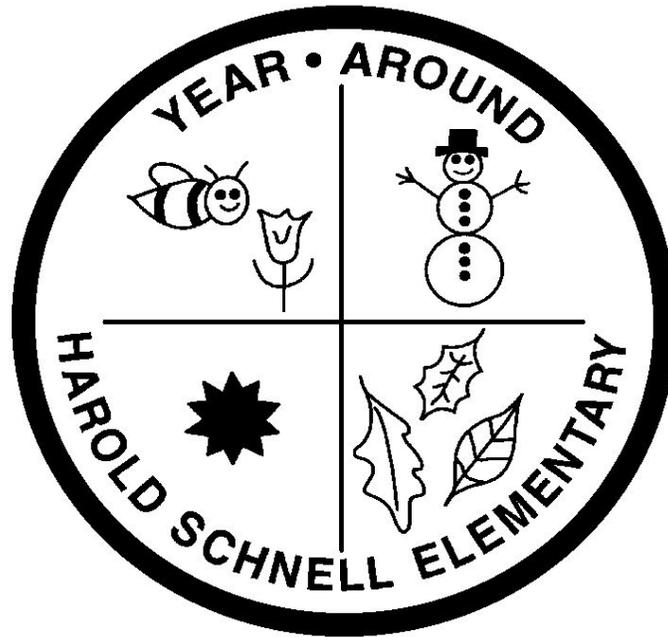


HAROLD SCHNELL SCHOOL PARENT- STUDENT HANDBOOK 2018-19



Where it's a Great Day
Every Day!



Schnell Students . . . Experience Excellence, Explore Opportunities, and realize their potential!

- Students are engaging their minds, muscles, and imaginations!
- Students recognize the importance of learning targets, building blocks, and “I Can” statements.
- Students receive building block assessment based descriptive feedback.
- Students use “Thinking Routines” to help them learn **how** to think.
- Students know where they are going, where they are now, and how they will close the gap.
- Students are treated with respect.
- Student’s progress is supported by their teacher and other significant role models.
- Students are given the confidence that they can succeed and believe that effort will produce results.
- Students know what is expected and what will be assessed.
- Students are Asset Builders, as they continue to learn about the importance, and impact, that the “42 Developmental Assets” have on their daily lives.
- Students have access to instructional resources and technology that support 21st Century Learning.
- Students’ achievement is recognized, rewarded, and celebrated.
- Students demonstrate pride in their school, through actively participating in Spirit Days, BRAVO Days, school songs, Quality Pledge, and other school-wide activities.
- Students build their Leadership Capacity by participating in our Youth Leadership Board, Safety Patrol, Reading Buddies, and Classroom Jobs.
- The Arts are integrated throughout our core program.
- We do not discipline, we **build Assets** and practice **Life –Long Learning Skills**.

The 42 Developmental Assets And Bravo Days

The integration of the “42 Developmental Assets” continues to enhance our efforts in being more intentional, and specific, in building positive relationships with students and each other. We, *firmly*, believe that these 42 Assets are powerful and important influences on youth and adult behavior.

“BRAVO Days,” held at the end of each quarter of school, provide the means for this “Asset Focus.” What happens during “BRAVO Days?”

- Since there are 42 Developmental Assets, we have 42 BRAVO Teams
- There are 10-12 students on each team with a mix of Grades 1-5, with a staff member being the BRAVO Team Leader.
- BRAVO Teams meet four times a year, for one hour. **Our focus...building relationships and building assets.**
- Highly, engaging, meaningful, and fun activities center on elected assets.

“6” Key Principles that guide the “42 Developmental Assets” process:

1. **Everyone can build assets.**
2. **All young people need assets.**
3. **Relationships are the key.**
4. **Asset building is an ongoing process.**
5. **Consistent messages are important.**
6. **Specific and intentional repetition is important.**

***Remember ...Schools do not build assets...Individuals do! BRAVO Day is our means to help students build assets, empowering them to learn what it means to make positive choices that will help them pursue their dreams, with confidence, and aim to always do their **personal best!**

42 DEVELOPMENTAL ASSETS

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

We firmly believe that an Asset-Rich child can do amazing things!

SUPPORTS FOR STUDENT IMPROVEMENT

ESSENTIAL PRACTICE TO ENSURE IMPROVEMENT **Asset #23-Homework**

We place value on classwork. It is impossible for students to learn all the facts, concepts, and skills they need during just the school day. Our student's achievement depends upon close attention to classwork. The skills necessary to do classwork well - discipline, organization, and perseverance – will also serve our students well throughout their lives. Both personally and professionally, these are great qualities.

Class work, then becomes home practice, as an extension of the day's work, and to support their mastery of all Learning Targets. All work is expected to be completed as assigned.

Like athletes who practice every day to stay in shape and hone their skills, students must be in "training" to achieve success in school. Homework represents a key component of the practice and training program of successful student. The rewards will be worth the effort.

REPORTING STUDENT PROGRESS **Asset # 6 Parent Involvement in Schooling**

In an attempt to keep parents informed of their child's progress in school, Harold Schnell School uses two basic means: parent-teacher conferences and progress reports. You are encouraged to schedule a conference at any time to discuss your child's progress. Preplanned parent-teacher conferences are held in September and March. These conferences are very important to both parents and teachers. For the parent, you will have the opportunity to know and understand more fully the progress of your child in school. For the teacher, the conference enables him/her to better understand your child and your expectations. Parents are urged to make every effort to schedule a conference during the scheduled days. Information regarding conferences is sent home with students prior to the conference dates.

ATTENDANCE

School Hours:

Mon, Tues, Wed, Thurs, Fri
Doors open: 8:00 am
Tardy bell: 8:15 am
Dismissal: 2:40 pm

Students should not arrive before 8:00 am as there is no supervision before this time.

EARLY SIGN OUT

All visitors must first stop at the office and sign in. Please do not report directly to the classroom, lunchroom or playground during school hours. This is done for the safety of all students. If you need to pick up your child, come to the office and sign your child out from there. Office personnel will get your child for you. Parents do not need to sign their child in from any appointment or if the child is late to school. The child does need to report to the office before proceeding on to class.

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 on the student and parent(s).

In the event that your child is absent from school, parents are responsible for contacting the school. 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:

1. Personal Illness (physician's statement required beginning with the 7th day or 37 hours.)
2. Illness in the immediate family
3. Death of a relative
4. Quarantine of the home
5. Observance of religious holidays
6. 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:

1. Oversleeping
2. Missing the bus and/or ride
3. Non-school athletic events
4. Individual student trips
5. Vacations (prior notification and Principal permission needed)
6. Hunting or fishing trips
7. 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 have been contacted either by phone or mail to alert them of the absences and further interventions. Parents of students missing 10 or more days (60 hours) accumulative in a year will be contacted by the building 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.

Students are **tardy** if they arrive during the first **90** minutes of the day. They must receive a tardy note from the office to enter class. Patterns of tardiness will necessitate a letter from the principal. Arrival within the last **90** minutes is a whole day's absence.

When calling the school to request a student be notified of a change in his/her dismissal procedure for the day, **please call the office by 2:00 P.M.**

DISMISSAL PROCEDURES

Please notify your child's teacher about the routine your child should follow daily at dismissal time. If there is any change in a student's normal dismissal routine, a note stating the change must be written to the student's teacher otherwise students will be dismissed according to their regular routine.

For the safety of our students, please follow these dismissal procedures.

Car Riders: dismissed when buses are loaded and depart from the front driveway. Car riders meet at end of the building near first grade or inside the front door depending upon weather conditions. Cars then proceed to the south end of the driveway forming a **single** line. After the cars are stopped, students will be sent to cars. For safety purposes, students are **not** to cross the driveway to meet cars on Student Street.

BUS PASSES

Bus passes must be secured at the office. They should be used for **emergency circumstances only** such as childcare needs or change of residence. In terms of liability and careful monitoring of students, buses are meant to provide transportation to and from school, and **not** intended for social reasons.

WEATHER ISSUES

When impassable roads prevent school busses from operating, the bulletin concerning closing of school will be broadcast as early as possible by local radio and television stations, on the West Carrollton Schools' website: www.westcarrolltonschools.com and WC School's phone app.

VISITORS

Visitors are always welcome. We encourage our parents/guardians to visit, especially for volunteer opportunities, however, please assist us to limit unnecessary interruptions to the instructional day.

All parents and other visitors entering the building **must report immediately** to the school office. Exceptions are granted to parents, during regularly scheduled Conference Days.

Visitors are provided a **Visitor's ID Badge** to wear during their visit. Any visitor without a visitor/volunteer badge may be asked to return to the office. If parents wish to confer with a member of the staff, they should call for an appointment prior to coming to school in order to prevent any inconvenience to either parents or staff, or disruption of the learning process. Identification may be requested when picking up a student before dismissal. A note to the teacher, on these days is appreciated.

VOLUNTEERS

Schnell school prides itself on Asset 6, Parent Involvement in Schooling. If you are interested in volunteering in your child's classroom, please make arrangements with the teacher. We do ask all volunteers to make arrangements for other children not yet in school during volunteer hours. This is to ensure the safety of all children, and the ability to focus attention on your volunteer duties.

PERSONAL ITEMS

Students are strongly discouraged from bring personal items (toys, balls, games, electronics, etc) to school. Such items can become lost or damaged. Schnell School is not responsible for lost, damaged or stolen items.

CELL PHONES

Although students are not encouraged to bring cell phones to school due to the possibility of loss, theft or damage, we understand that many families want their children to have a cell phone to contact parents before or

after school hours. Schnell School is not responsible for the loss or damage of cell phones devices if parents elect to have their child bring one to school.

Therefore, if a student chooses to bring a cell phone to school, it must be turned “OFF” during the school day and placed where it will not be accessed during the instructional day – in a backpack, jacket, etc. It should not be visible to other students or staff during the day. If a student does not follow these rules and 1) uses the cell phone, or 2) the cell phone rings, or 3) the cell phone is visible to other staff or students during the instructional day, it will be confiscated and turned in to the office. Parents will be contacted to come to school and pick up the phone at their convenience.

We believe that this policy allows families the flexibility to use cell phones as needed, but will also protect the school day for teaching and learning. Thank you for your cooperation and understanding in this matter.

BICYCLE AND SKATEBOARDS

Only students in **Grades 3 through 5** are permitted to ride bikes to school. No skateboards, roller blades/skates are permitted. Bikes are to be parked inside the building by the “K-Rooms.”

Locks are encouraged for security.

BIRTHDAYS

Schnell School recognizes that birthdays are very special days for children. We certainly want to help your child celebrate this special occasion; however, to protect those students with food allergies and/or dietary restrictions, please use the following guidelines:

- Limit your treats to non-food items, such stickers, pencils, etc.
- Please refrain from sending flowers, balloons, or other special gifts to children during school hours.
- To avoid hurt feelings, party invitations should be distributed to all students in the class or invitations should be sent to selected students by U.S. mail.
- Birthday treats and other student deliveries should be taken to school office and students will be called to the office for pick-up.

MATH PENTATHLON

Schnell School has 2 Math Clubs: One for 2nd & 3rd Graders, and one for 4th & 5th Graders.

Math Pentathlon is a program of interactive problem-solving games and activities. This extraordinary program provides a highly motivational format for developing and practicing important mathematics concepts and skills while strengthening strategic thinking/problem-solving abilities.

SCHNELL YOUTH LEADERSHIP BOARD

Youth Leadership Board is an elected Student Government club representing each classroom in **Grades 1 through 5**. Student Leadership representatives meet once a month, after school, to discuss issues important to the students, build assets, and to work for the good of the entire school.

IDENTIFICATION OF CHILDREN WHO ARE GIFTED

The West Carrollton Board of Education has adopted a policy for the identification of students who are gifted. “Gifted” means a student who performs or shows 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, Reading/Writing, Math, Science, Social Studies, 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 school office or your child’s teacher for further information.

STUDENT RECORDS

The school maintains records of each student in his/her “Cumulative Folder.” These records are confidential and come under the regulations of the Privacy Act. Only natural/custodial parents and school personnel have

access to these records. Request to review student records must be made through the office. In the case where the parents of a student are divorced or separated, the school will request a copy of the court order establishing custody of the student and place it in the student's cumulative folder. Custody records are required to be given to school office personnel upon their request.

CHANGE OF ADDRESS, PHONE NUMBERS

Any change of address must be reported to the school office or to the Main Office (430 E. Pease Ave). "Proof of Residency" must be presented before the address will be changed. Bus transportation will not be changed until proof of residency is submitted. Phone numbers may be changed over the phone or submitted in a note to the teacher and office.

STUDENT PLACEMENT

Our teachers are the best and the brightest and work together to benefit all students and each other. Due to the technology involved and fairness to all families, requests for teachers **will not** be accepted.

The process of creating class lists begins in May. Our goals are to achieve academic, behavior, and boy/girl balance of classes, to make up satisfactory combination classes, and to provide for individual student needs. Class placements are posted, at the school, the Friday before school starts.

PARENT – TEACHER ORGANIZATION

Harold Schnell enjoys a harmonious and supporting relationship with parents. Our PTO plans and implements many enrichment activities, and conducts appropriate fundraising, which is devoted to providing school programs, instructional equipment, library books, and community activities. Our PTO also devotes considerable efforts and talents to promote student achievement, and to ensure effective communication among various components of our school community.

Our PTO meets five times a year to discuss pertinent business. Various committees, within the organization, meet periodically to facilitate the accomplishment of the goals of the organization.

We invite and encourage all parents to be an active member of the PTO. Please check notices sent home with your child concerning the various activities PTO will conduct throughout the school year. Some PTO sponsored activities include fundraisers, COSI, Asset Week, Bravo Day, Carnival, Pool Party, volunteers, teacher request for supplies, just to name a few.

PTO collects: Campbell's product labels, Box Tops for Education. Monies received from these items will be used to purchase various things for our school.

FOOD SERVICES FOR STUDENTS

FOOD COSTS

Lunch \$2.75 Milk \$0.50 Snacks -- Vary in price

BREAKFAST IN THE CLASSROOM

West Carrollton School District offers "Breakfast in the Classroom" to all elementary students!

This National initiative has been well received at multiple school districts throughout the country.

We are excited to continue taking part in this program to promote healthy eating and make a nutritious breakfast available to all of our West Carrollton students. In order to qualify students must take at least 3 of the 4 components offered. The components we will offer include an entrée, fresh fruit, 100% Fruit Juice, and non-fat white milk.

LUNCH

Students have a choice of buying the school lunch or bringing a lunch from home (**No glass or soda\pop**). Fruit juices are permitted. Milk is served with all meals. Extra milk, juice and snacks are available for a nominal fee. Hot lunches are served daily and includes milk.

****Please do not bring in fast food lunches for your child.**

Lunch Charge Policy for 2018-19

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:

1. To treat all students with dignity in the serving line regarding meal accounts;
2. To establish a consistent department procedure regarding meal charges, and the collection of charges;
3. To encourage parents to assume responsibility for meal payments and to promote student self-responsibility;
4. 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 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 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 for additional convenience.

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 by grade level:

ELEMENTARY & MIDDLE SCHOOLS (Grades K-8) are allowed (3) complete lunch charges.

However, the charging of any and all ala carte items is prohibited.

For newly enrolled students, there is a five (5)-day grace period during which new students may receive lunch. 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:

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

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-5th grades \$8.25 6th – 8th grades \$9.00). Each student will receive courtesy meals after the three (3) complete lunch charge limit has been met.

Courtesy Meal Procedure

1. When a student 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.
2. After the third charge, the student 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. Parents/Guardians will continue to receive a One Call Now notification that the account has a negative balance.

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. If a student with a negative balance receives a meal by mistake, 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.

Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must 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 with a written request.

Unclaimed Funds must be requested within one full year. Unclaimed funds will then become the property of the West Carrollton Food Service Program.

SCHOOL FEES

A fee is assessed to all elementary students for supplies, workbooks and other consumable materials. School fees are: **\$35**. Fees are payable beginning the first day of school, and will be collected the first two weeks of school. **Make checks payable to: Harold Schnell School** Arrangements to pay fees on a payment plan may be made by calling the office. Applications for School Fee Waiver, Reduced Lunch or Free Lunch charge will be send home the first day of school or may be accessed on the West Carrollton Website.

Progress Reports will be withheld if fees are not paid.

FEES EXPENDITURES

- Agenda Planner/Handbook/Schnell Folder \$ 5.00
- Student Classroom Consumable Materials \$10.00
- Field Trips & Transportation Expenses \$ 5.00
- All School Presentations & BRAVO Day Supplies \$ 8.00
- Technology Supplies & Software \$ 7.00

TEXTBOOKS/LIBRARY BOOKS/EQUIPMENT

Students shall be responsible for their textbooks. Lost textbooks, including literature books, or textbooks excessively damaged beyond normal usage shall be the responsibility of individual students. Replacement costs and/or fees will be assessed accordingly. Library books borrowed by the individual shall be the student's responsibility. Should the student misplace or lose a library book, replacement cost will be expected from the student.

MONEY

Money may be collected for various reasons by school personnel. All money should be put in an envelope and sealed. **The child's name, room number, amount, and the purpose for which the money is being sent should, be clearly written on the envelope.** Cash or checks can be used for payment of lost books, lunch, milk, snacks & school fees. Electronic payments can be made **ONLY** for lunch money, and school fees (\$35.00) using "Payforlt.net".

HEALTH CARE PROVIDERS

A **School Health Assistant** is assigned to each clinic to handle basic first aid needs, and most medication administration. The district employs three, full-time RN and four, full-time LPN school nurses. You may reach your school nurse by calling the school.

HEALTH SCREENINGS

Vision: Pre-K, K, 1,3,5,7,9 – New students and upon request of parent, teacher or student.

Hearing: Pre-K, K, 1,3,5,9 – New students and upon request of parent teacher or student

Dental: Pre-K, and Grade 2 – Any other student upon request of parent, teacher or student

EMERGENCY MEDICAL AUTHORIZATION

A new Emergency Medical Form (EMF) must be submitted to the school at the beginning of each new school year. We request that parents/guardians **keep this information updated** on an on-going basis. Accidents can and do happen. It is essential that we are able to contact you or a reliable person in the event of an emergency. **Please return the completed Emergency Medical Form to school immediately.** Students will not be permitted to attend any school sponsored field trips without a completed and current EMF on file.

IMMUNIZATIONS:

Immunizations are required within 14 days of enrollment as indicated by ORC 3313.671. Beginning the 15th day of school, your student may not be allowed to return to school without proper documentation.

MEDICATIONS AT SCHOOL

Students may not self-carry medications, with the exception of an EPI-Pen or Inhaler, (and in some cases, diabetic supplies), with proper documentation. **ALL** medications used in the school require a **Medical Authorization Form** to be completed and on file. **Prescription medications** require signatures from a physician and parent/guardian. **Over-the-counter medications** (including cough drops) require a parent signature. All medication orders will be reviewed by the school nurse to ensure proper dosage and administration. An **adult** responsible for the student must deliver medications (in **properly labeled containers or original packaging**) to the school clinic, to ensure the safety of all students. All medications must be picked up at the end of the school year. Medications not picked up are disposed of before the next school year.

WHEN TO KEEP YOUR CHILD HOME

- Fever of 101.0 or higher. Student needs to 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.
- Stomach ache 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 school nurse for readmission guidelines. Ohio Department of Health readmission guidelines for schools may differ from your Physician's guidelines.

SUSPECTED CHILD ABUSE

According to Ohio law, persons whose duties bring them into contact with children are expressly required to report immediately instances of suspected child abuse or neglect. Some of these persons are teachers, school employees, and school administrators. Failure to report by a school employee is a fourth degree misdemeanor.

PETS

Pets are not permitted at school.

Technology-Communication Options

- “**All-Call**” phone system— text/ calls parents to inform them of important upcoming events
- **Schnell eNews**—parents and community members can sign up to receive, by email, happening at Schnell School
- **For more information** visit the West Carrollton School District web site at www.westcarrolltonschools.com

NONDISCRIMINATION

The Board of Education declares it to be the policy of the District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender ancestry, national origin, place of or economic background, to learn through the curriculum offered in this District residence within the boundaries of the District, or social.

West Carrollton Schools User Policy and Agreement

The internet and network system at West Carrollton has been established for a limited educational purpose. Students are responsible for good behavior on school computers and are required to sign a User Agreement to access the internet.

In exchange for the use of the West Carrollton Schools Computer Network System, I understand and agree to the following conditions: misuse may result in disciplinary action under the Student Code of Conduct, Board Policy, and/or the possibility of criminal charges under Ohio Revised Code (ORC) 2913.04.

1. Hacking or attempting to gain unauthorized access to district computers, servers, or other network devices is strictly prohibited and **illegal** according to Ohio Revised Code (ORC 2913.04)
2. Users shall not transmit material that is threatening, obscene, profane, slanderous, disruptive, or pornographic or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
3. Privacy in communication over the Internet and the network is not guaranteed. To ensure compliance with these guidelines, the school district reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the district's computers/ network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
4. Users are prohibited from downloading or attempting to download or install software to district computer equipment.
5. The use of computers and/or network shall be used only for purposes related to education or administration of the district. Commercial, political and/or personal use of the system and any illegal activity is strictly prohibited.
6. Game playing or accessing music/lyric sites is not permitted unless part of a teacher-directed classroom activity.
7. The user in whose name an on-line service account is issued is responsible for its proper use at all times. At no time should passwords or accounts be shared. Account holders should use this system only under their own username.
8. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
9. Copyrighted material may not be placed on the system without the author's permission.
10. Vandalism of computers/network including uploading/downloading any inappropriate material, creating computer viruses, and/or any malicious attempt to harm or destroy equipment, materials and the data of any other user, is strictly prohibited.
11. Users shall not delete, copy, modify or forge other users' mail or file. They shall not attempt to interfere with other users' ability to send or receive email.
12. Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.
13. Users who borrow equipment are responsible for its care and for any damages that may occur through accident or neglect.
14. Chat clients and social network sites including but not limited to: AOL Instant Messenger, MSN Messenger, Yahoo Messenger, Google Messenger, IRC, MySpace, Xanga, FaceBook are accessible for educational purposes only.
15. Peer to peer file sharing programs is prohibited (e.g., LimeWire, BearShare, Torrents, etc.)

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 ground 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.

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 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

BOARD OF EDUCATION MISCONDUCT CODE FOR STUDENTS

The Board of Education considers school discipline essential to the fostering and maintaining of an environment conducive to providing educational opportunities. A student may forfeit the right to educational opportunities by conduct, which disrupts the educational process or deprives others of their rights.

In controlling the conduct of students, the students must accept responsibility for their own actions, and are expected to behave in accordance with socially accepted conduct standards and abide by the rules, regulations and policies of the Board of Education, administration and/or staff. In addition, no student shall engage in an activity that would constitute a violation of the Ohio Revised Code, West Carrollton City, Moraine City, or Miami Township Ordinances.

Students are subject to school disciplinary action, up to and including suspension and expulsion for all actions that affect the good order, efficiency, morale, management and welfare of the school. Primary emphasis will be directed to activities taking place on school premises, at any school activity, function or event, during any school transportation (in a school vehicle or in any mode of transportation arranged by the school), and near school premises before, during or after any school-related activity.

However, any student action or behavior that directly affects the school regardless of place or time will be subject to disciplinary control by the school.

A violation of these rules, regulations, policies, statutes or ordinances, including the rules listed below, may result in disciplinary action. A student, who is repeatedly suspended, may be recommended for expulsion. Due process procedures as mandated by law and approved by the Board of Education will be followed.

The following school district rules are in effect:

Rule 1 Disruption of School: No student shall, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or by any other conduct, cause any significant disruption or obstruction of any mission, process or function of the school.

Rule 2 Damage or Theft of School or Private Property: No student shall cause or attempt to cause damage to or theft of school or private property.

Rule 3 Assault/Fighting: No student shall cause or attempt to cause physical harm to another or behave in such a manner that their conduct is likely to result in physical harm to themselves or another.

Rule 4 Dangerous Weapons and Instruments: No students shall possess, use, threaten the use of, or exhibit any object that can reasonably be considered a dangerous weapon or look-alike weapon.

Rule 5 School Violations: No student shall fail to comply with directions of teachers, student teachers, substitute teachers teacher aides, administrators, or other authorized school personnel during any period of time when subject to the authority of school personnel.

Rule 6 Narcotics, Alcoholic Beverages, and Drugs: No student shall possess, use, transmit, or be under the influence of any narcotic drug, controlled substance, anabolic steroid, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. No student shall use, possess or transport paraphernalia that is commonly associated with or construed to be used for any of the above mentioned chemicals or substances. No student shall make, sell, or possess counterfeit drugs or related tools as regulated by Sec. 2925.37 O.R.C.

Rule 7 Tobacco: No student shall use or possess tobacco in any form, including but not limited to, cigarettes, cigars, chewing tobacco, snuff, and any other tobacco in or about a school building, on school grounds, or school buses, or at any activity supervised by the school district.

Rule 8 Truancy: Unexcused failure to attend class or school may result in suspension or expulsion.

Rule 9 Profane, Vulgar, or Other Improper Language or Gestures: No student shall use profane, vulgar, coarse, abusive, or other improper language or gestures.

Rule 10 Sexual Harassment: Sexual Harassment by a student towards another student includes any unwelcome conduct of a sexual nature, whether verbal or physical, and is prohibited.

Rule 11 Discrimination\Harassment: The Board will not tolerate discriminatory practices and views harassment as a form of prohibited discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting, intimidating or stigmatizing an individual or group of individuals.

Rule 12 Violation of Board of Education Policies: No student shall violate Board of Education policies, including but not limited to:

a. Circulation of Literature: Circulation by or to students of literature for or against any candidate or cause is prohibited in the schools or on school premises with the exception of literature pertaining to West Carrollton School District levies and bond issues.

b. Technology Acceptable Use Policy: No student shall abuse the computer equipment, programs, services or conditions of use as outlined in the Acceptable Use Policy of West Carrollton School District.

c. Secret Societies: Secret Societies, sororities, and fraternities are forbidden.

d. Hazing: No student shall commit any act or coerce another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

e. Lunch Period (High School): High School lunch periods are only open for qualified students. Qualifications are set forth in the West Carrollton High School Student Handbook.

Level 1 Behaviors & Intervention Strategies

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectations (Level 1)
BE SAFE	<ul style="list-style-type: none"> ● Stay in assigned area ● Follow directions ● Obey classroom/school rules 	<ul style="list-style-type: none"> ● Class disturbance ● Leaving classroom or assigned location without permission ● Violating local school rules
BE RESPECTFUL	<ul style="list-style-type: none"> ● Follow school rules ● Demonstrate positive social skills 	<ul style="list-style-type: none"> ● Profanity ● Class disturbance
BE RESPONSIBLE	<ul style="list-style-type: none"> ● Be at school on time and attend regularly ● Follow the expected dress-code 	<ul style="list-style-type: none"> ● Excessive tardiness ● Clothing does not follow the dress code
<p>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.</p>		
<ul style="list-style-type: none"> ● Reteach the behavioral expectation ● Student conference ● Parent contact/conference ● Loss of Privileges ● Require the student to complete a community service task/special assignment ● Have the student choose a method of apologizing to making amends to those harmed or offended ● Time out (i.e., partner classroom) ● Provide a reflective activity to think about what happened ● Detention, during which the student completes the work 		<ul style="list-style-type: none"> ● Building level behavioral curriculum activities ● Create a behavior/school contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors ● 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 ● Referral to Truancy Officer or Guidance Counselor ● Referral to Intervention Assistance Team (IAT)

Definition of Terms for Level 1 Behaviors

Level 1 Behaviors - (conduct that impedes the orderly operation of classrooms, schools and/or district vehicles) cover 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 (Level 2)
BE SAFE	<ul style="list-style-type: none"> ● Keep your hands and feet to yourself ● Solve problems peacefully ● Be aware of your surroundings ● Remain in assigned area 	<ul style="list-style-type: none"> ● Fighting ● Physical aggression ● Threats to Staff/Students ● Inappropriate Bus Behavior ● Inciting to Fight and/or Contributing to a Disruptive Situation ● Leaving school without permission
BE RESPECTFUL	<ul style="list-style-type: none"> ● Consider the feelings of others ● Use polite words ● Use impulse control ● Accept and respect others when the answer is “no” 	<ul style="list-style-type: none"> ● Insubordination/Not following directions from school personnel ● Inappropriate Contact ● Verbal Abuse

BE RESPONSIBLE	<ul style="list-style-type: none"> ● Tell the truth ● Follow school rules ● Take care of school property ● Keep your school clean 	<ul style="list-style-type: none"> ● Forgery/Falsification ● Violations of School/Class Rules ● Inappropriate Use of Electronic Devices ● Destruction of School Property/Inappropriate Internet Use
<p>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.</p>		
<ul style="list-style-type: none"> ● Restitution ● Require class-by-class check-ins with staff member for a set period of time ● Arrange linkage with counseling agency ● Create a home/school communication system 	<ul style="list-style-type: none"> ● Complete a Functional Behavior Assessment/Behavioral Plan ● Identify mentor and establish a schedule of activities related to school performance ● Out of School Suspension for up to 10 school days ● Referral to Court Mediation Process ● Alternative Learning Center ● Out-of-School Suspension for up to 10 school days ● Also include Corrective Strategies in Level 1 	

Definition of Terms for Level 2 Behaviors

Level 2 Behaviors - (serious misconduct) cover 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

A 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, 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

No 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 Student

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 (Level 3)
BE SAFE	<ul style="list-style-type: none"> ● Treat your body, as well as others, with respect ● Ask for help if you are not safe ● Solve problems peacefully 	<ul style="list-style-type: none"> ● Arson ● Assault/Battery ● Bullying ● Gang Behavior ● Use/Possession/Distribution of Weapon ● Use/Possession/Distribution of Alcohol and Drugs
BE RESPECTFUL	<ul style="list-style-type: none"> ● Accept refusals gracefully ● Consider the feelings of others ● Accept and respect others when the answer is “no” 	<ul style="list-style-type: none"> ● Extortion ● Sexual misconduct ● Racial, ethnic or sexual harassment
BE RESPONSIBLE	<ul style="list-style-type: none"> ● Obey laws ● Choose the right time to celebrate ● Stay out of other people’s property ● Ask before borrowing 	<ul style="list-style-type: none"> ● Gambling ● Vandalism ● Use/Possession of Explosive devices ● School disturbance ● Bomb Threats/False Alarms ● Loitering/Trespassing ● Theft/Attempt/Possession ● Conduct Outside of School Hours or Away from School
<p>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.</p>		
<ul style="list-style-type: none"> ● Mandatory administrative referral ● File charges if law is broken ● Work with juvenile court ● Out of School Suspension for up to 10 school days ● Recommendation for out of school expulsion for up to 80 school days or more depending on the offense ● Also include Corrective Strategies listed in Levels 1 and 2 		

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

Bullying is 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

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

The 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.

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.

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 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.

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.

1. 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.
 - 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.
2. 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.
3. 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.
4. Hats, caps and other types of head coverings (other than for religious purposes) shall not be worn inside school buildings.
5. Sunglasses are approved for wear outside, but not for inside the school building.
6. Students may wear shorts 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).
7. Students are expected to come to school clean and well groomed. Hair is to be neatly groomed and a natural color.

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

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

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

Transportation Positive Behavior Intervention Support (PBIS) Matrix

BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
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

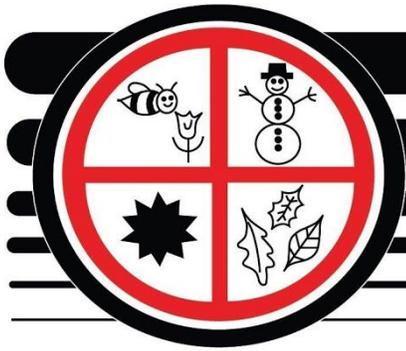
First Violation	Driver will give a warning
Second Violation	Discipline Referral Form will be given to the Principal
Third Violation	Principal will determine disciplinary action and inform parent/guardian of action taken

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: 2 day bus suspension
- Fifth Violation: 3 day bus suspension
- Sixth Violation: Suspension to the semester end



Harold Schnell Elementary School

Korinne Toadvine - Principal

5995 Student Street, West Carrollton, OH 45449

937.859.5121 ext. 6600

HAROLD SCHNELL HANDBOOK AWARENESS RECEIPT

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.

Certification

Parent/Guardian Name (please print)

Student Name (please print)

We have received and read the 2018-2019 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.

