

# **Harold Schnell**

## **Elementary School**



## **Parent and Student Handbook**

# **2021-2022**

Welcome Back Harold Schnell Families,

It is with great enthusiasm that I welcome you to the 2021-2022 school year! I hope this finds you safe and healthy, and a special welcome to our new Schnell families. We are so excited that you chose us for your child's learning, whether this is your first or your fifth year at Schnell.

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

Due to the coronavirus (COVID 19) pandemic, we want to inform students and families that any information in the Student Handbook for 2021-2022 is subject to change. This will include but not be limited to:

- Clinic Policy and Procedures
- Lunch Procedures (No food drop off)
- Transitions
- Social Distancing
- Quarantine and Exclusion restrictions

In addition to these changes, face masks and/or face shields will be optional to and from school and throughout the school day. Face masks requirements are subject to change per CDC Guidelines and Restrictions.

Hand sanitizer stations will be available throughout the building and in each classroom. We encourage students to bring their own water bottle, as the water fountains will be available as a refilling station.

Visitors are encouraged to schedule an appointment, follow social distancing and may be subject to additional CDC guidelines; including, but not limited to masks.

Thank you for your patience and understanding as we navigate these unchartered waters and make difficult decisions regarding the well-being of our school community. We will continue to do our best to ensure the safety of our students, teachers, and staff.

If you ever have questions or concerns please contact me at 859-5121 ext: 6601.

What a great day to be a pirate!

Becky Yerman  
Principal

## **Mission**

To engage students' minds, muscles, and imaginations.

## **The Schnell Student Pledge**

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

## **Harold Schnell Expectations**

Be Safe

Be Respectful

Be Responsible

## **School Contact Information**

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

School Fax Number: (937) 859-2775

Name	Title	Extension	Email
Becky Yerman	Principal	6601	ryerman@wcsd.k12.oh.us
Shelly Owens	Administrative Assistant	6603	sowens@wcsd.k12.oh.us
Megan Hammermeister	School Nurse	6604	mhammermeister@wcsd.k12.oh.us
Kelly Johnston	School Psychologist	4420	kjohnston@wcsd.k12.oh.us
Belinda Cox	Transportation Coordinator	8959	bcox@wcsd.k12.oh.us

## **Harold Schnell Elementary School Day**

### **Schedule**

The daily schedule for all students will be **8:10 AM- 2:40 PM** Monday through Friday. The doors will open at 8:05 and the tardy bell rings at 8:15. Students who arrive after 8:15 a.m. will be marked tardy. Supervision is not provided before 8:05 am or after 2:40 pm. Please do not drop students off early or pick up students late from school.

### **Getting to School**

The safety of our students, families, staff and greater school community is the #1 priority. We strive to ensure that our arrival and dismissal procedures are safe and efficient. Please follow the procedure outlined below for arrival and dismissal.

### **Walking**

Students can walk to school. Please have your child use the crosswalk when crossing Student Street. Once on school property, students should walk on sidewalks only. Please do not cross the bus lanes in front of the school.

### **Bike Policy**

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

### **Car Riders**

- You will receive an orange paper to place in your dashboard. Please write your last name on it so it is visible and place it in your dashboard
- Please follow the proper traffic flow for drop off and pick-up. Enter the line through the high school parking lot and exit out of the Schnell parking lot. Please do not try to enter through the Schnell parking lot. This blocks traffic flow for buses and also cuts other parents in line.
- You will only be able to pick up and drop off your child in front of the orange cones. Please do not pick up or drop off your child while you are in line.

### **Bus Transportation**

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**

- Arrive 10 minutes prior to the scheduled pick-up time.
- Use quiet voices at pick up and drop off areas and while riding the bus.
- Enter and exit the bus orderly.
- The bus driver will assign seats.
- Remain seated until instructed otherwise.
- Use appropriate and courteous language.
- Keep your hands and head inside the bus.
- Keep the bus clean. Do not eat, drink or smoke while riding the bus or at designated pick up and drop off sites.
- Respect school, bus and others' personal property.
- Inform drivers/school/school staff about problems.
- Arguing and fighting is prohibited.

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

## **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 fully vaccinated students and staff do not need to wear facial coverings inside school buildings, but unvaccinated people should continue to wear a facial covering. While we will no longer require facial coverings, we suggest that parents and staff take the CDC recommendations into consideration.

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

We will review guidance on quarantining for students and staff as we receive it. Please know that it is still a possibility for unvaccinated staff, students, and visitors to be quarantined. The district is still required to report positive cases and work with the health department when a positive case is discovered.

We respectfully ask that if your child, staff, or visitors are not feeling well and have not been vaccinated, please do not report to school.

## **Attendance and Punctuality**

Harold Schnell expects that each student will attend school, on time, every day. Attending school is the first step to ensure academic success! At Harold Schnell, every minute of instruction counts and students quickly fall behind when they are absent. Only cases of illness and family emergencies should prevent a child from attending school. We ask that students not miss school due to appointments. Please schedule medical and other appointments outside of school time. On the rare occasion when it is not possible to schedule a medical appointment outside the school day, please try to have your child attend school for as much of the day as possible.

### **What Do I Do When My Child is Absent?**

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

### **Punctuality**

Getting to school on time is key to every child's success. At Harold Schnell, every minute counts—we don't want your child to miss valuable learning time. Students should arrive at school no later than 8:15 AM.

### **Attendance Law**

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

(18) attend school.

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

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

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

### **Early Dismissal**

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

### **Changes in Dismissal**

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

Changes must be made in writing and sent to school the morning of the request. If that is not possible, you may call the office to make the request and receive a phone confirmation. This should be done before 2:00 p.m., giving us time to notify your child's teacher prior to dismissal.

Note: Calls made after 2:00 p.m. may result in your child not being aware of the change.

### **Photo Identification**

It is important that we know the name of the person who will pick up your student. If they are unfamiliar to us, they will need photo identification before the child will be released.

### **Visitor Policy**

Visitors must report to the office upon entering the school to sign in and obtain a pass. Visitors may be required to provide photo identification when entering the building. Any visitor found in the building or on the playground without signing in or obtaining a pass shall be escorted to the office. If a person wishes to confer with a member of the staff, they should call for an

appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Unfortunately, we are not able to extend an invitation to other children to spend the day attending classes with our students.

### **Pet Policy**

We love our furry friends, however pets are prohibited from entering school grounds while school is in session or during arrival and dismissal. This includes the sidewalks surrounding the school and the playground.

### **Birthdays and Other Special Occasions**

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

- Refrain from sending flowers, balloons, or other special gifts to children during school hours.
- To avoid hurt feelings, party invitations should be distributed to all students in the class or invitations should be sent to selected students outside of school.
- Birthday treats (both food and nonfood items) and other student deliveries are prohibited.

### **Parent and Family Involvement**

Harold Schnell values families as essential partners and is committed to building a strong home-school partnership. We know that family involvement is directly correlated to academic performance and work to create opportunities to welcome and engage families.

### **Family Communication**

It is our intention to stay in close contact with the families of our students. Below are the ongoing ways that teachers and staff communicate with families:

- Red Schnell Take-Home Folder: Parents are encouraged to check the folder daily for important information.
- Class Dojo: Both teachers and the school will send important messages via Class Dojo. Information on how to join Class Dojo will be sent home at the start of the school year.
- The One Call Now Voice, Text and Email Message System: The school will send important messages via One Call Now.
- The Schnell Family Newsletter: The principal sends a weekly newsletter each Friday which includes important updates and highlights from the week. The link to the newsletter is sent via One Call Now and Class Dojo.

### **Family Events**

At Harold Schnell we host several family events throughout to support home-school partnerships including:

- Back to School Night (August)
- Parent Teacher Conferences (October and March)
- Family Math and Literacy Night (December and March)
- Student Success Assemblies (Quarterly)
- Music and Art Performances (Quarterly)

Please see the family events calendar for dates and times for all events.

## **PTO**

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

We invite and encourage all parents to be an active member of the PTO. This year the PTO is planning to coordinate two fundraisers and host a variety of activities including a back to school pool party, gum drop shop, breakfast with parents and grandparents, winter carnival, and 5th grade recognition.

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

Any change of address must be reported to the Central Office (430 E. Pease Ave). Proof of Residency must also be presented before the change will be made. Phone numbers and emails may be changed over the phone or submitted in a note to the teacher and office. It is imperative that we have current contact information on file.

## **School Meals**

Breakfast and lunch are served daily at no cost to students. Both meals include milk.

## **Recess**

Recess is a necessary break in the day for developing a child's social, emotional, physical, and cognitive development. Recess is safe and monitored by staff. All students will receive recess during a scheduled time. Students will have outdoor recess unless it is raining or the windchill is below 25 degrees.

## **Recess Expectations**

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

## **After School Programs**

Several after school programs and activities will take place throughout the school year including Math Pentathlon, Schnell Youth Leadership Board, Rubix Cube Club, Schnell Singers and Safety Patrol. Information about sign-ups and programming will be shared with families via Class Dojo, parent newsletters and red take-home folders.

## **School Fees**

The instructional material fee for the 2021-2022 school year is \$35.00. Fees are payable starting the first day of school and will be collected each morning during the first week of school. (*Grade cards may be delayed if fees are not paid.*)

## **Lost or Damaged Books**

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

## **Health and Safety**

### **Health Screenings**

- Vision and Hearing Screenings: Grades 1,3,5 and new students and upon request of parent, teacher or student
- Dental Screenings: Grade 2 and other students upon request of parent, teacher or student

### **Emergency Medical Authorization Form**

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

### **Immunizations**

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

### **Medications at School**

Students may not self-carry medications, with the exception of an EPI-Pen or Inhaler, (and in some cases, diabetic supplies), with proper documentation. ALL medications used in the

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

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

### **Guidelines for Illness**

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

- Symptoms of COVID-19 (fever of 100.4, cough, shortness of breath, fatigue, congestion, vomiting, body aches, headache, new loss of taste or smell, sore throat, diarrhea)
- Fever of 100 or higher
- Diarrhea (3 or more loose stools in a 24 hr period)
- Uncontrollable cough or respiratory distress
- Extreme redness of the eye, accompanied by discharge and/or pain
- Rashes of unknown origin
- Severe sore throat or difficulty swallowing
- Severe headache
- Stomach ache with vomiting
- Severe itching of body or scalp
- Untreated head lice

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

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

## **Cell Phone Policy**

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

## **Curriculum**

At Harold Schnell our academic programming is rigorous and focused on teaching the Ohio State Standards in English language arts, math, science and social studies. The primary focus is on building core skills and strategies for language development, reading comprehension, writing composition, number sense, mathematical concepts and operations. We also offer physical education, music, technology and art to all students in our elementary schools. Schnell implements the following curriculum for math, ELA and science. Social studies standards and topics are integrated into the ELA curriculum.

### **Math**

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

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

### **English Language Arts**

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

### **Science**

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

## **Academic Intervention**

Harold Schnell offers academic support for students who enter school below grade level or who have special learning needs including students eligible for special education services.

**No New Instruction Time:** This is dedicated time during the school day for students to receive targeted academic intervention in reading and math. Both general education and intervention teachers provide students with academic intervention based on individualized learning needs.

**iRead/ALEKs Instruction:** Schnell utilizes iReady and ALEKS, online programs, which provide

personalized instruction to students in reading and math. Every student has a personalized account to utilize throughout the school year. Students receive weekly individualized instruction in reading and math and take periodic assessments to monitor progress and adjust for learning needs.

After-School Tutoring: Schnell offers after school tutoring in reading and math for students in grades 1-3 who are below grade level. The tutoring will consist of small group instruction on core academic skills.

Intervention Assistance Team(IAT)/Child Find: Schnell utilizes the IAT as a multi-tiered problem-solving approach to support individual student needs. The IAT provides suggestions for comprehensive, classroom-based, student-centered interventions and determines whether or not a child should be referred for further evaluation based on data gathered throughout the IAT process. If you believe your child may be in need of interventions or further evaluation to determine if a disability is present, please contact the school psychologist.

### **Special Education:**

Special education programming at Schnell is structured to provide specialized instruction, support, and related services to students with disabilities based on a student's Individualized Education Program (IEP). Students with disabilities receive a free appropriate public education (FAPE) in the least restrictive environment (LRE) in accordance with IDEA and the Ohio Operating Standards. In Ohio, A Guide to Parent Rights in Special Education (2017) serves as the procedural safeguards notice. Harold Schnell will provide the parents/guardians of a child with a disability a copy of this guide at the time of referral or request for evaluation once a year, and at the request of a parent/guardian. Please contact the Principal or see our website if you are in need of a copy of the guide.

### **Mental Health Therapy**

Harold Schnell has a partnership with Samaritan Behavioral Health to offer school-based mental health programming for children in need of behavioral and mental health services. Mental health therapy provides students with a safe, comfortable place for them to learn and build the skills necessary to be successful in the school setting.

### **Section 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: has a mental or physical impairment which substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeking, hearing, breathing, learning), has a record of such an impairment or is regarded as having such impairment.

In order to fulfill obligations under Section 504, Harold Schnell is responsible for nondiscrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability shall knowingly be permitted in any of the programs and practices of the School.

### **Third Grade Reading Guarantee**

According to Ohio Code, the 3rd Grade Reading Guarantee requires all 3rd grade students to meet a promotion score on AIR or iReady in order to be promoted to 4th grade. Students in 1-3 who are not on track in reading are required to have a Reading Improvement Plan (RIMP) and receive intensive interventions to ensure reading proficiency by the end of 3 rd grade. The RIMP will consist of daily reading interventions tailored to students' individualized needs. Parents may not opt out of the RIMP or Third Grade Reading Guarantee. The designation as not on track is based on the beginning of the year diagnostic iReady screening assessment.

### **Grading Policy**

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

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

### **Grading Scales**

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

### **School Culture**

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

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

With PBIS, we teach our students the expectations and social skills needed to be successful in the school setting. The focus of PBIS is prevention, not punishment and include three tiers of support for students and staff:

1. Tier 1 is a school-wide, universal system for acknowledging and celebrating positive behavior. Schnell students learn three basic behavior expectations: be safe, respectful and responsible. We regularly recognize positive behavior with incentives and praise.
2. Tier 2 provides an extra layer of support for students who continue to struggle with behavior. Schnell staff members provide interventions that have been proven to be effective for impacting student behavior. These interventions may include mentoring, daily checks with a significant adult, or even adjustments in schedules.

3. Tier 3 is the most intensive level. It's for those students who need individualized support and services and have not been successful with level two interventions.

### Celebrations and Incentives

As part of Schnell's PBIS framework, we celebrate students who are meeting school and classroom expectations. Below is a list of all school-wide incentives to celebrate student successes and reinforce school expectations.

Incentive	Description
Schnell Super Squad (monthly)	<ul style="list-style-type: none"> <li>One student from each homeroom will be selected for Schnell Super Squad each month who has demonstrated outstanding behavior and work habits</li> <li>Schnell Bucks and Class Dojo will be used to determine the super squad award</li> <li>Students will receive a t-shirt, certificate and their picture in the weekly parent newsletter</li> <li>All students who earned the award will be celebrated quarterly at the student success assembly and lunch with the principal</li> </ul>
Academic Excellence Award (quarterly)	<ul style="list-style-type: none"> <li>Students who demonstrate strong academic performance and growth will be recognized quarterly at the student success assembly</li> </ul>
Rockstar Student Award (quarterly)	<ul style="list-style-type: none"> <li>Students who consistently meet school-wide expectations, have 90% positive in Class Dojo and have no behavior referrals over the course of a quarter will be recognized at the student success assembly</li> </ul>
Outstanding Attendance (quarterly)	<ul style="list-style-type: none"> <li>Students with perfect attendance (zero absences) for the quarter will receive the outstanding attendance award at the quarterly students success assembly</li> </ul>
Perfect Attendance (quarterly)	<ul style="list-style-type: none"> <li>Students with perfect attendance and zero tardies for the quarter will receive the perfect attendance award at the quarterly students success assembly</li> </ul>

### PAX

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

## **Social-Emotional Learning**

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

## **Student Code of Conduct**

### **General Guidelines for Discipline**

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

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

- While they are being transported to or from school, at public expense, on a school bus, a school sponsored vehicle;
- While they are at a West Carrollton City School District bus stop as it relates to all District property and vehicles;
- While they are on school ground before, during, and after school hours;
- When they are engaged in a school-sponsored activity on the school premises or away from school premises;
- At all times whenever a student's conduct is related to school or school activities.
- Students have the responsibility to report threats or actions that may be threatening to the safety of the student body.

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

## **Vision for a Positive School Climate**

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

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

The West Carrollton City School District Elementary *Student Code of Conduct* provides examples of expected behaviors, definitions of behavior infractions including its severity (Level 1, 2, or 3), and possible corrective strategies. Some definitions include examples. Examples are not intended to be exhaustive lists; that is, the behaviors covered by the definitions include,

but are not limited to, the examples given. **The building administrator has the discretion to determine which Level a student's behavior falls, regardless of where the definition is located within this document, based on the facts and circumstances of each individual situation.** Persistent violations or offenses, (two or more either all Level 1 or in combinations with Level 2), of the Student Code of Conduct or violations of criminal laws are considered incorrigible conduct. Prompt and effective corrective actions will be taken to address these behaviors.

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

### **Rights of Students and Parents**

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

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

- Before a student is suspended, the student has the right to receive written notice of the reason for the intended suspension and an opportunity for an informal hearing.
- Before a student is expelled, the student and parent have the right to receive written notice of the reason for the proposed expulsion and an opportunity for a formal hearing.

In both instances, parents will be given the opportunity to appeal the disciplinary action.

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

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

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

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

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

Similarly, a student's rights in regards to decisions concerning searches to persons or property will be balanced by the responsibility of the school to protect the welfare of all students.

Lockers/cubbies and desks are property of the school system and are on temporary loan to students and are subject to examination by school personnel at any time.

### **Definition of Terms for Level 1 Behaviors**

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

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

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectations (Level 1)
<b>BE SAFE</b>	<ul style="list-style-type: none"><li>● Stay in assigned area</li><li>● Follow directions</li><li>● Obey classroom/school rules</li></ul>	<ul style="list-style-type: none"><li>● Class disturbance</li><li>● Leaving classroom or assigned location without permission</li><li>● Violating local school rules</li></ul>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"><li>● Follow school rules</li><li>● Demonstrate positive social skills</li></ul>	<ul style="list-style-type: none"><li>● Profanity</li><li>● Class disturbance</li></ul>
<b>BE RESPONSIBLE</b>		<ul style="list-style-type: none"><li>● Excessive tardiness</li><li>● Clothing does not follow the dress code</li></ul>
<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.		

<ul style="list-style-type: none"> <li>● Reteach the behavioral expectation</li> <li>● Student conference</li> <li>● Parent contact/conference</li> <li>● Loss of Privileges</li> <li>● Require the student to complete a community service task/special assignment</li> <li>● Have the student choose a method of apologizing to making amends to those harmed or offended</li> <li>● Time out (i.e., partner classroom)</li> <li>● Provide a reflective activity to think about what happened</li> <li>● Detention, during which the student completes the work</li> </ul>	<ul style="list-style-type: none"> <li>● Building level behavioral curriculum activities</li> <li>● Create a behavior/school contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li> <li>● Turn clothing around and send home a dress code violation notice, request parents bring a change of clothes or send students home to change clothing and return to school</li> <li>● Referral to Truancy Officer or Guidance Counselor</li> <li>● Referral to Intervention Assistance Team (IAT)</li> </ul>
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### **Disturbance**

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

### **Detention**

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

### **Excessive Tardiness & Early release**

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

### **Profanity**

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

### **Violating Local School Rules**

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

### **Definition of Terms for Level 2 Behaviors**

**Level 2 Behaviors** - (serious misconduct)students who commit, attempt to commit, aid or abet

the commission of, conspire to commit, or participate in any manner, even though unaccomplished, in the commission of any of the offenses designated in this section. A student found to have engaged in behavior that is classified as a Level 2 offense may be removed from the building.

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

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectations (Level 2)
<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>• Keep your hands and feet to yourself</li> <li>• Solve problems peacefully</li> <li>• Be aware of your surroundings</li> <li>• Remain in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Physical aggression</li> <li>• Threats to Staff/Students</li> <li>• Inappropriate Bus Behavior</li> <li>• Inciting to Fight and/or contributing to a disruptive situation</li> <li>• Leaving school without permission</li> </ul>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>• Consider the feelings of others</li> <li>• Use polite words</li> <li>• Use impulse control</li> <li>• Accept and respect others when the answer is “no”</li> </ul>	<ul style="list-style-type: none"> <li>• Insubordination/Not following directions from school personnel</li> <li>• Inappropriate Contact</li> <li>• Verbal Abuse</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• Tell the truth</li> <li>• Follow school rules</li> <li>• Take care of school property</li> <li>• Keep your school clean</li> </ul>	<ul style="list-style-type: none"> <li>• Forgery/Falsification</li> <li>• Violations of School/Class Rules</li> <li>• Inappropriate Use of Electronic Devices</li> <li>• Destruction of School</li> <li>• Property/Inappropriate Internet Use</li> </ul>
<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.		
<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 BehaviorAssessment/Behavioral Plan</li> <li>• Detention (Before or After School or Lunch) Identify mentor and establish a schedule of activities related to school performance</li> <li>• Out of School Suspension for up to 10 school days Referral to Court Mediation Process</li> <li>• Saturday School</li> </ul>

- Also include Corrective Strategies in Level 1

### **Destruction of School Property**

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

### **Detention**

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

### **Fighting**

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

### **Physical Aggression**

Behavior that is intended to harm another individual with only a small amount of forethought or intent.

### **Inappropriate Physical Contact**

No fondling, touching, or kissing in school facilities, on school grounds, at school related activities, or while on buses transporting students to and from school related events.

### **Inciting to Fight and/or Contributing to a Disruptive Situation**

The promotion to engage another student in physical conflict and/or continuous harassment and/or the promotion of misconduct for any purpose.

### **Insubordination**

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

### **Leaving School without Permission**

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

### **Possession of Electronic Devices**

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

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

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

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

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

### **Saturday School**

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

### **Threats to Staff**

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

### **Threats to Student**

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

### **Verbal Abuse**

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

### **Level 3 Behaviors & Intervention Strategies**

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

### DEFINITION OF TERMS FOR LEVEL 3 BEHAVIORS

**Level 3 Behaviors** - (illegal and/or serious misconduct that is life or health-threatening as defined by state, county, or federal laws and/or school standards). A student found

to have engaged in behavior that is classified as Level 3 may be removed from the school immediately and recommended for expulsion.

### **Arson**

Setting fire, or attempting to set fire to school property, any property belonging to, rented by, or on loan to the school district, or the property of persons employed by the school or in attendance at the school.

### **Assault/Battery**

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

### **Bomb Threats/False Alarms**

Making a false statement regarding the possession or location of explosive materials. Reporting a fire when no fire exists or attempting to activate the fire alarm system on school property or buses.

### **Bullying**

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

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

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

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

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

Handling, using, threatening to use or transporting any explosive devices/ items that eject or release a spray, foam, gas, spark, fire, smoke, or odor. Items may include, but

are not limited to, bullets; ammunition; fireworks; smoke bombs; paint bombs; stink bombs; homemade bombs including gasoline,

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kerosene, explosive or corrosive chemicals; or any explosive aids, devices and caps, or items which by virtue of their shape or design give the appearance of the aforementioned.

#### **Extortion**

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

#### **Gambling**

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

#### **Loitering/Trespassing**

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

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

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

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

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

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

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

#### **School Disturbance**

Acts which cause disruption of the school environment and/or threaten the safety or well-being of other students and/or staff, which may include, but is not limited to,

walk-outs, sit-ins, rioting, picketing, trespassing, reckless or careless operation of a vehicle on or near school property or near a school bus or inciting disturbances, threats to the school, pranks, or actual violence during a period of disruption. See

### **Sexual Misconduct**

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

### **Theft/Attempt/Possession**

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

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

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

### **Vandalism**

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

### **Violation of School Contract**

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

### **Expulsion Hearing**

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

**(In- School Suspension) Alternative Learning Center**

Exclusion from regular classes assigned by the principal or designee to a setting in the school building where class assignments are completed. The student may not attend or participate in extracurricular activities while assigned to this setting.

**Out-of-School Suspension**

The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

**Parent/Guardian Conference**

An opportunity for school administrator(s) and parent(s)/guardian(s) to discuss issues related to student academics, behavior and/or discipline.

**Restitution**

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

**Student Conference**

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

**Timeout**

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

**Dress Code**

We believe that proper attire fosters positive behavior and a healthy school climate. The following dress code applies to all students, dress expectations will be enforced. 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.

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

Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is: Free of writing, pictures or any other insignia which are crude, vulgar, profane, and sexually suggestive or which advocate negative racial, ethnic, gender or religious prejudice, and use or promote drugs, alcohol, or violence. Metal studded collars and chains hanging from clothing are not allowed.

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

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

## **OTHER DISTRICT POLICIES**

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

## **HAROLD SCHNELL HANDBOOK AWARENESS RECEIPT**

Dear Parents or Guardians:

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

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

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

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Sign and Return this Acknowledgement of Building Policies

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Parent/Guardian Name (please print)

Student Name (please print)

We have received and read the 2021-2022 student handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the West Carrollton City School District.

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

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

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

