; needs to be seen by a doctor and may not return until the initial treatment is completed.

**Scarlet Fever** – child should be excluded from school until seen by a doctor. Return after 24 hours of treatment.

**Strep Throat** – child needs to be seen by a doctor and on antibiotic for 24 hours.

### **Clinic Information**

- School clinics will be staffed by a Licensed School Nurse or School Health Associate (RN or LPN).
- The school clinic's primary purpose is to care for illnesses and injuries occurring at school and to provide specific care for students with documented and ongoing medical conditions or needs.
- Parents will be contacted if the nurse feels like there is an immediate health concern for the student that needs to be addressed.
- All dismissals for illness or injury must take place through the clinic.

### **Emergency Medical Authorization Form (EMF)**

- A new EMF must be submitted to the school at the beginning of each school year.
- It is very important that parents/guardians keep this information updated throughout the school year.
- Students are not permitted to attend any school sponsored functions or field trips without a completed and current EMF on file.

## **Immunizations**

- In compliance with Ohio State Law, students will be excluded on the 15th day of attendance if completed immunization documentation has not been received. Absences related to incomplete immunizations will be considered unexcused.
- This applies to newly enrolled students, 7th grade students requiring the Tdap booster and meningococcal vaccine, and 12th grade students requiring the meningococcal vaccine.
- Students are not permitted to attend any school sponsored functions or field trips without current immunizations on file.

## **Medications at School**

- Students are not allowed to bring medications into the school building. Exceptions are students with prescribing practitioner, parent, and nurse authorization to self-carry epinephrine auto-injectors, inhalers and diabetic supplies only.
- ALL medications used in the schools require a Medication Authorization Form to be completed and on file. Prescription medications require signatures from a prescribing practitioner and parent/guardian. Over-the-Counter medications (including cough drops) require a parent/guardian signature.
- An adult responsible for the student must deliver medications in the original packaging. to the school clinic.
- Medications must match the written prescription.
- All medications must be picked up by the last day of school or they will be discarded.

## **When to Keep your Student Home from School**

- Fever of 101.0 or higher; student must be fever free for 24 hours without fever reducing medications before returning to school.
- Diarrhea (3 or more loose stools in a 24 hr period)
- Uncontrollable cough or respiratory distress
- Extreme redness of the eye, accompanied by discharge and/or pain
- Rashes of unknown origin
- Severe sore throat or difficulty swallowing
- Severe headache
- Stomachache with vomiting
- Severe itching of body or scalp
- Untreated head lice

If your student has any possible symptoms or diagnosis of a contagious disease, please contact your nurse for readmission guidelines. Ohio Department of Health readmission guidelines for schools may differ from your prescribing physician's guidelines.

## **Head Lice**

Parents/Guardians should check their student's head regularly for evidence of head lice. If lice are found, please contact the school clinic to make a report, or with questions related to treatment.

## **Health Screenings**

- Vision: Preschool, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and students new to the district or upon request of parent, teacher or student
- Hearing: Preschool, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 9<sup>th</sup>, 11<sup>th</sup>, and students new to the district or upon request of parent, teacher or student.
- Dental: School oral screenings will be conducted as necessary by a School Nurse, Community Dentist, or Local Dental Hygienist.

If you want to opt out of ANY screenings for your student, you must submit your wishes to the school clinic in writing.

## **LUNCHROOM PROCEDURE**

At C.F. Holliday, we have a closed lunch period. This means students will eat at school and have a choice of buying the school lunch or bringing a lunch from home (no glass containers or soft drinks please).

Breakfast is served daily at no cost to students. Hot lunches are served daily at a cost of \$2.75 which includes milk. Extra milk is \$.50. Money may be placed in your son/daughter's account at the beginning of each week. Lunches are \$13.75 for the week.

### **Lunch Charges Policy:**

West Carrollton Schools' Child Nutrition Department is self-supporting. It receives no money from the district's General Fund budget, tax levies or property taxes. Child Nutrition is funded only from federal reimbursements and student payments to cover all operating expenses and fees. By federal law, Child Nutrition Department must meet or exceed expenditures. Therefore, unpaid charges would affect the ability for the Child Nutrition Department to support itself.

The Child Nutrition Department Meal charge procedure goals:

- To treat all students with dignity in the serving line regarding meal accounts;
- To establish a consistent department procedure regarding meal charges, and the collection of charges;
- To encourage parents to assume responsibility for meal payments and to promote student self-responsibility;
- To support situations with district staff, district business policies, students and parents to the maximum extent possible.

Students and staff in the West Carrollton School District may pre-pay lunches utilizing our point-of-sale lunch account system. Lunches may be pre-paid daily, weekly, monthly, or even annually. Money may be deposited directly at the school cafeteria, or for your convenience, online. Online payments may be made by setting up an account on [www.payforit.net](http://www.payforit.net) where you can make deposits using a credit/debit card, monitor accounts, and even set up low balance reminders. Even if you choose not to make online deposits, setting up an account at [www.payforit.net](http://www.payforit.net) will allow parents to monitor spending, and set up low



balance reminders. Parents may also download the free mobile phone app at [www.payforit.net](http://www.payforit.net) for additional convenience.

For newly enrolled students, there is a five (5)-day grace period during which new students may receive lunch without accruing unpaid lunch charges. This allows for the processing of meal eligibility applications.

Parents/Guardians are continually encouraged to submit a “Free/Reduced Meal Application”. If the student qualifies for:

- FREE meals – charges will be reviewed and, if warranted, will be forgiven.
- REDUCED meals – the balance on student’s account will be adjusted accordingly and the parent/guardian will be responsible for the adjusted balance.

The West Carrollton School district recognizes that on occasion, students may forget to bring meal money to school. To ensure that students not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the Food & Nutrition Services Department, the District will enforce the following policies:

- Each student (Grades K-8) may charge up to three (3) complete lunches (totaling... for **ALL** reduced students - \$1.20; for full pay students K-5<sup>th</sup> grades \$8.25 6<sup>th</sup> – 8<sup>th</sup> grades \$9.00).
- Charging of any and all ala carte items is prohibited
- When a student forgets to bring meal money and makes their first complete lunch charge to their account, parents/guardians will be notified via One Call Now that the meal account has a negative balance.
- One Call Now notification calls will be made weekly until the charges are paid in full.
- Each student will receive courtesy meals after an unpaid three (3) complete lunch charge limit has been reached.

### **Courtesy Meal Procedure:**

- After a third unpaid complete lunch charge is accrued, the student who forgets to bring meal money will receive a courtesy meal consisting of a cheese sandwich, fruit or vegetable and a white milk to ensure that all students are receiving the USDA required three (3) components for a complete meal.
- If a student with a maximum three complete lunch charge negative balance, entitled to a courtesy meal, accidentally places a complete lunch on their tray the student will keep the meal and it will be added to the student’s account, increasing the amount of charges owed on the account. Trays are not taken from a student; we take great care in making certain that no student with a negative balance receives a meal that is not a courtesy meal, however, we know that mistakes can happen.
- Students whose negative balances are paid off, and who forget to bring meal money, may once again charge up to three (3) complete lunches.

### **Refunds:**

For withdrawn, and graduating students; a written request for a refund of any money remaining in their pre-pay account may be submitted. An email request is also acceptable. Students who are graduating at

the end of the year will be given the option to transfer to a sibling's account, also with a written or email request.

### **Unclaimed Funds:**

Parents have one full year to request refunds of money remaining in a student's pre-pay account. After one year, unclaimed funds become the property of the West Carrollton Food Service Program.

All food purchased must be eaten during lunch time or thrown away.

**Please do not bring in fast-food lunches for your children, such as Arby's, McDonalds, Frisch's, Wendy's, Taco Bell, etc., unless you have made a special arrangement with the teacher to supply such food for the entire class. Carbonated beverages are not permitted.**

## **STUDENT FEES**

In addition to negative school lunch balances, the parents or guardians of C.F. Holliday students may be subject to the following fees:

**Work/Materials Fee:** the instructional material fee for the 2019-2020 school year is \$35.00 for students in grades one through five. Fees are payable starting the first day of school and will be collected each morning during the first week of school. We will withhold grade cards if fees are not paid.

**Lost or Damaged Textbooks:** textbooks represent a major investment on the part of parents and taxpayers. Students are held accountable for all textbooks issued to them. Unnecessary damage, defacing or loss of a textbook will result in a charge to the student and/or parent for the value of the book.

**Library Books/Materials:** library books are among the most valuable assets of the school. Library books must be checked in and out, in the appropriate manner. Students are held responsible for library books checked out to them. Students not returning books will be charged for the book replacement.

**Property Damage:** any school property suffering school damage, whether deliberate or through carelessness, must be repaired or replaced by the student responsible.

## **OTHER POLICIES**

### **Visitors:**

Adult visitors are always welcome at C. F. Holliday School. In accordance with Public Law 2916.211, all parents and visitors entering the building must report immediately to the office and present photo identification for a visitor's pass. Exceptions to the law are granted to parents during the two times that individual conferences are scheduled. **Parents are to wait outside for their children. Parents are not to go directly to their child's classroom to pick them up.** Student visitors are not permitted. No private visits or social visits are allowed during school hours. Parents/guardians may request visits with teachers by appointment.

## **Student Safety:**

It is very important that our children are not witnesses to any person coming into the building who may be a threat to students or staff members either physically or verbally. If an incident occurs that interrupts learning or is threatening to a student or staff member, the principal will be called immediately. If learning of student and/or staff safety is still threatened, law enforcement will be called.

## **Leaving School:**

Pupils may not leave the school grounds without permission from office personnel. Before this can be granted, a written request from the parents must be presented. Students must be “signed out” in the office by a parent or guardian, with photo identification, before leaving the building during the school day. Students leaving school without permission will be considered truant. Pupils are expected to go home directly after school. We discourage students being “signed out” during the school day for any reason. If possible, please try to schedule appointments after school hours.

## **Dismissal:**

At dismissal, parents are expected to pick up their children on time. Students must leave school grounds by the time safety patrol duty has ended. Students not picked up must report back to the office immediately. Students are not permitted in the hallway after dismissal.

**Changes in Dismissal:** when there are requests to change the way that our students are being dismissed from school, we work hard to honor the request with your child’s safety in mind. To ensure that the requests for changes in your child’s dismissal are made by you, the parent/guardian, we will adhere to the following:

- Make change requests in writing and sent to school the morning of the request.
- If that is not possible, you may call the office to make the request and receive a phone confirmation.
- This must be done **before** 2:50 p.m., giving Mrs. Eide time to notify your child’s teacher prior to dismissal. Calls made after 2:50 p.m. may result in your child not being aware of the change.

**Photo Identification:** It is important that we know the name of the person who will pick up your student. Photo identification will be required before the child will be released.

**Emergencies:** If there is an unforeseen emergency, call the school immediately and let Mrs. Eide know of the urgency. We will do all that we can to accommodate your request.

## **Skateboards, Scooters or Other Devices:**

Skateboards, scooters, roller shoes and other devices used for transportation (motorized or un-motorized), excluding bicycles, are not permitted in the school or on school property.

## **Bicycles:**

Only students in grades three (3) through five (5) are permitted to ride bicycles to school. Locks are suggested for safety. Students may not lock bicycles together. Bikes must be walked on school property.

### **Miscellaneous Materials:**

Radio, tape recorders, toys, dolls, video games, and other spare time items are **NOT TO BE BROUGHT** to school. **NO GUM** is permitted in school. Trading or selling items by students is forbidden.

### **Use of Telephone:**

Students are not permitted to make calls on the telephone unless accompanied by the principal, secretary or teacher. **Calls should be placed from the clinic telephone. Phone messages from parents to students may be given to the secretary who will give the message to the student.** It is extremely disruptive to have students called from class. Cell phone use is not permitted. Student cell phones must be turned off and kept in a backpack or locker until the end of the school day.

### **Home Address and other Records Changes:**

Please notify the school office of any time during the school year when there is a change in address, phone number, job status, custody or other information that would be pertinent to school office records. You will be asked for a proof of residence, such as a utility bill or lease.

### **Identification of Children Who Are Gifted**

In January, 1999, The West Carrollton Board of Education adopted a policy for the identification of students who are gifted. "Gifted means students who perform, or show potential for performing, at remarkably high levels of accomplishment when compared to others of their age, experience or environment. The policy includes provisions for parents to refer their children for identification screening in the following areas: Superior Cognitive Ability, Specific Academic Ability (Math, Science, Social Studies, Reading, Writing, or a combination of these skills), Creative Thinking, and the Visual and Performing Arts.

If you believe your child is gifted in one or more of these areas, please contact the Gifted Services Office at 439-7906. You can also contact the building principal for information on how to recommend your child.

## STUDENT HANDBOOK CERTIFICATION

Dear Parents or Guardians:

This booklet of school information and policies will provide a quick and handy reference for questions you may have concerning the operation of the school.

Please feel free to contact the school office at any time if you have questions about information in this handbook. Our teachers will be happy to discuss your child's academic or social progress. When parents and teachers work together, the child receives the maximum benefits of an elementary school education.

Please complete the "Student Handbook Certification" below and return this entire page to your child's homeroom teacher as soon as possible. This will assure us that you have had an opportunity to share this vital information with your child. Keep the handbook as a quick reference for answers to questions you may have in the future.

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### Certification

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Student Name (please print)

We have received and read the 2019-2020 student handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the West Carrollton City School District.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This form must be completed and returned to your child's homeroom teacher as soon as possible.***

*Thank You.*

7/30/19