



West Carrollton Intermediate School

Dr. Monica R. Woods, Principal
Mrs. Sheila Calko, Assistant Principal

STUDENT- PARENT HANDBOOK 2023 – 2024

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Dr. Woods, Principal	3301
Mrs. Calko, Assistant Principal	4419
Attendance Secretary	3300
Ms. Garretson, Principal's Secretary	3303
Ms. Ward, School Nurse	3304
Ms. Sullivan, Technology Coordinator/Librarian	5517
Ms. Petrick, School Counselor	7791
Ms. Johnston, School Psychologist	4420

This handbook belongs to:

Name: _____

Grade: _____ Homeroom/Advisory: _____

Address: _____

Phone: _____

Student Handbook Certification

Dear Parents or Guardians:

This student handbook can be found online at the West Carrollton Schools district website, https://www.westcarrolltonschools.com/intermediateschool_home.aspx . Use the handbook as a first reference for questions you may have concerning the operation of the school. If you would like a paper copy you may request one by contacting 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 effective educational experience.

Please complete the “Student Handbook Certification” below and return this entire page to your child’s homeroom teacher by the end of the first full week of this school year. This will assure us that you have read the Title IX policy and 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 2023-2024 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 is now accomplished on FinalForms. Please fill out and electronically sign.

<https://westcarrollton-oh.finalforms.com/>

Thank You.

Daily Procedures

School Office Hours: 7:10 AM-3:30 PM

Breakfast/Arrival: 7:10-7:30 AM

Bell Schedule:

Advisory/Homeroom	7:30 AM	7:50 AM	20 minutes
Period 1	7:51 AM	8:37 AM	46 minutes
Period 2	8:39 AM	9:25 AM	46 minutes
Period 3	9:27 AM	10:13 AM	46 minutes
Period 4	10:15 AM	11:01 AM	46 minutes
Period 5	11:03 AM	12:23 AM	80 minutes (47 minutes - 5A & 5C class; 45 minutes - 5B class)
Recess 5A	11:03 AM	11:13 AM	10 minutes
Lunch 5A	11:14 AM	11:34 AM	20 minutes
Recess 5B	11:28 AM	11:38 AM	10 minutes
Lunch 5B	11:39 AM	11:59 AM	20 minutes
Recess 5C	11:52 AM	12:02 PM	10 minutes
Lunch 5C	12:03 PM	12:23 PM	20 minutes
Period 6	12:25 AM	1:11 PM	46 minutes
Period 7	1:13 PM	2:00 PM	47 minutes

Dismissal: 2:00 PM

Early Dismissal: permitted until 1:30 PM

West Carrollton Schools 2023-2024 School Calendar

Aug. 14, 15	TEACHER WORK DAYS
Wed., Aug. 16	First Day for Students
Mon., Sept. 4	LABOR DAY, NO SCHOOL
Fri., Sept. 15	QPT Day - ALL BUILDINGS - no school/no preschool
Tues., Oct. 10	Parent Conferences (3:15- 6:45)
Thurs., Oct. 12	Parent Conferences (3:15- 6:45)
Thurs., Oct. 12	1st Quarter Ends
Fri., Oct. 13	QPT Day - ALL BUILDINGS - no school/no preschool
Mon., Oct. 16	NO SCHOOL/NO PRESCHOOL
Tues., Oct. 17	2nd Quarter Begins
Nov. 20- 24	FALL BREAK, NO SCHOOL
Fri., Dec. 8	QPT Day - ALL BUILDINGS - no school/no preschool
Thurs., Dec. 21	2nd Quarter Ends
Dec. 22-Jan. 5	WINTER BREAK, NO SCHOOL
Mon., Jan. 8	School resumes
Mon., Jan. 8	3rd Quarter Begins
Mon., Jan 15	MARTIN LUTHER KING, JR. DAY, NO SCHOOL
Tues., Feb. 6	Parent Conferences (3:15- 6:45)
Thurs., Feb 8	Parent Conferences (3:15- 6:45)
Fri., Feb 9	QPT Day - ALL BUILDINGS - no school/no preschool
Fri., Feb. 16	NO SCHOOL/NO PRESCHOOL
Mon., Feb. 19	PRESIDENTS' DAY, NO SCHOOL
Fri., March 8	QPT Day - ALL BUILDINGS - no school/no preschool
Fri., March 15	3rd Quarter Ends
Mon., March 18	4th Quarter Begins
March 25-Apr. 1	SPRING BREAK
Fri., May 3	QPT Day - ALL BUILDINGS - no school/no preschool
Mon., May 27	MEMORIAL DAY, NO SCHOOL
Thurs., May 30	Last Day for Students

West Carrollton Intermediate School

Pirate Promise

**I promise to live the Pirate way,
being safe and responsible every day.
I will use kind words and be respectful
too. This is my promise from me to
you!**

WEST CARROLLTON INTERMEDIATE SCHOOL EXPECTATIONS

OUR SCHOOL MISSION...

is to engage student's Minds, Muscles and Imaginations.

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

1. Be prepared to make teaching and learning possible every day.
2. Contribute to a safe and friendly school environment.
3. Strive to support the school mission.
4. Follow all district and building policies as defined by the Board of Education and our student handbook.
5. Follow behavior expectations of school-wide PBIS plan.

Parents and/or Guardians of Primary students will:

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

Parents and/or Guardians of Intermediate students will:

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

PBIS BEHAVIOR EXPECTATIONS

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed. **Our primary goal of PBIS at West Carrollton Intermediate School is for all students to be Safe, Respectful, and Responsible.**

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework that provides a continuum of supports and services designed to promote appropriate behaviors as well as positive academic and social-emotional outcomes. The key features of PBIS include a proactive approach, data-based decision making, and a problem-solving process.

Studies have found that the implementation of PBIS in schools is associated with the following: reduction in problem behaviors; increased academic achievement; improved social-emotional competence; improved perception of safety; increased attendance; and increased staff satisfaction.

PBIS Tier 1 - includes all the supports offered to all students to help students reach the behavior expectations of the school. For example, some of the school-wide supports include: area specific expectations and posters, acknowledgements, behavior lessons, bulletin boards, etc.

PBIS Tier 2 - provides intensive or targeted interventions to support students who are not responding to Tier 1. For example, some of the supports include:

- **Check-in/Check-Out (CICO)** - the initial intervention at the Tier 2 level. The process involves the student checking in briefly each morning and afternoon with a designated adult who is a member of the school staff. If, after individualized CICO, the student is still not meeting his or her goals the Tier 2 team recommends the student to a SAIG. Success with CICO is determined as those students who receive an 80% on their Daily Progress Report (DPR) for 80% of the time over the course of four or more weeks. Those students who do not meet this criterion should be recommended for a SAIG.
- **Social Academic Instructional Groups (SAIG)** - lessons that teach students appropriate behaviors that will lead to success. A SAIG can be created around a specific behavior or need. For example, if the target behavior is fighting, the lesson plan will teach problem-solving skills or anger management. If leaving the room without permission has become a problem, the SAIG lesson plan will teach ways to cope inside the classroom rather than leaving (e.g., safety zone techniques).
- **Behavior Assessment/Intervention Plan (BAIP)** - Tier 2 systems team identifies students who are not responding to CICO and SAIG before they enter into Tier 3 interventions and recommends that the student has a brief behavior assessment (BA) as part of the problem-solving process. This helps the team create an intervention plan (IP) to support the student in school. The most challenging behavior is targeted, and a plan on how to help support the student in that area is developed. Progress is typically monitored for 4-6 weeks before the team then revisits the plan to make adjustments as needed.

Students may be referred to Tier 2 through classroom teachers, Guidance Counselors, or other school staff using the online referral system. The Tier 2 team also looks at student data to determine if a student may benefit from Tier 2 interventions. Some of the data includes: Office Discipline Referrals (ODRs), Attendance, Grades, standardized test scores, SEL survey, etc.

PBIS Tier 3 - includes behavioral interventions, such as a complex Functional Behavior Assessment/Behavior Intervention Plan (FBA/BIP) and/or additional intensive, individualized educational support. The number of students receiving Tier 3 support should represent no more than five percent of the total student population. If there is more than five percent of the total student population receiving Tier 3 interventions, then a review of the fidelity of implementation of Tier 1 and Tier 2 systems should take place.

Students may be identified for Tier 3 either after failing to respond to the Tier 1 and Tier 2 behavioral interventions and supports or may be referred to Tier 3 by a school teacher/staff member, parent, or self. *It is important to note that referrals to Tier 3 do not constitute automatic initiation of a Tier 3 intervention.*

PBIS expectations for Safe, Respectful and Responsible behaviors are identified in the following table:

PBIS Expectations	Safe	Respectful	Responsible
Cafeteria	<ul style="list-style-type: none"> • Remain at your assigned table • Walk • Keep hands/feet to self 	<ul style="list-style-type: none"> • Voice level 2 • Ask adult or peer for help • Be kind to others 	<ul style="list-style-type: none"> • Eat only your food • Clean up after yourself • Be prepared to eat
Assemblies	<ul style="list-style-type: none"> • Keep hands/feet to self 	<ul style="list-style-type: none"> • Voice level 0 • Use appropriate audience etiquette • Be kind 	<ul style="list-style-type: none"> • Remain seated in assigned area • Listen to the speaker
Hallway	<ul style="list-style-type: none"> • Walk on the right side of the hallway • Keep hands, feet, and objects to self • Eyes forward 	<ul style="list-style-type: none"> • Voice level 0 • Be kind • Silent greetings 	<ul style="list-style-type: none"> • Go directly to your destination • Hold materials safely
Arrival	<ul style="list-style-type: none"> • Walk on the right side of the hallway • Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> • Voice level 1 • Be kind 	<ul style="list-style-type: none"> • Go directly to your arrival area • Follow school policies
Dismissal	<ul style="list-style-type: none"> • Walk on the right side of the hallway • Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> • Voice level 1 • Be kind 	<ul style="list-style-type: none"> • Go directly to your dismissal area • Follow school policies
Restroom	<ul style="list-style-type: none"> • Feet on the floor • Keep hands, feet and objects to self • One person per stall 	<ul style="list-style-type: none"> • Voice level 1 • Use bathroom etiquette • Be kind 	<ul style="list-style-type: none"> • Use the restroom in a timely manner • Paper towels and trash in trash cans • Flush, wash and be on your way

PBIS Expectations	Safe	Respectful	Responsible
Water Fountain	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Keep water in the fountain • Wait in a single file line 	<ul style="list-style-type: none"> • Voice level 0 • Use water fountain etiquette • Be kind 	<ul style="list-style-type: none"> • Use water fountain in a timely manner • Follow water fountain etiquette
Playground	<ul style="list-style-type: none"> • Remain in designated play area • Use equipment appropriately • Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> • Voice level 3 • Use playground etiquette • Be kind 	<ul style="list-style-type: none"> • Take care of school equipment • Line up quickly in assigned area
Classroom	<ul style="list-style-type: none"> • Remain in designated area • Use supplies appropriately • Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> • Use appropriate voice level • Use classroom etiquette • Be kind 	<ul style="list-style-type: none"> • Participate • Be prepared • Follow teacher expectations and rules

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 Intermediate 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 Intermediate 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 Intermediate *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 Intermediate Schools will have a safe and orderly learning environment as evidenced by positive student behavior; reduction of suspensions, and increased student learning performance indicators.

STUDENT CODE OF CONDUCT: INFRACTIONS

Level 1 Behavior Offenses - Terms and Definitions

Level 1 Behaviors - Classroom managed behaviors that could possibly impede the orderly operation in any school setting. A student exhibiting a behavior that is classified as a Level I offense should receive Tier I support and not be excluded from school. Consequences that may be appropriate for singular or repeated offenses from this category include but are not limited to teacher conference, reflection activities, parent contact, team level consequences/detentions, administrative level detentions or after school interventions (repeated only).

LEVEL 1 BEHAVIOR EXHIBITED	DEFINITION
Behavior Reported by Substitute	Any Level 1 behavior that is reported to the classroom teacher by the substitute.
Cheating/Academic Dishonesty	Copying the work of another without citation, including previously written work on a test or assignment, or improperly consulting notes or other answer sources (ex: Wikipedia).
Dress Code	Failure to comply with the school building's Dress Code, which can be found in the Student Handbook. During a health crisis where facial coverings are required, students are permitted to wear masks that cover the nose, mouth, and chin.
Inappropriate Behavior	Intentional acts, behaviors, or conduct in the classroom or in the school or upon school grounds that interrupts the educational process. If a teacher or other school adult is prevented from starting an activity or lesson, or has to stop what he or she is doing to try to stop the student's behavior, the behavior is considered inappropriate. For example, if a student causes an interruption by talking, making noises, throwing objects, play-fighting, horseplay, or otherwise distracting one or more classmates, the student is engaging in inappropriate behavior.
Inappropriate Use of Technology	Failure to comply with the district's Acceptable Use Policy, which can be found on the WCMS website.
Intimidation	Any intentional written, verbal, electronic, or physical act which causes mental or physical harm to the other student or creates an intimidating, threatening, or abusive educational environment for the other student.
Nonverbal Refusal	Nonverbally refusing 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). This includes, but not limited to, sitting with head down, throwing assignments away, kicking, hitting, throwing items, running, pushing, shoving.
Out of Bounds	Walking out of classrooms without permission and/or being in an unsupervised area without staff permission.
Out of Seat/Assigned Area	Repetitively out of seat/assigned area without staff permission.
Profanity	Swearing/cursing or displaying profane gestures in school buildings, on school's buses/vehicles, on school grounds, off campus at a school sponsored activity.
Skiping Class	Being out of the assigned class without staff permission - not exceeding half the class period.
Talking Out	Repeated vocalizations that impede classroom instruction.
Tardy to Class	Failure to report to the classroom or other instructional area, without a reasonable excuse, after the "tardy bell."
Tardy to School	Office use only. Failure to report, without a reasonable excuse, to school after the "tardy bell."
Verbal Refusal	Verbally refusing 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). This includes, but is not limited to, screaming, yelling, cussing, etc.

Level 2 Behavior Offenses - Terms and Definitions

Level 2 Behaviors - Serious misconduct expressed either directly or indirectly through word, act or electronic media. Serious misconduct includes students who have any involvement in the offense. Disciplinary actions that could be used to correct behavior may range from a parent conference to expulsion depending on the seriousness of the infraction and the student's conduct history.

A student charged with a behavior that is classified as a Level 2 offense **may** be removed from the classroom or building. The criteria for removal from the classroom (AEP) or school (out of school) must be carefully weighed as the less exclusionary options need to be considered first.

LEVEL 2 BEHAVIOR EXHIBITED	DEFINITION
Behavior Reported by Substitute	Any Level 2 behavior that is reported to the classroom teacher by the substitute.
Destruction of School Property	Loss, destruction, defacement, or inappropriate use of textbooks, school materials, computers and/or computer-related materials. This includes all West Carrollton Schools property.
Fighting	A physical altercation between two or more students. This also includes the mutual participation in an incident involving physical violence.
Forgery/Falsification	Acts, including but not limited to, falsifying school records, forging signatures, making or providing false statement(s), counterfeiting, bribery, and/or using an unauthorized computer user ID or passwords (including emails).
Gambling	Betting money or items on card games, dice games, the outcome of games or activities, and/or possession of gambling materials or paraphernalia.
Inappropriate Physical Contact	Fondling, touching, or kissing in school facilities, on school grounds, at school-related activities, or while on buses transporting students to and from school-related events.
Inappropriate Social Media Use	The use of social networking sites during the school day such as Facebook, YouTube, Instagram, TikTok, Snapchat, or any other similar websites, unless used for educational purposes and with permission from school staff.
Inciting a Fight/Pre-Fighting	The intentional incitement to engage another student in physical conflict and/or continuous harassment, or the promotion of misconduct for any purpose.
Possession/Use of Tobacco/Vaping	The use of, or the possession of any form of tobacco or tobacco products while in or upon the school premises, is prohibited. Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic cigarettes and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form including vaping. 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.
Recording/Distributing Prohibited Acts	Making, producing, or distributing videos, images, sound recording, or other mediums that show behavior prohibited by the Student Code of Conduct on school property or at school events, including using school-owned or personal electronics devices (i.e., laptops, tablets, e-readers, cell phones, or video/still cameras). Depictions of such conduct on social networking sites such as Facebook, YouTube, Instagram, TikTok, Snapchat, or any other similar websites are prohibited. Any representations of prohibited behavior must be immediately turned over to the Principal or Principal's designee. Reproduction and/or distribution of these items is also prohibited.
Skippping Class	Being out of the assigned class without staff permission - exceeding half the class period.
Theft	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. West Carrollton Schools will not be liable for any lost, stolen or damaged items brought to school.
Threats to Staff	Intentional threat by word or action to do violence to a staff member or his/her property.
Threats to Students	Intentional threat by word or action to do violence to another student, or his/her property.
Use/Possession of Electronic Devices/Cell Phones	Possession of unauthorized electronic equipment and devices (ex. cell phones, iPads, video games, earbuds, audio devices, smartphones, etc.). This may result in the item being confiscated from the student by school personnel and disciplinary action will be taken. Students are personally and solely responsible for the care and security of any electronic equipment or devices brought to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.
Verbal Abuse of Peer	Any unwelcome profane or insulting remarks or gestures directed at any West Carrollton Schools' student.

Verbal Abuse of Staff	Any profane or insulting remarks or gestures directed at any West Carrollton Schools' staff member, volunteer, visitor, teacher, or bus driver.
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Level 3 Behaviors - Terms and Definitions

Level 3 Behaviors - Illegal and/or serious misconduct, life or health threatening as defined by municipal, county, state or federal laws and/or school standards. A student charged with behavior that is classified as Level 3 can be removed from the school immediately and is subject to a recommendation for expulsion.

LEVEL 3 BEHAVIOR EXHIBITED	DEFINITION
Arson	Setting fire, or attempting to set fire, to school property or 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 offensive attack (this includes unwanted contact with a staff member intervening to stop a fight) whether physical or with an instrument that is used as a weapon on any staff member(s), or student(s) who has not participated in or provoked the confrontation; any act causing physical abuse or injury. Such behavior shall include, but not be limited to, occurrences on school property, in school buses/vehicles, or any school sponsored activities.
Bomb Threat	Making statements regarding the possession or location of explosive materials.
Bullying - Admin Only	Targeted, repetitive, and intentional behavior between peers which includes any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once. This behavior both: Causes mental or physical harm to the other student, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
False Alarm	Making a knowingly 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. Making false or inappropriate 911 calls.
Harassment - Admin Only	Any intentional written, verbal, electronic, or physical act portrayed through an imbalance of power and the behavior both: Causes mental or physical harm to the other student; and is sufficiently severe, persistent,

	<p>or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.</p>
<p>Possession of Weapon</p>	<p>Possession of a firearm, including any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option.</p> <p>Possession of, on or about their person (e.g., locker, desk, book bags or bus) or distribution of any weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury.</p> <p>Possession of, on or about their person (locker, desk, book bags, bus, etc.) or at school/school-related activities, a weapon, device, instrument, material or substance designed as a weapon or used as a weapon [e.g., rattail comb, box cutter, utility knife of any size, any razor (e.g., straight, regular, retractable, double or single edge), gas repellent, stun gun, fireworks, bullets, ammunition, smoke bomb, paint bomb, stink bomb, chemical sprays, lighters, and/or martial arts devices (e.g., throwing star, nunchakus, darts, blackjacks, chains, clubs, metals/brass or any artificial knuckles, rings, pipes, studded or pointed</p>
<p>Possession/Under Influence of Alcohol</p>	<p>Possessing, carrying, concealing, consuming or showing evidence of having consumed alcoholic beverages.</p>
<p>Possession/Under Influence of a Controlled Substance</p>	<p>Possessing, carrying to sell, 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. Attempting to sell or distribute any prescription and over-the-counter medicines, chemical substances, and all other legal substances. 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 a student's possession at school-related activities, on buses, or in a student's desk or locker.</p>
<p>Serious Bodily Injury</p>	<p>An incident that results or is intended to result in serious bodily injury to oneself or others. Serious bodily injury is defined as any bodily injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or faculty.</p>

<p>Sexual Misconduct</p>	<p>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 poster(s), cards, pictures, cartoons, graffiti, or drawings on school property/buses or at school-sponsored activities.</p>
<p>Unwelcome Sexual Conduct</p>	<p>Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).</p>
<p>Use/Possession of Combustible Materials</p>	<p>Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one- half inch in diameter. This includes, but is not limited to, possession of a cigarette lighter or firecrackers.</p>
<p>Vandalism</p>	<p>Destruction/damage/attempts and threats to destroy/damage/deface school, private, personal, 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.</p>

BULLYING-HARASSMENT-INTIMIDATION PROTOCOL

We, the students and staff of WCIS, agree to join together to stamp out *Bullying* at our school. We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, or nationality.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

We, the students and staff, agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a staff member or administrator.
5. Support students who have been or are subjected to bullying.
6. Talk to students, teachers, and parents about concerns and issues regarding bullying.

If students have a bullying-harassment-intimidation complaint about another student, they are to seek a staff member right away to disclose the necessary information. This may begin with a classroom teacher or grade level counselor. The district investigation procedures will begin immediately and necessary parties will be informed in an appropriate manner.

For students found to have intimidated, harassed or bullied other student(s), appropriate consequences/interventions will be given based on the factual information and preponderance of evidence discovered from the investigation.

SEXUAL HARASSMENT

Sexual harassment is defined as unwanted sexual advances, or unwanted verbal, visual or physical conduct of a sexual nature. Offensive behavior could include (but is not limited to) the following:

- Unwanted sexual advances or propositioning
- Making threatening responses to being turned down
- Non-verbal conduct: leering, making sexual gestures, displaying suggestive objects or pictures
- Verbally abusing in a sexual nature, either spoken or written
- Physically abusing by touching, assault, impeding or blocking movement

Both state and federal laws prohibit sexual harassment, and it will not be tolerated in school. If students are being sexually harassed, they need to report the behavior to a counselor or administrator for documentation and investigation. **Instances of sexual harassment will result in parent notification and disciplinary action.**

TEACHER LEVEL CONSEQUENCES

Students who violate classroom expectations (commonly Level I offenses) will consistently receive teacher-level consequences, which include but are not limited to the following:

1. Warning / practice the desired behavior
2. Phone call home to the parents or guardian
3. Teacher assigned consequence (i.e. detention or other disciplinary/restorative technique)
4. Teacher assigned consequence and parent/guardian contact
5. Counselor referral
6. Referral to administrator's office

SCHOOL LEVEL CONSEQUENCES

Students who violate school wide expectations (Level II and Level III offenses or repeated Level I offenses) will receive consequences, which include but are not limited to the following:

DETENTION - The term detention shall mean requiring a student to be detained for a quiet study period. Students must provide their own transportation home as there is not a detention bus. At least a 24 hour notice is given so pick-up arrangements can be made. School detentions are held after school on Tuesday and Thursday. The students will report to a designated detention room from 2:00-2:45 PM. Also, lunch detention may be used for Level I infractions. Students who fail to serve detention will have it reassigned one time before considering following progressive discipline alternatives.

ALTERNATIVE EDUCATION PLACEMENT (AEP) - AEP is an alternative to out of school suspension. The student will be placed in an alternative classroom with a classroom teacher away from peers where work will be completed in lieu of out of school suspension.

EMERGENCY REMOVAL - The term emergency removal shall mean the removal of a student from curricular or extracurricular activities or from the school premises where the student's presence poses a danger to persons, or property, or a threat of disrupting the academic process as determined by an administrator.

OUT-OF-SCHOOL SUSPENSION - The term suspension shall mean the removal of a student from the school premises and all related school activities for a period of one (1) to ten (10) school days. 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.

EXPULSION - The term expulsion shall mean the exclusion of the student from all school attendance and related activities for a period not to exceed 80 days.

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.

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 separation of the student within the classroom or from classmates to another supervised setting within the school.

RESTORATIVE JUSTICE - Restorative justice is focused on mediation and agreement. The idea is that offenders must accept responsibility for harm and make restitution with the student(s) or staff involved in order to restore the relationships.

SCHOOL POLICIES & PROCEDURES

ADVISORY

Every student will have an advisory class in their schedule. Families are recommended to use their student's advisory teacher OR intervention specialist as the initial point of contact for questions of the school. As a school staff, our intention is to build the relationship between families and advisory staff.

AGENDA BOOKS

Students are to carry and use their agenda book to assist with task management, organization and communication. Families are encouraged to regularly check agendas at home for homework assignments, communication with teachers and other planned events that your student(s) need to record. All students will receive an agenda book at the beginning of their school year. Replacement Agendas can be purchased for \$5. Agenda books do contain hall passes that students can use.

BUS 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/vape 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.	

Bus Driver Rule Violation Escalation

1. **First violation:** driver will give a warning
2. **Second violation:** discipline referral form will be given to the principal
3. **Third violation:** principal will determine disciplinary action and inform parent/guardian of action taken

Potential Consequences

1. Days of removal from the bus
2. Permanent removal from the bus
3. Suspension and/or expulsion from school
4. Restitution for damages

Typical Principal response

1. **First referral:** conference with student
2. **Second referral:** warning to the parent (letter and phone call)
3. **Third referral:** 1 day bus suspension
4. **Fourth referral:** 3 days bus suspension
5. **Fifth referral:** 10 days bus suspension
6. **Sixth referral:** suspension to the semester end

CELL PHONE & PERSONAL COMMUNICATION DEVICES AT SCHOOL

Cell phones are not permitted at West Carrollton Intermediate School without permission from the principal or principal's designee. For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), smartwatches and/or other web-enabled devices of any type.

Students in PK-8 grade in order to avoid disruption of the educational environment and protect students' right of privacy, **student use of PCDs is prohibited on school grounds during school hours, and on school buses or other Board-provided vehicles.** PCDs can only be used with permission from the building principal.

The use of a PCD to engage in non-education-related communications is expressly prohibited. When use of PCDs is prohibited the devices must be powered completely off (i.e. not just placed in vibrate or silent mode) and stored out of sight. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students who violate this policy will have the following consequences or an alternative dependent upon where that student stands with respect to progressive discipline. In accordance with Board Policy, violations of this policy will result in confiscation of the PCD, and a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

UNAUTHORIZED USE OF A PERSONAL COMMUNICATION DEVICE

- 1st Offense-** confiscated by a staff member and turned into the main office until the end of the school day.
- 2nd Offense-** confiscated by a staff member and turned into the main office until the end of the school day.
- 3rd Offense-** confiscated by a staff member and turned into the main office and will need to be picked up by a parent/guardian or designated adult. The student will receive a progressive consequence .
- 4th Offense-** confiscated by a staff member and turned into the main office and will need to be picked up by a parent/guardian or designated adult. The student will receive a progressive consequence (i.e., detention).
- 5th Offense-** confiscated by staff and turned into the main office. Additional progressive discipline options are considered (a parent/guardian conference, AEP, out of school suspension, etc.) A student may lose their privilege to bring a PCD to school.

COUNSELING

Teachers and administrators can refer students to counseling or families can initiate interest in these services. Our school offers a variety of services, including school counseling and mental health therapists from Samaritan Behavioral Health. Please contact the guidance counselor for more information about the social emotional support that we can offer.

- Ms. Sharon Petrick, 937-859-5121x7791

DISPUTE RESOLUTION

We want to make your family's WCIS experience academically and socially rewarding. However, from time to time, problems may arise. For all matters of dispute, we ask that you please notify the classroom teacher first of the issue, and the administrators (assistant principal(s)/principal) second. We take your concerns seriously, and ask that you follow these steps to find a resolution.

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).

Gang Symbols and Gang Related Apparel

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

EMERGENCY DRILL GUIDELINES

Emergency drills include: fire, tornado, crisis, and evacuation are a regular part of our school training. Getting students out of the building is our primary concern. Teachers will review with students the procedures for leaving the building. When the alarm sounds, students are to stop talking and listen for instructions from the teacher. **All** alarms are honored whether intentional or false.

Teachers will refer to their Crisis manual for directions regarding all expectations for all drills.

- Fire – evacuation to areas around the perimeter of the building.
- Tornado – moved to the tornado shelter in the gym on the first floor
- Lockdown – locked in a classroom out of the sight of an intruder
- Evacuation – moved to

FOOD/BEVERAGES

Food, candy, and beverages are not permitted in the halls and classrooms without teacher permission (snacks). Food and beverages need to be contained to the cafeteria area. Students who have these items in class will need to give them to staff when prompted. Repeated violation of this policy can result in progressive disciplinary action.

Students/families are not permitted to order food via any food delivery service (DoorDash, UberEats, Pizza, etc.).

GRADING SYSTEM

The recommended district-wide grading scale is:

90 - 100 = A 80 - 89 = B 70 - 79 = C 60 - 69 = D 50 - 59 = F

Teachers may give plus or minus grades based on the following criteria:

A+ = 100 to 97	A = 96 to 93	A- = 92 to 90
B+ = 89 to 87	B = 86 to 83	B- = 82 to 80
C+ = 79 to 77	C = 76% to 73	C- = 72 to 70
D+ = 69 to 67	D = 66 to 63	D- = 62 to 60
F = 59 to 50		

Grades will be reported quarterly and will be weighted with 60% assessment and 40% practice.

HOMEWORK POLICY

Homework is an important part of a student’s school experiences. Homework helps to reinforce daily practice and provide studying strategies for skills that will be built upon in high school. The purpose of homework is:

1. To provide opportunities for independent practice of essential skills.
2. To review relevant information.
3. To prepare for tests and quizzes.
4. To complete class assignments.

The completion of homework is required for all students. Teaching teams will develop their own late homework policy and distribute it to students and parents at the beginning of the school year.

ATTENDANCE AND MEDICAL POLICIES

We believe that school attendance is a crucial factor in student achievement. Both excused and unexcused absences help to determine a student's success and achievement. The West Carrollton City School District encourages regular attendance in accordance with the Ohio Compulsory Attendance Law and the Missing Children Act, and through the implementation of the current attendance regulations that places the responsibility for attendance on the student and parent(s).

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

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 administrator or designee to determine the reason for the student's absence, to develop a plan to reduce the absences, and to inform them that further absences will result in referrals made.

- K-12 students who are not in attendance for 5 consecutive days (30 hours), without an excuse, have 7 unexcused absences (42 hours) in one month, or have 12 unexcused absences (72 hours) in one school year shall be declared HABITUALLY truant.

As defined in House Bill 410, students determined to be HABITUALLY truant will be referred to either the “Start Right Program” for K-4 students, or the Miamisburg Satellite Court/ Montgomery County Juvenile Courts if school interventions have not been successful. Parents of HABITUALLY truant students may also be referred to the Montgomery County Courts for neglect or for contributing to the delinquency of a minor, depending upon their level of cooperation with the school. The Board recognizes that the parent or guardian is the most important agent in the student’s life. Therefore, parents or guardians will be involved in the process and will be held accountable for their child’s attendance.

Clinic Information:

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

Emergency Medical Authorization Form (EMF):

- A new EMF must be submitted to the school using Final Forms, which may be accessed on the West Carrollton School District website, at the beginning of each school year.
- It is very important that parents/guardians keep this information updated throughout the school year using Final Forms.
- Students are not permitted to attend any school sponsored functions or field trips without a completed and current EMF on file.

Immunizations:

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

Medications at School:

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

Health Screenings:

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

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

When to Keep your Student Home from School:

- Fever of 101.0 or higher; student must be fever free for 24 hours without fever reducing medications before returning to school.
- Diarrhea (3 or more loose stools in a 24hr 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 nurse for readmission guidelines. Ohio Department of Health readmission guidelines for schools may differ from your prescribing physician's guidelines.

GUIDELINES FOR CHILDREN RETURNING TO SCHOOL AFTER ILLNESS

Chicken Pox

Child should be excluded from school until lesions are dried up; approximately six days after onset of rash.

Pink Eye (conjunctivitis)

Child should be excluded from school until seen by a doctor and using medication in eye/eyes for 24 hours.

Impetigo

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

Scabies

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

Scarlet Fever

Child should be excluded from school until seen by a doctor. Return after 24 hours of treatment.

Strep Throat

Child needs to be seen by a doctor and on antibiotics for 24 hours.

*Students who have had any of these illnesses must bring a note on the first day of returning to school stating what illness they have had and what treatment they received.

Head Lice

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

COVID 19 Policies and Procedures

Facial coverings will be optional for PreK-12 students in our school buildings. Parents will make the determination if they would like their child(ren) to wear a facial covering while at school. Staff and visitors may choose to wear a facial covering. The CDC recommends that all persons wear a mask in crowded areas, regardless of vaccination status.

The district will continue cleaning protocols, encourage, and teach proper protocols for handwashing and other healthy practices.

We will review guidance as it is received and modify our guidelines on isolation for positive cases and quarantining for students and staff as needed. The district is still required to report positive cases and work with the health department when a positive case is discovered.

MISCELLANEOUS

School Meals

Breakfast is served daily at no cost to students. Hot lunches are served daily at the cost of \$2.75, which includes milk. Extra milk is 50 cents. Money may be placed in your son/daughter's account at the beginning of each week. Lunch 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. At www.payforit.net, you can make deposits using a credit/debit card, monitor accounts, and set up low-balance reminders. The weekly rate for lunches is \$13.75. In limited circumstances, your child will be allowed to charge a lunch, but that lunch must be paid for before a second charge can be issued. All food purchased must be eaten during lunchtime.

Students who have repeatedly charged lunch will receive notification for payment. If these fees are not paid, students will need to bring in lunch or have an alternative meal. A hand stamp or note will be used to notify parents/guardians that your child owes lunch money.

Please limit fast-food lunches for your child. Also, if you would like to share a meal, please provide healthy foods. Advice on healthy options is available in our food services department.

Work/Materials Fee

The instructional material fee for the 2023-2024 school year is \$35.00 for students in grades one through six. Fees are payable starting the first day of school and will be collected each morning during the first week of school. We will withhold grade cards if fees are not paid.

Lost or Damaged Textbooks

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

Library Books/Materials

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

Property Damage

Any school property suffering school damage, whether deliberate or through carelessness, must be repaired or replaced by the student responsible.

Visitors

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

Student Safety

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

Leaving School

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

Dismissal

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

Changes in Dismissal

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

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 must be done **before** 1:00, giving the school secretary time to notify your child's teacher prior to dismissal.

Note: Calls made after 1:00 may result in your child not being aware of the change.

Photo Identification

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

Emergencies

If there is an unforeseen emergency, call the school immediately and let the Secretary/Front Office know of the urgency. We will do all that we can to accommodate your request.

Skateboards, Scooters, Roller Shoes, or Other Devices

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

Bicycle

Students 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.

Miscellaneous Materials/Personal Items

Radio, tape recorders, toys, dolls, video games, and other spare time items are **NOT TO BE BROUGHT** to school. **NO GUM** is permitted in school. Trading or selling items by students is forbidden. Students are strongly discouraged from bringing other personal items to school since they may be lost, damaged, or stolen. West Carrollton Intermediate school is not responsible for lost, damaged or stolen items.

Use of Telephone

Students are not permitted to make calls on the telephone unless accompanied by the principal, secretary or teacher. **Calls should be placed from the office or clinic telephone. Phone messages from parents to students may be given to the secretary who will give the message to the student.** It is extremely disruptive to have students called from class. **Cell phone use is not permitted.**

Address Change

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

Identification of Children Who are Gifted

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

If you believe your child is gifted in one or more of these areas, please contact the Gifted Services Office at (937) 439-7906. You can also contact the building principal for information on how to recommend your child.

NONDISCRIMINATION

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

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.

Title IX Policy - NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES

The Board of Education of the West Carrollton City School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner.

PLEASE GO TO OUR DISTRICT HOMEPAGE UNDER THE HUMAN RESOURCES TAB TO SEE THE ENTIRE BOARD POLICY ON TITLE IX POLICIES AND PROCEDURES.

[Board Policy No. 2266 - Nondiscrimination on the Basis of Sex in District Programs or Activities](#)

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 Intermediate 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