



WEST CARROLLTON MIDDLE SCHOOL STUDENT - FAMILY HANDBOOK 2022-2023

424 EAST MAIN STREET
WEST CARROLLTON, OHIO 45449

Telephone: (937) 859-5121 ext. 7700
Fax: (937) 859-2780

Principal – Eric Krissek
Assistant Principal – Amy Kincer

This School Agenda Belongs to:

Name _____

Adv. Period _____

West Carrollton Middle School 859-5121 Direct Extensions	
Mr. Krissek, Principal	7701
Ms. Kincer, Assistant Principal	7703
Mr. Kirk, 8 th Grade Counselor	7736
Mrs. Wertalik, 7 th Grade Counselor	7707
Mrs. Delph, Principal's Secretary	7700
Mrs. Maye, Attendance Secretary	7714
Ms. Winkler, School Nurse	7704
Mrs. James, Technology Coor.	7792
Mrs. Helter, Library Media Spec.	7706
Ms. Hunt, School Psych.	7776
Ms. Henderson, MS Athletic Director	2238
Instrumental Music Department	8893
Vocal Music Department	7775

Follow us online and on social media



Westcarrolltonschools.com



@wcms_pirates

Daily Procedures

Office Hours 6:45 – 2:45

Breakfast 7:10 – 7:25

Bell Schedule

Period 1	7:25	8:12	47 min
Period 2	8:15	9:00	45 min
Period 3	9:03	9:48	45 min
Period 4	9:51	10:36	45 min
Period 5	10:39	11:59	50 min
Lunch	5A	10:39	11:09
Lunch	5B	10:54	11:24
Lunch	5C	11:12	11:42
Lunch	5D	11:29	11:59
Advisory	12:02	12:32	30 min
Period 6	12:35	1:20	45 min
Period 7	1:23	2:10	47 min

Student Day 7:25 – 2:10

Early Dismissal permitted until 2:00 p.m.

Dismissal begins 2:07 p.m.

West Carrollton Schools 2022-2023 School Calendar

Aug. 18, 19	TEACHER WORK DAYS
Aug. 22, 23	TEACHER WORK DAYS
Wed., Aug. 24	First Day for Students
Mon., Sept. 5	LABOR DAY, NO SCHOOL
Fri., Sept. 16	Quality Process Time (QPT) Day ALL BUILDINGS - no school/no preschool
Tues., Oct 11	Family – Teacher Conferences
Thurs., Oct 13	Family – Teacher Conferences
Thurs., Oct. 13	1st Quarter Ends
Fri., Oct. 14	QPT Day - ALL BUILDINGS - no school/no preschool
Mon., Oct. 17	2nd Quarter Begins
Fri., Nov. 11	QPT Day - ALL BUILDINGS - no school/no preschool
Nov. 21- 25	THANKSGIVING BREAK, NO SCHOOL
Thurs., Dec. 22	2nd Quarter Ends
Dec. 23-Jan. 6	WINTER BREAK, NO SCHOOL
Mon., Jan. 9	School resumes
Mon., Jan. 9	3rd Quarter Begins
Mon., Jan 16	MARTIN LUTHER KING, JR. DAY, NO SCHOOL
Tues., Feb 14	Family – Teacher Conferences
Thurs., Feb 16	Family – Teacher Conferences
Fri., Feb 17	QPT Day - ALL BUILDINGS - no school/no preschool
Mon., Feb. 20	PRESIDENTS’ DAY, NO SCHOOL
Thurs., March 9	3rd Quarter Ends
Fri., March 10	QPT Day - ALL BUILDINGS - no school/no preschool
Mon., March 13	4th Quarter Begins
March 27-31	SPRING BREAK
Fri., May 12	QPT Day - ALL BUILDINGS - no school/no preschool
Mon., May 29	MEMORIAL DAY, NO SCHOOL
Thurs., June 1	Last Day for Students
Fri., June 2	TEACHER WORK DAY

HALL PASS RECORD

Student: _____

Grade: _____

1st Quarter

	Date	Time	To	Staff Signature	Return Time
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

3rd Quarter

	Date	Time	To	Staff Signature	Return Time
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

2nd Quarter

	Date	Time	To	Staff Signature	Return Time
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

4th Quarter

	Date	Time	To	Staff Signature	Return Time
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

STUDENT CODE OF CONDUCT

General Guidelines for Discipline

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

The code of conduct applies to all West Carrollton City District Middle School 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.

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.

Purpose of Student Code of Conduct

- 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 behavior necessary to meet the district's behavior initiative; and
- To describe methods of corrective instruction and consequences for responding to violations of the rules

West Carrollton City Schools *Student Code of Conduct* provides examples of expected behaviors, definitions of behavior infractions including its severity (Level I, II, or III), and possible corrective strategies. Some definitions include examples. Examples are not intended to be exhaustive lists; that is, the behavior covered by the definitions include, but are not limited to, the examples given. Persistent violations or offenses, either all Level I or in combinations with Level II, of 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 for engaging in behavior that will endanger or threaten to endanger the safety of others, damaging 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 School 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 Middle School will have a safe and orderly learning environment as evidenced by positive student behavior, reduction of suspensions, and increased student learning performance indicators.

STUDENT RESPONSIBILITIES AND RIGHTS

- A. Students have the responsibility to know and obey rules and laws which govern their conduct while at school or on school property.
- B. Students are to expect consequences for inappropriate behavior.
- C. Students have the responsibility to respect the dignity and worth of yourself, your fellow students, teachers and school staff.
- D. Students have an obligation to attend school and avail themselves to a free and appropriate education.
- E. Students have the right not to be subjected to discrimination.
- F. Students have a responsibility to respect other persons and the property of others in the school setting and at school activities.
- G. Students have the responsibility to conduct themselves within the school rules and regulations so that disciplinary action will not be necessary.
- H. Students have the responsibility to take care of the school property provided to them by the school system (*e.g., textbooks, materials, equipment*).
- I. Students have the responsibility to respect the authority to teacher, school administrators and other authorized personnel in maintaining discipline.

A student may be disciplined at any level depending upon the frequency and/or severity of the act of misconduct. An administrator/teacher has the discretion to determine into which category a student's behavior falls, regardless of where the definition is located with this document.

Positive Behavioral Interventions and Supports (PBIS) is a three-tiered framework that provides a continuum of supports and services designed to promote appropriate behaviors and to prevent and address challenging behaviors. The key features of PBIS include a proactive approach, data-based decision making, and a problem-solving process.

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

Our main goal of PBIS here at West Carrollton Middle School is for our students to be Safe, Respectful and Responsible.

ANTI-BULLYING POLICY – STUDENTS AND STAFF

We, the students and staff of WCMS, agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, or nationality.

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

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

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

We the students and staff agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.

3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a staff member or administrator.
5. Support students who have been or are subjected to bullying.
6. Talk to students, teachers, and parents about concerns and issues regarding bullying.

If you are sent to the office with a referral for bullying behavior, you will follow a progression of consequences:

- First Step – warning (minimum)
- Second Step – after school detention or ASI (minimum) - Student will complete a written reflection sheet concerning the specific bullying behavior. Parents will receive notification.
- Third Step – ASI or AEP (minimum) - Student will develop a behavior modification plan on how to correct the behavior and meet with his/her counselor. Parents will meet with building administrator.
- Fourth Step – Suspension – On return to school, student and parents will meet with building administrator.

*Student will be placed on a step by an administrator based on the severity of the offense.

DISTRICT EXPECTATIONS

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

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

The following school district rules are in effect:

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

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

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

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

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

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

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

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

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

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

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

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

- a. **Circulation of Literature:** Circulation by or to students of literature for or against any candidate or cause is prohibited in the schools or on school premises with the exception of literature pertaining to West Carrollton School District levies and bond issues.
- b. **Technology Acceptable Use Policy:** No student shall abuse the computer equipment, programs, services or conditions of use as outlined in the Acceptable Use Policy of West Carrollton School District.
- c. **Secret Societies:** Secret societies, sororities, and fraternities are forbidden.
- d. **Hazing:** No student shall commit any act or coerce another, including the victim, to do any act of initiation unto any student or other organization that causes or create a substantial risk of causing mental or physical harm to any person.

In addition, any conduct outside of school hours or away from school which may adversely affect the educational process or endanger the health, safety, ethics, reputation, and/or well-being of other students, teachers, or other employees of the school system may be addressed by school officials, at the discretion of the school.

STUDENT CODE OF CONDUCT: 3 B's

This additional information about the Student Code of Conduct provides examples of expected behaviors, definitions of infractions and corrective strategies. Some definitions include examples which are not intended to be exhaustive lists; that is, the behaviors covered by the definitions include, but are not limited to, the examples provided.

Establishing guiding expectations that are broadly stated, apply to all students in all settings, and describe the general ways that students should behave is the key to building a successful school climate. Ideally, three expectations should achieve this goal. The district has established three guiding expectations:

- Be Safe (Example: *Keep hands, feet and objects to self*)
- Be Respectful (Example: *Listen to instructions and follow directions*)
- Be Responsible (Example: *Clean up after yourself*)

STUDENT CODE OF CONDUCT: INFRACTIONS

Level 1 Offenses

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

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

Level 2 Offenses

Serious misconduct expressed either directly or indirectly through word, act or electronic media. 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. Disciplinary actions that could be used to correct behavior may range from a parent conference to expulsion depending on the seriousness of the infraction and the student's conduct history.

A student charged with a behavior that is classified as a Level 2 offense **may** be removed from the classroom or building. The criteria for removal from the classroom (AEP) or school (out of school) must be similar/progressive. However, the less exclusionary option should be considered first.

Consequences that may be appropriate for singular or repeated offenses from this category include but are not limited to teacher conference, reflection activities, parent contact, AEP, out of school suspension.

LEVEL 2 BEHAVIOR EXHIBITED	DEFINITION
Destruction of School Property	Loss, destruction, defacement, or inappropriate use of textbooks, school materials, computers and/or computer-related materials. This includes all West Carrollton Schools property.
Leaving School Without Permission	Leaving the 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.
Threats to Staff	Intentional threat by word or action to do violence to a staff member or his/her property.
Threats to Students	Intentional threat by word or action to do violence to another student, or his/her property.
Skiping Class	Being out of the assigned class without staff permission - exceeding half the class period.
Verbal Abuse of Staff	Any profane or insulting remarks or gestures directed at any West Carrollton Schools' staff member, volunteer, visitor, teacher, or bus driver.
Verbal Abuse of Student	Any unwelcome profane or insulting remarks or gestures directed at any West Carrollton Schools' student.
Inciting a Fight	The intentional incitement to engage another student in physical conflict and/or continuous harassment, or the promotion of misconduct for any purpose.
Possession/Use of Tobacco	The use of, or the possession of any form of tobacco or tobacco products while in or upon the school premises, is prohibited. Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic cigarettes and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form including vaping. Smoking or the use of any tobacco products shall be prohibited on all lands and inside all facilities and motor vehicles owned or leased by the district.
Fighting	A physical altercation between two or more students, in which a student's actions do not represent reasonable self-defense. This also includes the mutual participation in an incident involving physical violence. Reasonable self-defense is defined as taking measures to prevent further physical violence. Reasonable self-defense does not include physical retaliation.

Inappropriate Social Media Use	The use of social networking sites during the school day such as Facebook, YouTube, Instagram, TikTok, Snapchat, or any other similar websites, unless used for educational purposes and with permission from school staff.
Recording or Distributing Prohibited Acts	Making, producing, or distributing videos, images, sound recording, or other mediums that show behavior prohibited by the Student Code of Conduct on school property or at school events, including using school-owned or personal electronics devices (i.e., laptops, tablets, e-readers, cell phones, or video/still cameras). Depictions of such conduct on social networking sites such as Facebook, YouTube, Instagram, TikTok, Snapchat, or any other similar websites are prohibited. Any representations of prohibited behavior must be immediately turned over to the Principal or Principal's designee. Reproduction and/or distribution of these items is also prohibited.
Use/Possession of Electronic Devices	Possession of unauthorized electronic equipment and devices (ex. cell phones, iPads, video games, etc.). This may result in the item being confiscated from the student by school personnel and disciplinary action will be taken. Students are personally and solely responsible for the care and security of any electronic equipment or devices brought to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.
Forgery or Falsification	Acts, including but not limited to, falsifying school records, forging signatures, making or providing false statement(s), counterfeiting, bribery, and/or using an unauthorized computer user ID or passwords (including emails).
Inappropriate Physical Contact	Fondling, touching, or kissing in school facilities, on school grounds, at school-related activities, or while on buses transporting students to and from school-related events.
Gambling	Betting money or items on card games, dice games, the outcome of games or activities, and/or possession of gambling materials or paraphernalia.
Theft	Unlawful taking or disposition of another's property with the intent to deprive the person of the property. Receiving stolen property or attempted theft by deception, including public property, possession of stolen property, counterfeit items or missing items and/or possession of any federal, state or district mandated test(s). Students are encouraged not to bring inappropriate non-instructional or valuable items and large sums of money to school. West Carrollton Schools will not be liable for any lost, stolen or damaged items brought to school.
Behavior Reported by Substitute	Any Level 2 behavior that is reported to the classroom teacher by the substitute.
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. Should there be a situation or problem relating to the school bus, the parent(s) must contact the building principal to resolve any concerns. West Carrollton School District prohibits the distracting use of Personal Electronic Devices on WCSD buses.

Level 3 Offenses

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

Consequences that may be appropriate for singular or repeated offenses from this category include but are not limited prior consequences from the previous levels, out of school suspension and/or recommendation for expulsion.

LEVEL 3 BEHAVIOR EXHIBITED	DEFINITION
Assault/Battery	An offensive attack (this includes unwanted contact with a staff member intervening to stop a fight) whether physical or with an instrument that is used as a weapon on any staff member(s), or student(s) who has not participated in or provoked the confrontation; any act causing physical abuse or injury. Such behavior shall include, but not be limited to, occurrences on school property, in school buses/vehicles, or any school sponsored activities.
Possession of Weapon	<p>Possession of a firearm, including any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option.</p> <p>Possession of, on or about their person (e.g., locker, desk, book bags or bus) or distribution of any weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury.</p> <p>Possession of, on or about their person (locker, desk, book bags, bus, etc.) or at school/school-related activities, a weapon, device, instrument, material or substance designed as a weapon or used as a weapon [e.g., rattail comb, box cutter, utility knife of any size, any razor (e.g., straight, regular, retractable, double or single edge), gas repellent, stun gun, fireworks, bullets, ammunition, smoke bomb, paint bomb, stink bomb, chemical sprays, lighters, and/or martial arts devices (e.g., throwing star, nunchakus, darts, blackjacks, chains, clubs, metals/brass or any artificial knuckles, rings, pipes, studded or pointed</p>
Possession/Under Influence of a Controlled Substance	Possessing, carrying to sell, and/or concealing drugs or items that may be considered as look-alike drugs or substances represented to be drugs of the seller or distributor and/or thought to be drugs by the buyer or receiver. Attempting to sell or distribute any prescription and over-the-counter medicines, chemical substances, and all other legal substances. Drug-related paraphernalia includes, but is not limited to, pipes, clips, rolling papers, and other items used or related to drug use. No such items shall be in a student's possession at school-related activities, on buses, or in a student's desk or locker.
Possession or Under Influence of Alcohol	Possessing, carrying, concealing, consuming or showing evidence of having consumed alcoholic beverages.
Vandalism	Destruction/damage/attempts and threats to destroy/damage/deface school, private, personal, or public property. This includes, but is not limited to, setting fires, attempting to destroy/damage/deface a school or staff property or property used by the school including, but not limited to, breaking windows, graffiti, destroying restroom fixtures, using paints or any other materials to deface school property (e.g., furnishings and equipment housed within or upon the school property). Student must make restitution for damage to school property.
Serious Bodily Injury	An incident that results or is intended to result in serious bodily injury to oneself or others. Serious bodily injury is defined as any bodily injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or faculty.

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 poster(s), cards, pictures, cartoons, graffiti, or drawings on school property/buses or at school-sponsored activities.
Unwelcome Sexual Conduct	Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).
Bullying or Harassment	<p>Repeatedly annoying or attacking another using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile environment, without displaying a weapon and without subjecting the victim to actual physical attack (e.g., hazing and threat of harm).</p> <p>Hazing means doing any act or coercing another, including the victim, to do any act of initiation onto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Throughout this definition, the term bullying is used in place of harassment and intimidation. Bullying, harassment and intimidation are intentional written, verbal or physical acts that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. 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 administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.</p>
Arson	Setting fire, or attempting to set fire, to school property or any property belonging to, rented by, or on loan to the school district, or the property of persons employed by the school or in attendance at the school.
Bomb Threat	Making statements regarding the possession or location of explosive materials.
False Alarm	Making a knowingly false statement regarding the possession or location of explosive materials. Reporting a fire when no fire exists or attempting to activate the fire alarm system on school property or buses. Making false or inappropriate 911 calls.
Use/Possession of Combustible Materials	Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter. This includes, but is not limited to, possession of a cigarette lighter or firecrackers.

TEACHER LEVEL CONSEQUENCES

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

1. Warning / Practice the desired behavior
2. Phone call home to the parents or guardian
3. Teacher assigned consequence (i.e. detention or other disciplinary/restorative technique)
4. Teacher assigned consequence and parental contact

5. Counselor referral
6. Referral to administrator's office.

SCHOOL LEVEL CONSEQUENCES

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

DETENTION the term detention shall mean requiring a student to be detained for a quiet study period. Teacher assigned detentions are usually after school and the time will be set by the teacher. Students must provide their own transportation home as there is not a detention bus. At least a 24 hour notice is given so pick-up arrangements can be made.

- School detentions are held after school on Monday & Wednesday. The students will report to a designated detention room from 2:15-3:00. On occasion and with parental approval, detention may be held before school. Also, lunch detention may be used for Level I infractions. Students who fail to serve detention will have it reassigned one time before considering following progressive discipline alternatives.

AFTER SCHOOL (ASI) ASI is an alternative to out-of-school suspension. A student may be assigned to this rather than be suspended out of school. It is held on Monday & Wednesday from 2:15 to 4:00 p.m. Students who fail to serve ASI will have it reassigned one time before considering following progressive discipline alternatives.

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

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

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

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

SCHOOL POLICIES & PROCEDURES

ADVISORY

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

AGENDA BOOKS

Students are to carry and use their agenda book to assist with task management, organization and communication. Families are encouraged to regularly check. Agendas at home for homework assignments, communication with teachers and other planned events that your student(s) need to record. All students will receive an agenda book at the beginning of their school year. Replacement Agendas can be purchased for \$5. Agenda books do contain hall passes that students can use (see below); without an agenda book, students will not be permitted to use hall passes.

ATHLETIC ELIGIBILITY

Eligibility for a student athlete at West Carrollton Middle School will be determined by district adopted standards and will be made available to all student athletes at the beginning of each season.

Any student passing less than 75% of his or her classes (at WCMS, failing two or more classes) in the prior quarter will be ineligible to participate for the entire next quarter in accordance with the Ohio High School Athletic Association guidelines.

The athletic programs that are offered at WCMS are below:

Fall	Winter	Spring
-Football -Volleyball -Cross Country -Cheerleading	-Basketball (girls & boys) -Cheerleading -Wrestling	-Track -Softball -Baseball

AWARDS & INCENTIVES

We will award and incentivize academics and positive behavior. Awards will be given quarterly for Honor Roll and yearly for academics, student leadership, student council and more! Additionally, we will host quarterly PBIS incentives to reinforce positive student behavior centered on being safe, being respectful and being responsible.

Students who demonstrate appropriate classroom behavior will be reinforced in any of the following ways:

1. Praises (verbal, written, awards, etc.)
2. Positive contact to parents
3. Special attention to privileges
4. Class-wide attention or privileges
5. PBIS Rewards Points

ATTENDANCE POLICY

We believe that school attendance is a crucial factor in student achievement. Both excused and unexcused absences help to determine a student's success and achievement. The West Carrollton City School District encourages regular attendance in accordance with the Ohio Compulsory Attendance Law and the Missing Children Act, and through the implementation of the current attendance regulations that places the responsibility 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. Our secretary who collects attendance data is Ms. Maye and can be reached at 937-859-5121 ext. 7714.

If no contact has been made or no note is given to the school, the absence shall be posted as unexcused or truant. It is possible for a student to be unexcused even though parents give permission for the absence. Remember- parents may not excuse a student from school; they can only state the reason for the absence to help us determine whether or not the absence may be excused.

Excused absences will be defined as an absence from school and/or class due to one of the following reasons:

1. Personal illness (physician's statement required beginning with the 7th day or 37 hours).
2. Illness in the immediate family
3. Death of a relative
4. Quarantine of the home
5. Observance of religious holidays
6. Emergency circumstances which in the judgment of the superintendent or her designee constitutes a good and sufficient cause for absence from school

Unexcused absences are defined as absences not meeting the criteria for excused absences. They include but are not limited to:

1. Oversleeping
2. Missing the bus and/or ride
3. Non-school athletic events
4. Individual student trips
5. Vacations (prior notification and Principal permission needed)
6. Hunting or fishing trips
7. Haircuts or hair appointments

In the case of excessive absences from school, the following may apply:

For K-12 students absent 5 days (30 hours), the parent or guardian will have been contacted either by phone or mail to alert them of the absences and further interventions. Parents of students missing 10 or more days (60 hours) accumulative in a year will be contacted by the building administrator or designee to determine the reason for the student's absence, to develop a plan to reduce the absences, and to inform them that further absences will result in referrals made.

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

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

BOOK BAG USAGE

We plan to return to locker usage for the 2022-2023 school year. Students are permitted to bring items to and from school in a regular size book bag but will not be allowed to carry the book bag to class. Other bags, with the exception of a girl's purse, are not permitted to be used during the school day. The book bag will be stored in the student's locker during the school day. Lockers can be accessed at the beginning (prior to 1st period) and the end of the school day (before OR following 7th period depending on transportation needs).

CELL PHONE (PERSONAL COMMUNICATION DEVICES) AT SCHOOL

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

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

The use of a PCD to engage in non-education-related communications is expressly prohibited. When use of PCDs is prohibited the devices must be powered completely off (i.e. not just placed in vibrate or silent mode) and stored out of sight. Students may not use PCDs on school property or at a school-

sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

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

UNAUTHORIZED USE OF A PERSONAL COMMUNICATION DEVICE

1st Offense- confiscated by staff member and turned into office. During the school day (7:10-2:10), student will have to turn in their PCD to the office for a period not to exceed a school week. Student will have their PCD returned at the conclusion of each school day during this period of time and any time described in future consequences. As an alternative, student/family may decide to keep the PCD at home for this period of time.

2nd Offense- confiscated by staff member and turned into office. During the school day (7:10-2:10), student will have to turn in their PCD to the office for a period not to exceed two school weeks OR can choose to keep PCD at home for this period of time.

3rd Offense- confiscated by staff member and turned into office. Student receives a progressive consequence (ASI/detention) and a conference with the family is conducted. At the conference, a plan is constructed to outline future PCD infractions.

4th Offense- confiscated by staff member and turned into office. During the school day (7:10-2:10), student will have to turn in their PCD to the office for a period not to exceed four school weeks OR can choose to keep PCD at home for this period of time.

5th Offense- confiscated by staff and turned into office. Additional progressive discipline options are considered (a second parent conference, AEP, out of school suspension, etc.) A student may lose their privilege to bring a PCD to school.

CLASS TRANSITIONS

Students are expected to be in class on time. Students have 3 minutes to switch classes and must be prepared to do so in this time period. A warning bell indicates that students have one minute remaining to get to class. Students who are not in class when the bell rings are tardy. Being tardy to class repeatedly will result in progressive disciplinary action.

CLINIC SERVICES (SCHOOL NURSE)

Health Care Providers: The district employs School Nurses, RN's or LPN's to provide student care in the clinics.

Emergency Medical Authorization Form: A new Emergency Medical Form (EMF) must be submitted at the beginning of each school year. Parents/guardians MUST keep EMF information updated, so contact can be made in an emergency. Students are not permitted to attend school sponsored field trips without a completed and current EMF on file.

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

Medications at School: Students may not self-carry medications, with the exceptions of an Epi-Pen or Inhaler, (and in some cases, diabetic supplies), with proper authorization. ALL prescription medications require a Medication Authorization Form to be fully completed and on file. Over-the-Counter medications require only a parent signature. An adult must deliver medications (in properly labeled containers or original packaging) to the clinic. Medications not picked up by the last day of school will be discarded.

When to Keep your Student Home from School:

- Fever of 100.4 or higher; MUST be fever free for 24 hours without fever reducing medications.
- Diarrhea (3 or more loose stools in a 24 hrs. 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
- Stomachache with vomiting
- Severe itching of body or scalp
- Untreated head lice

For students with symptoms or diagnosis of a contagious disease, contact your nurse. Ohio Department of Health readmission guidelines may differ from your physician.

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

Health Screenings:

- Vision: 7th; New to district; ETR; or request of parent, staff or student,
- Hearing: New to district, IEP; or request of parent, staff or student.
- Dental: School oral screening will be conducted as necessary,

Parents: To opt out of ANY screenings, a letter must be submitted to the nurse.

COUNSELING

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

- 7th grade students: Meghan Wertalik, 937-859-5121 ext. 7707
- 8th grade students: Doug Kirk, 937-859-5121 ext. 7736

DISPUTE RESOLUTION

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

DRESS CODE

Students at West Carrollton Middle School have considerable choice in their style of dress and appearance. In order to support our goals around teaching and learning, we commit to enforcing the dress code outlined below.

The following are not permitted:

- Clothing that refers to drugs, alcohol, tobacco, weapons, contains profanity, displays of crude words or pictures, or would be a source of hatred towards others
- Exposed underwear, boxer shorts, spandex shorts
- Shorts or pants worn in a sagging position
- Pajamas or onesies
- Hats and stocking caps or other inappropriate headwear
- Tank tops, especially spaghetti straps, and/or undershirts in the form of a tank top
- Clothing with a low neckline, that is see-through, and/or exposes the midsection or undergarments
- Pants/jeans that have holes in them near undergarments or cut in a way that reveals undergarments
- Shorts, skirts, or skorts must be approximately mid-thigh and all pants/jeans/shorts must be worn above the hips
- Bandanas worn for a reason other than a headband
- Blankets

- During a health crisis where facial coverings are required, students are permitted to wear masks that cover the nose, mouth and chin only.

Please note that administrators have the final discretion on determining the appropriateness of dress and attire choices. **Students in violation of this policy will be instructed to adjust their dress. Families will be called to bring appropriate clothing if necessary.** Repeated violation of this policy can result in progressive disciplinary action. Violation of this policy will result in disciplinary action, which may include loss of instructional time until dress code is met.

EMERGENCY DRILL GUIDELINES

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

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

- Fire – evacuation to areas around the perimeter of the building.
- Tornado – moved to the areas on the first floor that has been assigned to each classroom.
- Lockdown – locked in a classroom out the sight of an intruder.
- Evacuation – moved to the West Carrollton ECC gymnasium/cafeteria

EXTRA CURRICULAR ACTIVITIES

All school regulations are in effect for all school events and during all extra curricular activities (here and away). Students must be eligible to attend dances, lock-Ins, or other school/ team based on criteria set and shared by school staff. Only WCMS students are eligible to attend activities. Any student under suspension or expelled from school is not permitted to attend any school activity.

Students with continual behavioral and attendance may not be allowed to attend after school activities. Such activities include athletic contests, concerts, dances, and other school sponsored activities. Baring the need for emergency removal, criteria for such events will be established prior to the event and will be communicated via school newsletter.

FAMILY CONFERENCES

Formal family-teacher conferences will be scheduled on the following evenings:

- Tuesday, October 11
- Thursday, October 13
- Tuesday, February 14
- Thursday, February 16

Additional conferences may be scheduled at the request of parent or teacher. Conferences will not be scheduled during instructional time. Every teacher has a planning time during which family-teacher conferences can be scheduled.

FINAL FORMS

West Carrollton School District uses FinalForms as an online database of important information. All families have access to FinalForms and will use this database to complete the following documents:

Contact Information	Health History	Transportation Information
Emergency Medical Form	Medications	Acceptable Use Policy
Student Handbook	Injuries & Hospitalizations	ODE Connectivity Questions
Field Trip Permission	Past & Ongoing Health Cond	Student Media Release

If at any time during the school year, a change occurs in your home address or telephone number, updates can be made on FinalForms. Additionally, a change of address can be made by uploading

documentation to FinalForms. Appropriate documentation includes a DP&L bill, water bill, Mortgage or renter's agreement to change your address. Finally, if there is a change in the telephone number, where a parent may be reached during the day, please make this change in FinalForms. The accuracy of records is essential in handling emergency situations which may arise. If you have any difficulty with these changes in FinalForms, please contact Julie Delph at 859-5121 ext. 7701.

FOOD/BEVERAGES

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

Students/families are not permitted to order food via any food delivery service (DoorDash, UberEats, Pizza Hut, etc.) On the other hand, families are permitted to bring lunch for a student and can deliver fast food items to only their student(s).

FIELD TRIP GUIDELINES

Field Trips will be conducted under the guidelines of the West Carrollton Board of Education. Students must have a signed registration and emergency medical forms with working phone numbers on file in order to participate in field trips. Teachers will also send home a field trip information sheet for each field trip. This sheet should be completed by the parent and returned by the date set by the coordinating teacher.

Students who do not have Emergency Medical forms, updated phone number or the returned information sheet will not be permitted to participate in the field trip. Students who have demonstrated poor behavior choices in school may be excluded from the field trip or a parent may be asked to chaperone the student. Students who may behave poorly on a field trip will be excluded from future field trips.

GRADING SYSTEM

The recommended district-wide grading scale is:

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

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

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

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

HALL PASSES

Students wishing to move in the hallways during class time must have a hall pass. These passes are found in their Agenda Book. Students may secure a hall pass from the staff person responsible for them at that particular time. Students without hall passes will be subject to disciplinary action.

HOMEWORK POLICY

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

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

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

LEAVING SCHOOL GROUNDS

Once a student has arrived at school they will not be permitted to leave the school at any time, other than dismissal time, without first receiving permission from administrators, counselors, or secretaries. **Parents or any other adults desiring to contact students MUST REPORT TO THE OFFICE. NO STUDENT IS PERMITTED TO LEAVE SCHOOL, once they have arrived, without permission from office personnel.**

LOCKERS

Lockers are considered the property of West Carrollton City Schools and are subject to periodic inspection by the principals. Police dogs may be used to search lockers for illegal materials. Any illegal materials will be confiscated. Charges may be filed for possession of illegal substances or weapons. Students are not to mark on, hang signs and/or posters or damage the locker in any way. Students are responsible for keeping their lockers clean. Each student is assigned a locker and a locker combination. You are responsible for your personal things as well as school items you may be using. **DO NOT GIVE YOUR LOCKER COMBINATION TO ANYONE.**

LOST AND STOLEN ARTICLES

The school cannot be held responsible for the lost or stolen personal property of students. Valuables should not be brought to school. This includes but is not limited to electronics, Air Pods, jewelry, etc. It is not permissible under Ohio Law for schools to reimburse citizens for such articles. While the school will make every reasonable attempt to help recover lost or stolen articles, **students are instructed not to bring valuable items to school.** Lost and found items may be claimed from the Room 116 or in the designated space near the gym.

NONDISCRIMINATION

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

NUTRITION SERVICES

West Carrollton Schools' Child Nutrition Department is self-supporting. It receives no money from the district's General Fund budget, tax levies or property taxes. Child Nutrition is funded only from federal reimbursements and student payments to cover all operating expenses and fees. By federal law, Child Nutrition Department must meet or exceed expenditures. Therefore, unpaid charges would affect the ability for the Child Nutrition Department to support itself.

The Child Nutrition Department Meal charge procedure goals:

1. To treat all students with dignity in the serving line regarding meal accounts;
2. To establish a consistent department procedure regarding meal charges, and the collection of charges;
3. To encourage parents to assume responsibility for meal payments and to promote student self-responsibility;
4. To support situations with district staff, district business policies, students and parents to the maximum extent possible.

Students and staff in the West Carrollton School District may pre-pay lunches utilizing our point-of-sale lunch account system. Lunches may be pre-paid daily, weekly, monthly, or even annually. Money may be deposited directly at the school cafeteria, or for your convenience, online. Online payments may be made by setting up an account on www.payschoolscentral.com where you can make deposits using a credit/debit card, monitor accounts, and even set up low balance reminders. Even if you choose not to make online deposits, setting up an account at www.payschoolscentral.com will allow parents to

monitor spending, and set up low balance reminders. Parents may also download the free mobile phone app at www.payschoolscentral.com for additional convenience.

The West Carrollton School district recognizes that on occasion, students may forget to bring meal money to school. To ensure that students not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the Food & Nutrition Services Department, the District will enforce the following policies by grade level:

ELEMENTARY & MIDDLE SCHOOLS (Grades K-8) are allowed (3) complete lunch charges. However, the charging of any and all ala carte items is prohibited.

For newly enrolled students, there is a five (5)-day grace period during which new students may receive lunch. This allows for the processing of meal eligibility applications. Parents/Guardians are continually encouraged to submit a “Free/Reduced Meal Application.” If the student qualifies for:

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

Each student (Grades K-8) may charge up to three (3) complete lunches (totaling... for **ALL** reduced students - \$1.20; for full pay students K-8th grades \$8.25). Each student will receive courtesy meals after the three (3) complete lunch charge limit has been met.

COURTESY MEAL PROCEDURE

1. When a student makes their first complete lunch charge to their account, parents/guardians will be notified via One Call Now that the meal account has a negative balance. One Call Now notification calls will be made weekly until the charges are paid in full.
2. After the third charge, the student will receive a courtesy meal consisting of a cheese sandwich, fruit or vegetable and a white milk to ensure that all students are receiving the USDA required three (3) components for a complete meal. Parents/Guardians will continue to receive a One Call Now notification that the account has a negative balance.

Trays are not taken from a student; we take great care in making certain that no student with a negative balance receives a meal that is not a courtesy meal, however, we know that mistakes can happen. If a student with a negative balance receives a meal by mistake, the student will keep the meal and it will be added to the student’s account, increasing the amount of charges owed on the account.

Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An email request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling’s account with a written request.

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

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

What About My Child’s Privacy?

This form of identification is called Biometrics, which when translated, means measurements of human characteristics. This software scans the finger for identification. **It does not store a copy of the fingerprints.** Biometric measurements are used to create this enrollment, however, they are converted to something else entirely... “A Number.” This templet is then stored in the school’s database with the same high level of security of all your child’s school records. When your child graduates or is no longer

enrolled in this school system, the templates are deleted. **At no time is a fingerprint image stored.** No fingerprints can be recreated or delivered to any agency – governmental or otherwise. Your student is in complete control of their own identity. They only can be identified by placing their finger on the reader. This protects them from losing an I.D. number or sharing that number with other students. If you have any additional questions, please do not hesitate to contact the Food Service Office at 937-859-5121 x 1121.

PARENTS DROPPING OFF/PICKING UP STUDENTS AT SCHOOL

Student drop off/pick up is on the Main Street side of the building. During the peak school rush hours of 7:05-7:30am and 2:00-2:20pm, it is requested that families use Burns Ave to access Main St at both drop off/pick up to avoid traffic from school buses. Families may also use Cedar Street north of the intersection with Main Street to avoid school bus traffic. It is recommended that students arrive as close to our arrival times of 7:10-7:25am as possible. There is no supervision for early arrivals.

RIDING BUSES

Permission to ride a different bus or ride home with someone requires advanced administrator approval. There are only two reasons for bus passes: an emergency or the student's parents will be going out of town. Bus transportation is a privilege provided to students who are not within walking distance of school. Students are expected to obey all bus drivers' rules as well as school rules while riding a bus to or from school, or during a school sponsored activity.

Misconduct on the bus will result in a conference with a principal and possible suspension from the bus and/or school. Students are to ride their assigned bus. Anyone caught riding a bus without permission will face disciplinary action. Severe or repeated offenses will result in suspension from the bus.

SEARCH AND SEIZURE

A teacher or school official is permitted by law to search students when it is suspected they have dangerous, stolen, illegal items or other items not permitted at school in their possession. Such items will be confiscated and the police will be notified.

SELLING ITEMS AT SCHOOL

Students are **NOT** to sell or buy anything at school without permission from an administrator.

SEXUAL HARASSMENT

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

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

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

STUDENT BULLYING INCIDENT/COMPLAINT FORM

If students have a complaint about another student, they may obtain a complaint form from their counselor. The completed complaint form should be returned to the Counselor's office.

SCHOOL ISSUED MATERIALS

Textbooks/learning materials (calculator, Chromebooks, headphones, library books, band instrument, etc.) will be issued to students by their teacher. A record is kept of the item number and the condition of the item issued. Each student is responsible for the proper care of the textbooks and learning materials.

Any damaged or lost book must be paid for by the student to whom the books were issued. Unpaid fines from school issued materials are linked to student ID numbers and will follow students as they travel from school to school. Materials must be carried by the students on a daily basis to every class.

STUDENT FEES

Student fees pay for consumable goods, transportation for field trips, computer expenses, etc. Student fees are \$40.00 and are payable at the beginning of the school year at www.payschoolscentral.com or in the 201 Office. Fees must be paid by all students or a payment plan needs to be created. Families eligible for free/reduced lunch will have their student fees waived. Documentation needs to be completed via Nutrition Services in order to have these student fees waved. Contact Julie Delph in the 201 Office for additional details.

Students owing outstanding fees and/or other school fines will be restricted from participation in school activities which require an admission charge such as dances, lock-ins, field trips, etc. until past due fees/fines are paid or a payment plan is created. This practice is implemented to keep families aware of their accumulated fees so that a large set of fees are not owed when it is time for high school graduation.

TECHNOLOGY USE

All students must follow the acceptable use policy when using school equipment. Students will be responsible any misuse of technology while on the school network regardless of whether the device they are using is school property or personal property. Students are also responsible for the proper care of technology materials. This would include any violation(s) as defined in Level I, Level II or Level III offenses.

VISITORS

Families are always welcome and are recommended to make an appointment should they need/want to meet with a specific staff member (principals, counselors, teachers, etc.). Student safety is our utmost priority, so visitors will need to ring the doorbell on the Main St. side of the building for their initial interaction with staff due to the nature of the facilities of our school building. Our clerical team will then provide further direction to maintain school safety.

All visitors picking up their student for an early dismissal are required to bring identification to show to school staff before we can dismiss a student.

Other visitors will only be permitted to visit school staff during scheduled times approved by the building principal (Ex. Visiting former teachers during their planning time.)

VISITATION GUIDELINES

Classroom observation and visitation must be approved by the building principal. This is a time to observe your student, not to become a distraction or to discipline other children. Parents will be asked to leave the building if they are using their cellphone or interacting with other students during visits.

If you want a conference with your child's teacher, you must schedule a time in advance with the teacher that is not during instructional time. Please do not come to the school and expect to meet with the teacher during the school day unless it is during his/her planning time. All visitors **MUST SIGN IN** at the main office **AND** check in with an administrator before. The office staff will notify the teacher of your arrival. This is in the interest of safety for ALL students.

Staff members' and volunteers' children will be expected to follow all of the expectations of the building. Parents are encouraged to participate at WCMS as volunteers or as members of organizations which seek to maintain and improve the quality of education at WCMS and the school district. If you are interested in being a volunteer, contact your child's teacher or a school administrator.