

# *Harold Schnell* Elementary School

**We are Safe, Respectful and Responsible!**



**PARENT and STUDENT HANDBOOK**

**2020-2021**

August 10, 2020

Welcome Back Harold Schnell Families,

It is with great enthusiasm that I welcome you to the 2020-2021 school year! I hope this finds you safe and healthy, and a special welcome to our new Schnell families. We are so excited that you chose us for your child's learning, whether this is your first or your fifth year at Schnell.

Our staff is committed to excellence and engaging students' minds, muscles, and imaginations. We are excited to partner with you to ensure that your child has an exceptional educational experience and are confident that your child will reach their full potential this school year.

This summer, our team has been working tirelessly to plan for a safe return to in-person learning. Our top priority will always be the safety and well-being of our students and staff. In our current climate, it is important that we remain flexible and ready to adapt at any moment to protect the safety of our students, families and staff.

The purpose of this handbook is to provide you with important information about our school's policies and procedures. Please keep it handy and refer to it when questions arise. You may also keep up with school news by signing up for our E-news. We send a Schnell E-news weekly which is a wonderful way to see what is happening in our school each week. You may sign up on the district web-site and remember to check Harold Schnell as your school.

The district web address is: <http://www.westcarrolltonschools.com>

If you ever have questions or concerns please contact me at 859-5121 ext: 6601. My goal is to ensure that your child has an exceptional educational experience each school day!

What a great day to be a pirate!

Becky Yerman

### **The Schnell Student Pledge**

As a student in my school, a partner in our great community,  
an asset builder and future leader,  
I am committed to be Safe in all of my actions,  
Responsible in my decisions,  
And to always be...  
Respectful towards myself and others around me.

### **Schnell Expectations**

Be Safe

Be Respectful

Be Responsible

### **Parent Pledge for Student Engagement**

1. I am my child's *first role model*; I will always remember how important I am to their success. Knowing this, I will make time to read with them each day.
2. I will meet my child's teacher, I will treat his/her teacher as a partner in my child's success.
3. I will check my child's book bag/folder and discuss what is found there each day.
4. I will encourage my child to always take responsibility for their behavior at home and at school. I will respect their individuality and celebrate their successes no matter how big or small.
5. I will listen to my child when they want to talk (even when I am tired).

## **REQUIREMENTS FOR WEARING FACE COVERINGS**

Prior to the 2020-21 school year, or when your child enrolled after the start of this school year, you were given the option of having your child: 1) attend school for in-person instruction, **OR** 2) stay home to participate in remote (online) instruction.

You were informed when you made this decision that face coverings are required on school buses and during transition times at school (arrival, dismissal, when in the hallway, etc.) and that face shields are required in classrooms.

It is important for you to review these requirements with your child and understand that refusal to abide by these requirements could result in moving your child to the remote instruction option.

It is not our intention to make this a disciplinary issue for students and families, and students will be gently reminded to follow these requirements when they forget. However, if a student blatantly ignores or refuses a staff member's direction to follow these requirements, a disciplinary referral to the office will be made, you will be contacted, and consequences may be imposed.

### **Consequences for Students Who Violate District COVID-19 Safety Requirements (Face Masks and Distancing)**

- Parents who choose the in-person learning option for their students will be required to sign an acknowledgement / agreement to abide by the district's COVID-19 Safety Requirements.
- Teachers should kindly remind students who fail to follow distancing guidelines or who are improperly wearing / not wearing a mask to do so. If the student complies, no further action is required. If the student refuses, a referral to the office will be made, the parent will be contacted, and the building administrator will issue a formal safety warning to the student.
- Repeated violations will result in the student being reassigned to the remote learning option.

## **STAFF CONTACT INFORMATION**

School Phone Number: (937) 859-5121 ext. 6600

School Fax Number: (937) 859-2775

Principal: Becky Yerman (937) 859-5121 ext. 6601

School Psychologist: Kelly Johnston ext. 4420

School Nurse: Megan Hammermeister ext. 6604

## **ATTENDANCE INFORMATION**

Doors open at 8:05 a.m.

Tardy bell rings at 8:15 a.m. Students who arrive after 8:15 a.m. will be marked tardy.

Dismissal is at 2:40 p.m.

Supervision is not available before 8:05 a.m. Students must maintain social distancing while waiting to enter the building. Students must go directly home after school. Supervision is not provided after 2:40 p.m.

### **Attendance Calls**

If your child will not be present at school, please notify the attendance office at 859-5121 ext: 6604. You must follow up with a note when your child returns to school. If we do not hear from you, you will be contacted by our office. Good attendance is important for your child's success in school.

### **Attendance Law**

Research provides evidence that students with good attendance also perform well in school. Good attendance also includes punctuality. Students should be present and prepared for learning each day. Ohio law requires that all children between the ages of six (6) and eighteen (18) attend school.

Per Ohio Compulsory Education Law 322.19 children must attend school every day until they are 18 years old. State law requires the school to report cases of excessive absences and tardiness to Juvenile Court. An unexcused absence becomes truancy when a student does not have a legitimate reason for missing school. Tardiness is counted towards truancy according to state law. A habitual truant student is defined as a school-age child who is absent from school without a legitimate excuse per the following House Bill 410 guidelines:

- 36.25 or more consecutive hours
- 50.75 or more hours in one school month
- 87 hours or more in a school year

If your child is identified as truant, he or she will be placed on an attendance improvement plan. Failure to make improvement on the plan can result in the filing of a complaint to the Montgomery County Juvenile Court and/or Children's Services.

### **Early Dismissal**

Students must be signed out in the office by a parent or guardian before leaving the building during the school day. If you need to pick up your child early, please report to the main entrance and sign your child out from there. Please **do not** report directly to the classroom, lunchroom or playground during school hours. This is done for the safety of all students.

Attendance is crucial to student success and achievement. We strongly advise scheduling appointments before or after school hours. Every minute counts!

Due to the current health crisis, you will not be permitted to enter the building to pick your child up. A staff member will bring your child to the front entrance to be dismissed. We will not allow students to be dismissed early after 1:30 p.m. in order to prepare for 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 the child's safety in mind. To ensure that the request for changes in your child's dismissal are made by you, the parent/guardian, we adhere to the following:

Changes must be made 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 should be done **before** 2:00 p.m., giving us time to notify your child's teacher prior to dismissal.

Note: Calls made after 2:00 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. If they are unfamiliar to us, they will need photo identification before the child will be released.

### **VISITOR POLICY**

Due to COVID-19, all visitations will be limited as much as possible and virtual meetings are highly encouraged. Visitors will not be permitted in the building without an appointment.

### **BIRTHDAYS AND OTHER SPECIAL OCCASIONS**

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

- 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 (both food and nonfood items) and other student deliveries are prohibited

### **BICYCLE POLICY**

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

## **COMMUNICATION WITH THE SCHOOL**

It is our intention to stay in close contact with the families of our students. On a daily basis, information will be sent home in a red Schnell Take-Home Folder. Families are asked to look through this information and respond promptly. The One Call Now voice, text and email message system is also used to communicate important information to parents quickly. In addition, we also communicate to families in the following ways:

- *Back to School Night*- held in the fall to give you an overview of our programs, expectations and classrooms. This year, Back to School Night will be held virtually using ZOOM.
- *E-news*- These weekly updates are sent by email to all of our supporters and families. Be sure to go to the website to sign up today. <http://www.westcarrolltontonschools.com>
- *Teacher's Newsletters*- Classroom teachers frequently send home classroom news which can be found in your child's book bag each month.
- *Contact with the Teacher*: We welcome your phone calls when you need information or clarification and we will connect you with your child's teacher. 859-5121 ext: 6600
- *Agenda's or Red Folders*- Check these each night for updates or concerns from your child's teacher
- *Parent Conferences* - Held twice a year in September and March. This year, parent teacher conferences will be held virtually.

### **Paperwork Return**

Due to the current health crisis, only staff and students will be permitted to enter the school building. Family members who need to drop off paperwork to the main office will be able to place paperwork in a box outside of the main entrance of the school building. Please indicate on the paperwork your child's name.

### **Change of Address or Phone Numbers**

Any change of address must be reported to Central Office (430 E. Pease Ave). *Proof of Residency* must also be presented before the change will be made. Phone numbers may be changed over the phone or submitted in a note to the teacher and office.

## **SCHOOL FEES**

The instructional material fee for the 2020-2021 school year is \$35.00. Fees are payable starting the first day of school and will be collected each morning during the first week of school. *(Report cards may be delayed if fees are not paid.)*

## **PARENT-TEACHER ORGANIZATION**

The parent teacher organization (PTO) is a group of parents/guardians who serve on a voluntary basis as co-leaders and decisions-makers with teachers and administrators in our school community to support student learning and success. The purpose of the PTO is to advocate for the education of Schnell families and the larger community, support our school goals and support student learning.

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.

## **MEDICAL INFORMATION**

### **Health Screenings**

Vision Screenings: Grades 1,3,5 and new students and upon request of parent, teacher or student

Hearing Screenings: Grades 1,3,5 and new students and upon request of parent teacher or student

Dental Screenings: Grade 2 and other students upon request of parent, teacher or student

### **Emergency Medical Authorization Form**

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. 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 or activities 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 15<sup>th</sup> 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.

A School Health Associate is assigned to Schnell's clinic to handle basic first aid needs, attendance and most medication administration. You may reach our school nurse by calling ext: 6604.

### **Guidelines for Illness**

Below is a brief list of when children must remain at home, or will be sent home, due to health related conditions:

- **Symptoms of COVID-19 (fever of 100.4, cough, shortness of breath, fatigue, congestion, vomiting, body aches, headache, new loss of taste or smell, sore throat, diarrhea)**
- Fever of 100 or higher
- 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.

**Please see the district's COVID-19 policy for guidance if your child exhibits symptoms, has been exposed or has contracted COVID-19.**

## **LOST OR DAMAGED BOOKS**

Students are held accountable for all books issued to them. Unnecessary damage, defacing or loss of a library or textbook will result in a charge to the student and/or parent for the value of the book. Library books must be checked in and out, in the appropriate manner. Students are held responsible for all library books checked out to them.

## **ACADEMICS**

### **Grading Policy**

The purpose of grades and the report card are to communicate to parents their child's performance on grade level standards.

The state standards are included on the report card to assist parents in understanding student progress on grade level standards.

### **Grading Scales**

4= Exceeds Expectations 89.5-100
3=Meet Expectations 69.5-89.4
2= Approaching Expectations 59.5-69.4
1= Not Meeting Expectations 0-59.4

## **Curriculum**

Schnell implements the following curriculum for math, ELA and science. Social studies standards and topics are integrated into the ELA curriculum.

### **Math**

The *McGraw-Hill My Math* Learning Solution provides an easy and flexible way to diagnose and fill gaps in understanding so that all students can meet grade-level expectations – and accelerate beyond:

- Strong, equitable core instruction with actionable data
- Best-in-class resources and targeted instructional strategies
- Personalized, student-driven learning

### **English Language Arts**

*Journeys* is a comprehensive K-6 English language arts program. It provides an instructional system for reading both literature and informational texts, for acquiring foundational skills, and for developing mastery of speaking, listening and writing.

## **Science**

*Science Fusion* offers students the opportunity to ask and answer questions, investigate and draw conclusions through textbook reading, digital lessons, and virtual labs.

## **Specials**

Students rotate through four specials classes throughout the week: P.E., music, art, technology and library.

## **SCHOOL CULTURE**

### **PBIS: Positive Behavior Interventions and Supports**

The purpose of positive behavior interventions and supports is to provide positive, proactive supports for students in order to promote positive school culture, academic success, decrease behavioral infractions and engage families in the community.

With PBIS, we teach our students the expectations and social skills needed to be successful in the school setting. The focus of PBIS is prevention, not punishment.

There are three tiers of support for students and staff.

1. Tier 1 is a school-wide, universal system for acknowledging and celebrating positive behavior. Schnell students learn three basic behavior expectations: be safe, respectful and responsible. We regularly recognize positive behavior with incentives and praise.
2. Tier 2 provides an extra layer of support for students who continue to struggle with behavior. Schnell staff members provide interventions that have been proven to be effective for impacting student behavior. These interventions may include mentoring, daily checks with a significant adult, or even adjustments in schedules.
3. Tier 3 is the most intensive level. It's for those students who need individualized supports and services and have not been successful with level two interventions.

### **PAX**

Harold Schnell Elementary School implements the PAX Good Behavior Game as a PBIS intervention to build self-regulation in students by creating shared relational frames with adults and peers. By reinforcing desirable behaviors and inhibiting unwanted behaviors, children develop agency and command to delay gratification and reduce impulsivity. This increase in pro-social behavior and self-regulation paves the way for remarkably better academic, behavioral, and lifetime outcomes. PAX also develops and strengthens peer networks to improve relationships now and in the future.

## **Social-Emotional Learning**

Harold Schnell Elementary School utilizes the Panorama Social-Emotional Learning Survey to measure students' social-emotional skills and competencies. Teachers and staff utilize data gathered from the survey to identify students' social-emotional strengths and areas of need, integrate SEL into school improvement plans and differentiate supports for students.

## **Mental Health Therapy**

Harold Schnell Elementary School partners with Samaritan Behavioral Health to provide school-based mental health therapy for students who need extra support. Samaritan Behavioral Health provides licensed therapists who work in selected schools to assist students in managing their emotional and behavioral problems. The result can be improved behavior, less stress and conflict, better attendance and grades, and fewer calls home or trips to the office.

## **RESTRICTED ITEMS**

Please do not allow your child to bring play weapons, toys, electronic devices, fidget spinners or other items that may interfere with the instructional process to school. Skateboards, scooters, or roller shoes should not be worn or brought to school.

We also discourage students from selling or trading items in school.

## **CELL PHONE POLICY**

Students' cell phones must be turned off and kept in a backpack while students are in school or on the school bus. Students will be permitted to use the school phone to contact parents during the school day. This also includes cellular watches.

## **FOOD SERVICE**

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/daughters account at the beginning of each week. Lunches are \$13.75 for the week. **Lunch charges will be available on a limited basis and must be paid before a second charge can be issued.**

Students who have repeatedly charged lunch will receive a request for payment from our food services department. If these fees are not paid students will need to bring in lunch or have an alternative meal.

*You will be contacted by nutrition services if your child continues to have an outstanding balance.*

Please support us by **limiting fast-food lunches** for your child and provide food that supports healthy eating. If you are unsure about meal choices contact our food services department for assistance. Ext: 1121

## Nutrition Guidelines

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, the 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](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.

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 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:

- FREE meals – charges will be reviewed and, if warranted, will be forgiven.
- REDUCED meals – the balance on a 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-5<sup>th</sup> grades \$8.25 6<sup>th</sup> – 8<sup>th</sup> 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.

The Food Service Department has implemented state of the art identification equipment that will provide security for your child's meal account, eliminate clerical errors, provide students with more time to eat their lunch, and provide students an easy way to identify themselves when using the cafeteria Point-of-Sale system.

This form of identification is called Biometrics, which when translated, means measurements of human characteristics. This software scans the finger for identification. **It does not store a copy of the fingerprints.** Biometric measurements are used to create this enrollment; however, they are converted to something else entirely... "A Number." This template is then stored in the school's database with the same high level of security of all your child's school records. When your child graduates or is no longer enrolled in this school system, the templates are deleted. **At no time is a fingerprint image stored.** No fingerprints can be recreated or delivered to any agency – governmental or otherwise.

Your son or daughter is in complete control of his or her own identity. They only can be identified by placing their finger on the reader. This protects them from losing an I.D. number or sharing that number with other students.

If you have any additional questions, please do not hesitate to contact the Food Service Office at 937-859-5121 x 1121

## **RECESS**

Recess is a necessary break in the day for developing a child's social, emotional, physical, and cognitive development. Recess is safe and monitored by staff. All students will receive recess during a scheduled time.

### **Recess Expectations**

1. Tackle football and hard baseballs and bats are not permitted is not permitted.
2. Students are expected to use equipment in a safe manner. Standing on swings, swinging crooked or sideways, locking legs or jumping out of swings will not be permitted.
3. Students may not play on driveway areas or grass areas close to the classrooms.
4. Students are not to touch other student's bicycles.
5. Food items are not permitted outside.
6. Students are not allowed to be unattended inside the building during recess for any reason.

## **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

**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.

**Level 1 Behaviors & Intervention Strategies**

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectations (Level 1)
<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>● Reteach 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> </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>	

<ul style="list-style-type: none"> <li>• Detention, during which the student completes the work</li> </ul>	
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**Disturbance**

Acts, behaviors, or conduct in the classroom or in the school or upon school grounds that disrupts the educational process.

**Detention**

Students can earn before school, lunch and after school detention as a consequence for demonstrating tier 1 behaviors. During detention, students will reflect on behavior, practice skills needed to be successful in the classroom/school setting and develop a plan to restore relationships with staff or students who were harmed.

**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.

**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.

**Level 2 Behaviors & Intervention Strategies**

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectations (Level 2)
<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>● Restitution</li> <li>● Require class-by-class check-ins with staff member for a set period of time</li> <li>● Arrange linkage with counseling agency</li> </ul>	<ul style="list-style-type: none"> <li>● Complete a Functional Behavior Assessment/Behavioral Plan</li> <li>● Detention (Before or After School or Lunch)</li> <li>● Identify mentor and establish a schedule of activities related to school performance</li> <li>● Out of School Suspension for up to 10 school days</li> <li>● Referral to Court Mediation Process</li> </ul>	

<ul style="list-style-type: none"> <li>• Create a home/school communication system</li> </ul>	<ul style="list-style-type: none"> <li>• Alternative Learning Center</li> <li>• Saturday School</li> <li>• <b>Also include Corrective Strategies in Level 1</b></li> </ul>
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**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.

**Detention**

Students can earn before school, lunch and after school detention as a consequence for demonstrating tier 1 behaviors. During detention, students will reflect on behavior, practice skills needed to be successful in the classroom/school setting and develop a plan to restore relationships with staff or students who were harmed.

**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.

**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 (including e-cigarettes) 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.

**Saturday School**

Students can earn Saturday School as a consequence for demonstrating tier 2 behaviors. During detention, students will reflect on behavior, practice skills needed to be successful in the classroom/school setting and develop a plan to restore relationships with staff or students who were harmed.

**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)
<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>
<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>● Mandatory administrative referral</li> <li>● File charges if law is broken</li> <li>● Work with juvenile court</li> <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> <li>● <b>Also include Corrective Strategies listed in Levels 1 and 2</b></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**

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.

**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 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.

**DRESS CODE**

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).

## **STUDENT CONDUCT ON SCHOOL BUS**

### **Face Mask Policy**

Prior to the 2020-21 school year, or when your child enrolled after the start of this school year, you were notified that your child qualifies for district-sponsored transportation to school. State regulations currently require the use of face coverings for **all** students transported on buses, and our district has established additional rules and procedures to protect all individuals. By accepting the offer of district transportation, you and your child agree to the following:

1. Students running a fever or who show other signs of sickness may not ride the bus.
2. Face masks must be worn at all times. No exceptions. Face shields are not a substitution for masks.
3. All students must sit and remain in their designated assigned seat.
4. All students must sit facing forward, with bottoms on seat and book bag on their laps.
5. All students must maintain social distancing when entering and exiting the bus.

It is important for you to review these requirements with your child and understand that **refusal to abide by these requirements could result in revoking your child's transportation privileges.**

It is not our intention to make this a disciplinary issue for students and families, and students will be gently reminded to follow these requirements when they forget. However, if a student blatantly ignores or refuses

a staff member's direction to follow these requirements, a disciplinary referral to the office will be made, you will be contacted, and consequences may be imposed.

### **Code of Conduct**

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**

<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: DAYS REMOVAL FROM BUS, PERMANENT REMOVAL FROM BUS, SUSPENSION FROM SCHOOL, EXPULSION FROM SCHOOL

**OTHER DISTRICT POLICIES**

Please refer to the district’s website for a list of additional district policies including policies related to Title VII, Title IX, Child Find, Section 504 and Special Education. If you have any questions regarding the district or school policies, please contact the principal, Becky Yerman at X6601.

**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.

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Sign and Return this Acknowledgement of Building Policies

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

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

We have received and read the 2020-2021 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.***