

# *West Carrollton*

## *Early Childhood Center*

**Our Mission:**

**TO ENGAGE STUDENTS' MINDS, MUSCLES AND IMAGINATIONS**

*Janet Schieman, Principal*



**STUDENT HANDBOOK**

**2022-2023**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Teacher** \_\_\_\_\_

August 2022

Dear Students and Parents:

Welcome to the West Carrollton Early Childhood Center. The entire staff is excited to welcome you to the new school year.

Each day as we move closer to our goal of excellence in education, we are committed to doing whatever it takes to engage our students. Our innovative educational experiences include school-wide projects and great classroom lessons. We are thrilled that your child will be a part of these experiences.

The purpose of this Handbook is to provide you with important information about our school's policies and procedures. Please keep this handbook and refer to it when questions arise. We send out a weekly e-newsletter to share what is happening in our school each day.

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

If you ever have questions or concerns, please contact me at 859-5121 ext. 4400. My goal is to ensure that your child has an exceptional educational experience each school day.

Janet Schieman,

Principal



## **West Carrollton Early Childhood Center Philosophy**

We believe in developing the whole child and respecting each child as an individual with many unique abilities. We feel children learn best given a safe environment where multisensory exploration and choice making is encouraged. Young learners need developmentally appropriate, interactive, meaningful activities to facilitate their love of learning. A collaborative effort between home and school is an essential element of this community celebration of young children.



## **Our Mission Statement**

The West Carrollton Early Childhood Center's mission is to develop the foundation for lifelong learners; we empower all students to reach their unique potential; socially, physically, intellectually, and emotionally. We engage children in developmentally appropriate learning experiences in a safe, caring, and supportive child-focused environment. We foster successful partnerships between family and school.

## **ADMISSIONS**

**FOR ANY STUDENT, IF YOU HAVE MOVED, PLEASE BE SURE TO CONTACT THE ECC OFFICE AT 937-859-5121 EXT. 4400. IF YOU ARE STILL LIVING IN DISTRICT, YOU WILL NEED TO PROVIDE UPDATED PROOF OF RESIDENCY. IF YOU HAVE MOVED OUT OF DISTRICT, YOU WILL NEED TO WITHDRAW YOUR CHILD FROM THE WEST CARROLLTON SCHOOL DISTRICT. YOU CAN DO SO BY COMING INTO THE ECC OFF AND COMPLETING A WITHDRAW FORM.**

First Grade: If your child has attended Kindergarten here in West Carrollton, you do not need to re-enroll for First Grade. You will need to update your child's Final Forms account each year. That will consist of going into Final Forms and making sure all forms are signed and correct.

Kindergarten: A child who is five years of age on or before August 1, 2022, is eligible to enroll in kindergarten.

To register your child for school, you must provide:

- Original birth certificate
- Immunization record
- Proof of residency

- Custody papers (if applicable)
- Parent picture identification
- Completion of Final Forms online registration process

Preschool: We offer a preschool program for three and four-year-old children. Our program serves students with special needs as well as those who are typically developing. A child who is three years of age on or before August 1, 2022, might be eligible to attend preschool. To participate in the preschool program, the child and a parent or guardian must live in the West Carrollton School District.

### **Licensure**

The West Carrollton Early Childhood Center Preschool is licensed to operate legally by the Ohio Department of Education. This license is posted in the school office and available for review. Complaints may be reported to the Office of Early Learning and School Readiness at 1-877-644-6338. ODE licensing inspection reports will be posted in the school office and are available for review.

### **ASSET RICH ENVIRONMENT**

At the West Carrollton Early Childhood Center, we celebrate our students through positive reinforcement. Recognizing the beautiful things that our students do is our way of teaching asset-rich behaviors. Each month we choose an Asset Builder of the Month. The student chosen has shown extraordinary character.

### **WCSD ATTENDANCE POLICY**

We believe that school attendance is a crucial factor in student 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 (only a doctor's note will excuse illnesses after 37 hours of absences)
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 suitable and sufficient cause for absence from school
7. Vacations are only excused if a student has missed less than 37 hours.

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 after 37 hours of absences
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 five 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 ten 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 essential 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.*

## **ATTENDANCE INFORMATION**

### **Kindergarten and First Grade Start Times:**

School Begins at 9:15AM  
Dismissal at 4:00PM

#### **AM Preschool**

School Begins at 9:15AM  
Dismissal at 12:10PM

#### **PM Preschool**

School Begins at 1:05PM  
Dismissal at 4:00PM



### **2 Hour Delay Times**

#### **AM Preschool**

School Begins at 11:15AM  
Dismissal at 1:10PM

#### **PM Preschool**

School Begins at 2:05PM  
Dismissal at 4:00PM

### **TARDIES**

When your child arrives at school more than ten minutes after the start time, they are considered tardy. An adult must walk your child into the school. Your child will then be let into the building, receive a tardy slip and they then take that to their teacher.

### **EARLY DISMISSAL**

In the event that you need to pick your child up prior to dismissal, come into the school lobby and buzz into the office. After presenting your picture identification, you will be met at the lobby door with a sign-out sheet for your completion. Picture identification of the person who is signing your child out is required, and this person needs to be in our system as someone who can pick up your child. Your child will then be called to the office. If you need to add or change anyone who is given permission to pick up your child, please contact our main office.

### **ATTENDANCE CALLS**

When your child is not in school, a note or phone call is required. **Please notify the Attendance Office at 859-5121 ext. 4459.** Please follow up with a note when your child returns to school. If there has not been communication from you, you will be contacted by our office. Good attendance is important for your child's future success.

## **VISITORS**

*Adult visitors are currently not permitted at the West Carrollton Early Childhood Center. In accordance with Public Law 2916.211, all parents and visitors entering the building must report immediately to the office. Please wait in the school lobby for your child if you are here to pick them up.*

## **BACKPACKS**

Every child at the West Carrollton Early Childhood Center is issued a clear plastic backpack. These are to be the only backpack used by our students and must be brought to and from school daily. Replacement costs for backpacks are \$10.00 plus a \$2 fee for the replacement name tag on the bag.

## **BIRTHDAYS**

Many families like to do something special for their child's birthday at school. However, we cannot allow any treats from home.

## **BUS RULES**

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

1. Load and unload from the bus at the designated stop in an orderly manner. When crossing the street, please wait for the bus driver's signal. Cross at least ten feet in front of the bus.
2. Ride the bus that has been assigned to you. Any bus changes need to be made through the transportation office.
3. Stay in the same seat while the bus is moving.
4. No eating on the bus.

5. Keep noise on the bus to a minimum. The same behavior is expected on a school bus as in a classroom, except that students may whisper to the person beside them. Be absolutely quiet at railroad crossings.
6. Do not throw anything while on the bus. Do not carry anything on the bus that cannot be held in your lap. Do not bring animals onto the school bus.
7. Keep objects or parts of the body out of the bus window. Do not touch the emergency door unless the driver tells you to open it.

## **DISMISSAL CHANGES**

You must call the office **before 11AM** for morning dismissal changes or **before 3PM** for afternoon dismissal to make changes in the way your child is to go home.

## **COMMUNICATION WITH SCHOOL**

It is our intention to stay in close contact with the families of our students. We do this in the following ways:

1. E-news- These weekly updates are sent by email and text to all of our supporters and families. Please be sure to let the school know of any email changes.
2. Teacher's newsletters- Classroom teachers frequently send home classroom news; these can be found in your child's book bag.
3. Contact with the Teacher: We welcome your phone calls when you need information or clarification; we will connect you with your child's teacher. 859-5121 ext. 4400
4. Parent Conferences - Held twice a year in November and in March.

## **DRESS CODE**

All clothing must meet reasonable standards of cleanliness and decency.

1. Please NO bare midriff, spaghetti straps, see-through clothing, pajama pants, or bedroom slippers.





2. Inappropriate printing, pictures, or advertisements (such as beer or cigarettes), or grotesque graphics are not allowed.
3. Sweatshirts or sweaters are recommended for students to wear if classrooms are chilly.
4. Label child's clothing (boots, coats, hats, gloves, sweaters) with the student's name.
5. Sneakers/tennis shoes are the preferred footwear for active children.

## **FEES**

The kindergarten instructional material fee for the 2022-2023 school year is \$35.00.

The preschool instructional material fee for the 2022-2023 school year is \$25.00.

*Fees are payable starting the first day of school.*

## **LUNCHROOM PROCEDURE**

NO OUTSIDE FAST FOOD LUNCHES ARE PERMITTED.

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. 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.** All food purchased must be eaten during lunchtime or thrown away.



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. Reminders are sent home weekly to notify you if your child owes lunch money. Students are permitted to charge up to five lunches. If their charges are not paid, on the sixth charge, children receive a "courtesy lunch".

## **NOTES FROM HOME**

Good communication between home and school is crucial. Please send a note to your child's teacher explaining:



- absences or tardiness
- request for early dismissal
- change in transportation
- after school activity

All messages must include your child's first and last name, the date, and a parent's signature.

## **PARENT RIGHTS**

The role of both parents and/or guardians plays a vital role in the educational process of a child and is encouraged and appreciated by the staff at the West Carrollton Early Childhood Center. Our team will make every effort to maintain open communication with both parents/guardians of those parents who may have shared custody. No student on the basis of sex, race, or handicap should be excluded from the participation in, be denied benefits of, or be subject to discrimination under any education program or activity.

## **PARENT/TEACHER ORGANIZATION**

West Carrollton Early Childhood Center families are invited to join the Parent/Teacher Organization (PTO). By entering this group, West Carrollton Early Childhood Center families will have the opportunity to become involved in a variety of activities to support students and staff. The staff is always looking to involve parents in volunteer opportunities, such as to assist with picture days, office help, book fair, academic nights, spirit weeks, and fundraisers, just to name a few. The PTO group will meet once a month to prepare for upcoming events at the school. For more information, please contact Taylor Sheaf at [tsheaf@wcsd.k12.oh.us](mailto:tsheaf@wcsd.k12.oh.us) with questions or concerns.

## **PLAYGROUND RULES**

1. Be Safe – Use equipment correctly. Ask permission to leave the playground.
2. Be Respectful – Use kind hands.
3. Be Responsible – Pick up any equipment that you may have used and put it away.



## **PROPERTY DAMAGE**

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

## **SCHOOL PICTURES**

School pictures are taken once a year in the fall.

## **STUDENT SAFETY & EXPECTATIONS**

It is very important that our children are safe while present at school. We have identified behavior expectations for our students as well as visitors to our school.

### **BEHAVIOR EXPECTATIONS**

1. Be safe
2. Be respectful
3. Be responsible

## **WEATHER DELAYS OR CANCELLATIONS**

### **Two-Hour Delay Schedule**

#### **Arrival and Dismissal Times for Preschool and Kindergarten**

Kindergarten and First Grade	11:15AM – 4:00PM
AM Preschool	11:15AM – 1:10PM
PM Preschool	2:05PM – 4:00PM

In the event of a delay, we will be using the above schedule. The West Carrollton School District's website ([www.westcarrolltonschools.com](http://www.westcarrolltonschools.com)) is the fastest method of finding out if there is a delay or closing. In addition, delays and closings will be posted on the West Carrollton School District's Facebook Page. Local radio stations and television stations are also notified of delays or closings. Calling the school is not recommended since no one will be in the office to answer phones.

In the event that there is a program in the evening of a day when the school is closed, the program will be canceled.

## **WCSD CLINIC SERVICES**

### **Clinic Information:**

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

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

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

### **Immunizations:**

- In compliance with Ohio State Law, students will be excluded on the 15th day of attendance if completed immunization documentation has not been received. Absences related to incomplete immunizations will be considered unexcused.
- Students are not permitted to attend any school-sponsored functions or field trips without current immunizations on file.

### **Medications at School:**

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

### **When to Keep Your Student Home from School:**

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



**Head Lice:**

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

**Health Screenings:**

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

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

**PRESCHOOL DISCIPLINE POLICY ADDENDUM**

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

(2) No discipline shall be delegated to any other child.

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug so that the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

(5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame, or frighten a child.

(8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

(9) Separation, when used as a discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

**\*\*Title 9 Guidelines can be made available upon request\*\***



# **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.

## **Restroom Rules**

1. Always make use of proper manners in the restrooms.
2. Always flush the toilets and/or urinals.
3. Help keep the floor, mirrors, and walls neat and clean.
4. Never write on the walls. (Pencils, crayons, and pens must be left in the classroom).
5. Always wash hands before leaving the restroom.
6. Throw paper towels in the wastebaskets, not in the toilets, sink, urinals, or on the floor.
7. Never stand on toilet seats, hang on support bars, or climb over or under the walls of the stalls.

## **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.

West Carrollton City School District students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, damage property, impede the orderly conduct of the school program, or interfere with the orderly implementation of the desegregation plan. All provisions of the special education laws (IDEA) are considered to govern the administration of discipline in the West Carrollton City Schools District. Consequently, some provisions of this handbook may not apply in some cases where a student's program is determined by an approved Individual Education Plan (IEP).

*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, 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, 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 balance 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

### **Level 1 Behaviors & Intervention Strategies**

<b>School Wide Behavioral Expectations</b>	<b>Examples of Expected Behavior</b>	<b>Infraction of Behavioral Expectations (Level 1)</b>
<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>● <b>Mandatory</b> student conference</li> <li>● <b>Mandatory</b> parent contact/conference</li> <li>● Loss of Privileges</li> <li>● Require the student to complete a community service task/special assignment</li> <li>● Have the student choose a method of apologizing to making amends to those harmed or offended</li> <li>● Time out (i.e., partner classroom)</li> <li>● Provide a reflective activity to think about what happened</li> <li>● Detention, during which the student completes the work</li> </ul>	<ul style="list-style-type: none"> <li>● Building level behavioral curriculum activities</li> <li>● Create a behavior/school contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li> <li>● Turn clothing around and send home a dress code violation notice, request parents bring a change of clothes or send students home to change clothing and return to school</li> <li>● Referral to Truancy Officer or Guidance Counselor</li> <li>● Referral to Court Mediation Process</li> <li>● Referral to Intervention Assistance Team (IAT)</li> <li>● Alternative Learning Center</li> <li>● Out-of-School Suspension for up to 10 school days</li> </ul>
--	---

## Definition of Terms for Level 1 Behaviors

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

### Disturbance

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

### Dress Code

Dressing or grooming in a manner that disrupts the teaching or learning of others as determined by local school communities; including, but not limited to, ski masks; hats; doo rags; bare midriffs; clothing with drug, alcohol, sex, vulgar or hate messages; skirts or dresses above mid-thigh; pants worn below the waist line; or any full-face covering(s) are prohibited. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements. When a student is participating in school activities, his/her dress and grooming will not disrupt his/her performance or that of other students or constitute a health threat to the individuals or other students. Dress and grooming will not be such as to disrupt the teaching-learning

process. Head gear that impedes identification is not permitted. At a time when a student's personal hygiene and/or dress is inappropriate for the occasion, the student may be asked to turn their clothing around and have a dress code violation slip sent home, request that the parents bring a change of clothes to school or required to return home to change and return to school, or be put in the custody of the parent or guardian to make suitable adjustment appropriate to the school atmosphere.

### **Excessive tardiness & Early release**

The repeated failure to report, without an acceptable excuse, to school, classroom, other instructional area after the “tardy bell” or leaving school prior to the release of school.

### **Profanity**

Swearing and/or cursing in school buildings, on school buses/vehicles or on school grounds.

### **Violating Local School Rules**

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

## **Level 2 Behaviors & Intervention Strategies**

<b>School Wide Behavioral Expectations</b>	<b>Examples of Expected Behavior</b>	<b>Infraction of Behavioral Expectations (Level 2)</b>
<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>● 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</li></ul>

		<ul style="list-style-type: none"> <li>● 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> <li>● Create a home/school communication system</li> </ul>		<ul style="list-style-type: none"> <li>● Complete a Functional Behavior Assessment/Behavioral Plan</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>● <b>Also include Corrective Strategies in Level 1</b></li> </ul>

## Definition of Terms for Level 2 Behaviors

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

### Destruction of School Property

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

### Fighting

The physical altercation between two or more students

### Forgery/Falsification

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

### Inappropriate Bus Behavior

Any behavior or action that distracts a bus driver, causes a dangerous situation or disturbs the orderly operation of a bus. Students must comply with the Ohio Department of Transportation (ODOT) regulations posted on the bus. Eating, drinking, being out of seat, transporting of animals or glass

containers, spitting, throwing of any objects, extending any body parts through a school bus/vehicle window, or using the emergency exit when there is no emergency are prohibited. State law prohibits parents or any unauthorized individual from boarding or impeding the orderly boarding or departing of students on school buses.

### **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, beepers, cellular phones, radios, CD/tape players, MP3 players, laser pens and others.

### **Possession of Tobacco or Tobacco Products**

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

### **Repeated Violations of School Rules**

Persistent offenses (two or more) either all Level I or in combination with Level II or violations of the criminal laws.

### **Threats to Staff**



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

**Threats to Student**

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

**Verbal Abuse**

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

**Level 3 Behaviors & Intervention Strategies**

<b>School Wide Behavioral Expectations</b>	<b>Examples of Expected Behavior</b>	<b>Infraction of Behavioral Expectations (Level 3)</b>
<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> </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> </ul>

	<ul style="list-style-type: none"> <li>● Ask before borrowing</li> </ul>	<ul style="list-style-type: none"> <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**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes either mental or physical harm to the other student. This behavior is prohibited on school property or at a school-sponsored activity. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No students are permitted to plan, encourage or engage in any hazing and/or bullying.

## **Conduct Outside of School Hours or Away from School**

Any conduct outside of school hours or away from school which may adversely affect the educational process or endanger the health, safety, morals, reputation, and/or well-being of other students, teachers, or other employees of the school system.

## **Use/Possession of Explosive Devices**

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

## **Extortion**

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

## **Gambling**

Betting money or items on card games, dice games, the outcome of games or activities and/or possession of gambling materials or paraphernalia.

## **Gang Behavior**

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

### **Intent/Sale, Distribution of Drugs or Paraphernalia**

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

### **Loitering/Trespassing**

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

### **Use/Possession/Distribution of Alcohol**

Possessing, carrying, concealing, consuming, distributing or showing evidence of having consumed alcoholic beverages.

### **Use/Possession/Distribution of a Dangerous Weapon**

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

### **Use/Possession/Distribution of Drugs**

Possessing, carrying, and/or concealing drugs or items that may be considered as look-alike drugs or substances represented to be drugs of the seller or distributor and/or thought to be drugs by the buyer or receiver.

### **Racial, Ethnic or Sexual Harassment**

Unwelcome sexual advances or comments, including request for sexual favors, unwanted or offensive touching, racially derogatory comments, jokes, slurs, or remarks.

## **School Disturbance**

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

## **Sexual Misconduct**

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

## **Theft/Attempt/Possession**

The unlawful taking or disposition of another's property with the intent to deprive the person of the property. Receiving stolen property or attempted theft by deception, including public property, possession of stolen property, counterfeit items or missing items and/or possession of any federal, state or district mandated test(s). Students are encouraged not to bring inappropriate non-instructional or valuable items and large sums of money to school. *The West Carrollton City School District will not be liable for any loss, stolen or damaged items brought to school.*

## **Use/Possession/Distribution of a Firearm**

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

## **Vandalism**

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

## **Violation of School Contract**

Violations while on local school and/or system-wide contract, or violation of conditional enrollment in the school system.

## **Glossary**

### **Behavior Contract**

A school-wide/system-wide behavior contract by the school administrator or designee, Director of Student Services, or the West Carrollton City School District Board of Education outlining adherence to rules and regulations. Failure to abide by the Behavior Contract may result in further disciplinary action, including possible referral to the Director of Student Services for Expulsion.

### **Detention**

The detaining of a student outside of regular school hours, either before school or after school.

### **Excused absence**

An excused absence is defined by the Ohio law as personal illness, illness in the immediate family (mother, father, sister and/or brother), quarantine of home, death of immediate family member(s) (mother, father, sister, brother, grandmother and/or grandfather), an act of God, and those approved in advance by the principal upon written request by parent or adult.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

### **Expulsion**

Expulsion is the involuntary removal of a student from school by the Superintendent. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. (In the case of special education students, a manifestation determination hearing must take place. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

## **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.

## **Early Childhood Discipline Guidelines**

The West Carrollton City School Districts' Preschool and kindergarten programs use a positive, progressive approach to classroom discipline.

The teachers begin the process teaching positive behaviors and discipline on the first day of school by doing the following:

*Engaging the children in establishing these simple rules:*

- We respect ourselves and each other.
- We use our inside voices in the building.
- We clean our space when we finish our work and our play.
- We listen while others are talking.

*Organizing the classroom to achieve the goal of good classroom management.*

- Planning activities that are appropriate and have a balance of active versus quiet activities throughout the day.
- Showing concern, care and fairness to each child.
- Consistently enforcing the rules and expectations.

Discipline in the preschool and kindergarten classroom is viewed as guiding the behavior of children. The ultimate goal of discipline is to help children control their own behavior.

Constructive, developmentally appropriate child guidance and management techniques are used at all times. The measures include, but are not limited to the following: timeout, redirection, talking with the child and parent, praise for appropriate behavior and the establishment of these simple rules for the classroom.

For the few children who may be disruptive or unable to settle down to a routine, the school staff will develop a plan of action with the parent(s) to help the child.

***Positive, progressive discipline is based on the following guidelines:***

- Respect for each child as a person.
- Commitment to the care and well-being of each child.
- Avoidance of cruel, harsh, corporal or unusual punishment.
- Adherence to the appropriate separation places and times that are based on the age and developmental ability of the child.
- Avoidance of any form of child abuse and neglect.



## 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 not be permitted to participate in recess or physical education classes.
3. Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is:
  - Free of writing, pictures or any other insignia which are crude, vulgar, profane, and sexually suggestive or which advocate negative racial, ethnic, gender or religious prejudice, and use or promote drugs, alcohol, or violence.
  - Metal studded collars and chains hanging from clothing are not allowed.
4. Hats, caps and other types of head coverings (other than for religious purposes) shall not be worn inside school buildings.
5. Sunglasses are approved for wear outside, but not for inside the school building.
6. Students may wear shorts as long as the length of the shorts is:
  - No shorter than mid-thigh and worn to the waist. Saggy shorts are not allowed.
  - Students wearing overalls or other bib type attire must have the straps buttoned appropriately and wear an acceptable shirt or blouse underneath.
  - Long pants must be proper waist size, length and leg size (no sagging; no oversized clothing).
7. Students are expected to come to school clean and well groomed. Make up, while allowed, should not be applied at school.

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

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

## **Student Conduct on School Buses**

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

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

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

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

## **Transportation Safety Rules**

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

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

## Transportation Positive Behavior Intervention Support (PBIS) Matrix

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

### CONSEQUENCES FOR BUS RULE VIOLATIONS

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

### CONSEQUENCES FOR VIOLATIONS MAY INCLUDE

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

**West Carrollton Early Childhood Center**

510 East Pease Avenue  
West Carrollton, OH 45449  
(937) 859-5121 x 4400

**WEST CARROLLTON EARLY CHILDHOOD CENTER HANDBOOK RECEIPT OF  
AWARENESS**

I have reviewed a copy of the 2022-2023 West Carrollton Early Childhood Center Handbook and reviewed the West Carrollton Schools’ policies, rules, regulations, and informational items found therein.

I understand that I am expected to act in a manner within the rules and policies of the West Carrollton Early Childhood Center Student Handbook.

\_\_\_\_\_

Student Name

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

**PLEASE TEAR OUT AND RETURN TO THE SCHOOL WITHIN ONE WEEK  
OF RECEIPT.**