

# Harry Russell Elementary

**Our Mission:**

**TO BE SAFE, TO BE RESPONSIBLE  
TO BE RESPECTFUL**



**PARENT and STUDENT HANDBOOK**

*Brad Thobe, Principal*

**2022 -2023**

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

Teacher \_\_\_\_\_

August 24 2022

Dear Students and Parents;

Welcome back and if you are new welcome to Harry Russell Elementary! The entire staff is excited to welcome you "*Back to School*". I look forward to meeting you and your child.

Each day as we move closer to our goal of excellence in education, we are committed to do whatever it takes to engage our students. As we know things will be a bit different this year, but our main goal is safety. In addition, we will focus on caring, empathy, respect, and lifelong skills. We are thrilled that your child will be a part of these experiences.

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

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

If you ever have questions or concerns please contact me at 937-859-5121 ext: 5501. My goal is to ensure that your child has an exceptional educational experience each school day!

We are Russell Proud!!!

Brad Thobe

Principal

## Mission

To engage student's minds, muscles, and imaginations

## Russell Expectations

Be Safe

Be Responsible

Be Respectful

## School Contact Information

School Phone Number: (937) 859-5121 ext. 5500

<b>Name</b>	<b>Title</b>	<b>Extension</b>	<b>Email</b>
<b>Brad Thobe</b>	<b>Principal</b>	<b>5501</b>	<b>bthobe@wcsd.k12.oh.us</b>
<b>Jenni Chmiel</b>	<b>Administrative Assistant</b>	<b>5500</b>	<b>jchmiel@wcsd.k12.oh.us</b>
<b>April Knick</b>	<b>School Nurse</b>	<b>5504</b>	<b>aknick@wcsd.k12.oh.us</b>
<b>Belinda Cox</b>	<b>Transportation Coordinator</b>	<b>8959</b>	<b>bcox@wcsd.k12.oh.us</b>

## POSITIVE BEHAVIOR ENVIRONMENT

At Harry Russell, we celebrate our students through positive reinforcement. Recognizing the wonderful things that our students do is our way of teaching positive behaviors. Each month we celebrate one student and one staff member who have demonstrated a positive behavior. The student/staff nominated has their photo posted on the school's Positive Behavior Wall and are acknowledged in a quarterly recognition assembly.

**ACTIVITIES** (School-wide activities offered to our students.)

PIRATE PRIDE, P3, READERS THEATER, STUDENT COUNCIL, SAFETY PATROL, MATH PENTATHLON!

## **Harry Russell Elementary School Day**

The daily schedule for all students will be 9:00 AM to 3:30 PM Monday through Friday. The doors open for students at 8:45 and the tardy bell rings at 9:00. Students who arrive after 9:00 a.m. will be marked tardy. Supervision is not provided before 8:45 AM or after 3:30 PM. Please do not drop students off early or pick up students late from school. Thank you for your cooperation.

## **ATTENDANCE INFORMATION**

Doors Open at 8:45 a.m.

School Begins at 9:00 a.m. (Tardy bell rings at)

Dismissal at 3:30 p.m.

### **ATTENDANCE CALLS**

When your child is not in school, a note or phone call is required. Please notify the Attendance Office at 937-859-5121 ext: 5504. Please follow up with a note when your child returns to school. If there has not been communication from you, you will be contacted by our office. Good attendance is important for your child's future success.

### **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 on the student and parent(s).

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

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

1. Personal Illness (physician's statement required beginning with the 7<sup>th</sup> 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 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.

### **LEAVING SCHOOL**

Students may not leave the school grounds without permission from parents and approval from the principal. Before approval can be granted, a written request from the parent must be presented beforehand. This may be a signed field trip form or a written request for a special event.

Students must be signed out in the office by a parent or guardian before leaving the building during the school day. Students leaving school without permission will be considered truant. Pupils are expected to go home directly after school.

We discourage students being signed out during the school day for any reason. Please schedule appointments before or after school hours. Every minute counts! In the event a student needs to be signed out a valid note (i.e. doctor note) is needed in order for the early dismissal to be excused.

## **DISMISSAL PROCEDURES**

Please notify your child's teacher about the routine your child should follow daily at dismissal time. If there is any change in a student's normal dismissal routine, a note stating the change must be written to the student's teacher or a phone call to the office before 3:15 otherwise students will be dismissed according to their regular routine.

**\*Safety is extremely important so please follow before school drop off and after school dismissal procedures. ONLY buses will drop off and pickup students in the front of the school. Car riders will be picked up and dropped off at the back of the school.**

## **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 should 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** 3:15, giving Mrs. Chmiel time to notify your child's teacher prior to dismissal.

Note: Calls made after 3:15 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.

Emergencies:

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

## **VISITORS**

*Adult visitors are always welcome at Harry Russell. In accordance with Public Law 2916.211, all parents and visitors entering the building must report immediately to the office for a visitor's pass. Please wait in the school lobby for your child, if you are here to pick them up. Roaming the halls and visiting classrooms is not permitted.*

## **PERSONAL ITEMS**

Students are strongly discouraged from bringing personal items (toys, balls, games, electronics, etc) to school. Such items can become lost or damaged. Harry Russell is not responsible for lost, damaged or stolen items.

## **Personal Communication Devices**

Although students are not encouraged to bring Personal Communication Devices (PCDs) to school due to the possibility of loss, theft or damage, we understand that many families want

their children to have a cell phone to contact parents before or after school hours. Harry Russell is not responsible for the loss or damage of cell phone devices if parents elect to have their child bring one to school.

Per board policy, students in fourth 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 intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the Principal. However, 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.

For the complete Board Policy for Personal Communication Devices go to [Board Policy 5136](#). Thank you for your cooperation and understanding in this matter.

## **Health and Safety**

### **COVID 19 Policies and Procedures**

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

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

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

### **Health Screenings**

- Vision and Hearing Screenings: New students and 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 Russell's clinic to handle basic first aid needs, attendance and most medication administration. You may reach our school nurse by calling ext: 5504.

### **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.

## **BUS RULES**

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

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

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

1. Load and unload from the bus at the designated stop in an orderly manner. Cross the street at least ten feet in front of the bus.
2. Ride the regularly assigned bus or have made previous arrangements through the Transportation Supervisor to ride another bus. Stay in the same seat while the bus is moving.
3. No eating on the bus.
4. Keep noise on the bus to a minimum. The same behavior is expected on a school bus as in a classroom, except that students may talk quietly to the person beside them. Be absolutely quiet at railroad crossings.
5. Do not throw anything while on the bus. Do not carry anything on the bus that cannot be held in your lap. Do not bring animals onto the school bus.
6. Keep objects or parts of the body out of the bus window. Do not touch the emergency door unless the driver tells you to open it.

## **COMMUNICATION WITH SCHOOL**

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

1. Open House- held in the fall to give you an overview of our programs, our expectations and our classrooms. Please attend.

2. Newsletter- These weekly updates are sent by email to all of our supporters and families. Be sure to go to the website to sign up today. <http://www.westcarrolltonschools.com>
3. Teacher's newsletters- Classroom teachers frequently send home classroom news; these can be found in your child's book bag each month.
4. Contact with the Teacher: We welcome your phone calls when you need information or clarification; we will connect you with your child's teacher. 937-859-5121 ext: 5500
5. Agenda's or Red Folders- Check these each night for updates or concerns from your child's teacher
6. Parent Conferences - Held twice a year after the first and second quarters.
7. Activities- Held throughout the school year at which time, parents are invited to attend. The activities will be communicated as they arise in a timely manner.

## **FEES**

The instructional material fee for the 2022-2023 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 or you can pay online [PaySchools Central](#). *(You cannot receive grade cards if fees are not paid.)*

## **LOST OR DAMAGED BOOKS**

We know that our students love to read, but sometimes they misplace books. Remember, 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. Students not returning books will be charged for the book replacement.

## **LUNCHROOM PROCEDURE**

Breakfast is served daily at no cost to students. Hot lunches are served daily at a cost of \$2.75, which includes milk. Extra milk is \$.50. Money may be placed in your student's account at the beginning of each week. 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 [PaySchools Central](#) where you can make deposits using a credit/debit card, monitor accounts, and even set up low balance reminders. Lunches are \$13.75 for the week. All food purchased must be eaten during lunchtime.

## **Lunch Charge Policy for West Carrollton School District**

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 <http://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](http://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](http://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:

**A. ELEMENTARY & MIDDLE SCHOOLS (Grades K-8)** are allowed (3) complete lunch charges.

However, the charging of any and all ala carte items is prohibited.

**B. HIGH SCHOOL (Grades 9-12)** will not be allowed to charge any meals or a la carte items causing their meal account to go into a deficit balance.

**C. ADULTS** will not be allowed to charge any meals or a la carte items causing their meal account to go into a deficit balance.

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 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-8 th 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.

Please support us by **limiting fast-food lunches** for your child. If you would like to share a meal, please provide food that promotes healthy eating. If you are unsure about meal choices contact our food services department for assistance. Ext: 5505

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

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

### **NOTES FROM HOME**

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

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

All notes must include the date and a parent's signature.

## **TITLE IX**

Please click on the link and read the Title IX information. [TITLE IX](#)

## **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 grounds 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 the conduct while at school or on school property. • Do your part to create a positive environment at your school by working toward academic excellence, striving for perfect attendance, and participating in school activities.
- Respect the dignity and worth of yourself, your fellow students, teachers and school staff. • Respect the authority of teachers, school administrators and other authorized personnel in maintaining discipline.

- Behave in a way that does not disrupt the educational process or lead to physical or emotional harm.
- Learn problem solving skills to effectively handle conflict situations in an effort to avoid disrespectful and harmful behavior.

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

Similarly, a student’s rights in regards to decisions concerning searches to persons or property will be balanced by the responsibility of the school to protect the welfare of all students. Lockers/cubbies and desks are property of the school system and are on temporary loan to students and are subject to examination by school personnel at any time.

*The Student Code of Conduct Applies to all West Carrollton City School District Elementary Students:*

- On school grounds before, during and after school hours
- At any other time when the school is being used by a school group
- Off school grounds at a school activity, function or event
- On a school bus, a school-sponsored vehicle, or at a West Carrollton City School District bus stop as it relates to all District property and vehicles
- Whenever a West Carrollton City School District student represents his or her school •  
At all times whenever a student’s conduct is related to school or school activities

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

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

## Possible Corrective Strategies

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.

- Reteach the behavioral expectation
- Student conference
- Parent contact/conference
- Loss of Privileges
- Require the student to complete a community service task/special assignment
- Have the student choose a method of apologizing to making amends to those harmed or offended
- Time out (i.e., partner classroom)
- Provide a reflective activity to think about what happened
- Detention, during which the student completes the work
- Lunch or recess detention
- Saturday School

- Building level behavioral curriculum activities
  - Create a behavior/school contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors
- 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
- Referral to Truancy Officer or Guidance Counselor
- Referral to Intervention Assistance Team (IAT)

## Definition of Terms for Level 1 Behaviors

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

### Disturbance

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

### 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 act as an accessory to (e.g., assisting, planning, participating, and/or encouraging) any violation of school rules are subject to the same corrective action as students, who are actively involved in committing such offenses.

### Level 2 Behaviors & Intervention Strategies

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> </ul>

		<ul style="list-style-type: none"> <li>• Leaving school without permission</li> </ul>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>• Consider the feelings of others</li> <li>• Use polite words</li> <li>• Use impulse control</li> <li>• Accept and respect others when the answer is “no”</li> </ul>	<ul style="list-style-type: none"> <li>• Insubordination/Not following directions from school personnel</li> <li>• Inappropriate Contact</li> <li>• Verbal Abuse</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• Tell the truth</li> <li>• Follow school rules</li> <li>• Take care of school property</li> <li>• Keep your school clean</li> </ul>	<ul style="list-style-type: none"> <li>• Forgery/Falsification</li> <li>• Violations of School/Class Rules</li> <li>• Inappropriate Use of Electronic Devices</li> <li>• Destruction of School Property/Inappropriate Internet Use</li> </ul>

## Possible Corrective Strategies

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.

- Restitution
- Require class-by-class check-ins with staff member for a set period of time
- Arrange linkage with counseling agency
- Create a home/school communication system

- Complete a Functional Behavior Assessment/Behavioral Plan
- Identify mentor and establish a schedule of activities related to school performance
- Out of School Suspension for up to 10 school days
- Referral to Court Mediation Process
- Alternative Learning Center
- Out-of-School Suspension for up to 10 school days
- **Also include Corrective Strategies in Level 1**

## Definition of Terms for Level 2 Behaviors

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

### Destruction of School Property

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

### Fighting

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.

### Forgery/Falsification

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

### **Inappropriate 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, watches, radios, CD players, MP3 players, laser pens and others.

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

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

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

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

### **Threats to Staff**

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

### **Threats to Student**

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

## Verbal Abuse

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

### Level 3 Behaviors & Intervention Strategies

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectations (Level 3)
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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 • Conduct Outside of School Hours or Away from School</li> </ul>

## **Possible Corrective Strategies**

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.

- Mandatory administrative referral
- File charges if law is broken
- Work with juvenile court
- Out of School Suspension for up to 10 school days
- Recommendation for out of school expulsion for up to 80 school days or more depending on the offense
- **Also include Corrective Strategies listed in Levels 1 and 2**

## **DEFINITION OF TERMS FOR LEVEL 3 BEHAVIORS**

**Level 3 Behaviors** - (illegal and/or serious misconduct that is life or health-threatening as defined by state, county, or federal laws and/or school standards). A student found to have engaged in behavior that is classified as Level 3 may be removed from the school immediately and recommended for expulsion.

### **Arson**

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

### **Assault/Battery**

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

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

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

### **Bullying**

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

What bullying is not: single episodes of social rejection or dislike, single episode acts of nastiness or spite, random acts of aggression or intimidation, mutual arguments, disagreements or fights. These

actions can cause great distress. However, they do not fit the definition of bullying, and are not examples of bullying unless someone is deliberately and repeatedly doing them.

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

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

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

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

### **Extortion**

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

### **Gambling**

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

### **Gang Behavior**

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

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

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

### **Loitering/Trespassing**

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

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

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

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

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

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

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

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

Unwelcome sexual advances or comments, including requests 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 possession 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 lost, stolen or damaged items brought to school.*

### **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 or inhalant (vape/e-cigarette) in or about a school building,

on school grounds, or school buses, or at any activity supervised by the school district.

### **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 or district vehicles are required to pay the cost of restoring or repairing the property.

### **Student Conference**

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

### **Timeout**

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

## **Early Childhood Discipline Guidelines**

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

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

*Engaging the children in establishing these simple rules:*

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

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

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

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

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

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

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

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

developmental ability of the child.

## **Dress Code**

Students are reminded that certain dress is not acceptable at school. We believe that proper attire fosters positive behavior and a healthy school climate. The following dress code applies to all students; dress expectations will be enforced.

1. All clothing shall promote positive behavior and a healthy school climate.
  - Dress, skirt or short length shall not be shorter than mid-thigh.
  - No sleep wear is permitted.
  - No bare midriffs. As a test for appropriate length, student bodies shall not be exposed when arms are raised above their heads.
  - Tops may not be low-cut, off the shoulder or otherwise revealing (*tube tops, spaghetti straps, halter tops and/or any strapless top or dress which reveals the midriff or inappropriate body parts are neither acceptable nor permitted*).
  - No sleeveless undershirts shall be worn as outerwear.
  - Clothing may not be “see through.”
  - Shirts must be worn at all times and must be sized appropriately so that they do not interfere with normal school activities.
  - Shorts, pants, and skirts shall have no writing across the seat area.
  - Clothes may not be tight or form fitting.
2. Shoes must be worn at all times. Slippers/bedroom shoes are not permitted. Due to safety reasons, flip-flops and beach sandals are strongly discouraged. Students who come to school in flip-flops or beach sandals may be limited in their participation in recess or physical education classes.
3. Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is:
  - Free of writing, pictures or any other insignia which are crude, vulgar, profane, and sexually suggestive or which advocate negative racial, ethnic, gender or religious prejudice, and use or promote drugs, alcohol, or violence.
  - Metal studded collars and chains hanging from clothing are not allowed.
4. Hats, caps and other types of head coverings (other than for religious purposes) shall not be worn inside school buildings.
5. Sunglasses are approved for wear outside, but not for inside the school building.
6. Students may wear shorts as long as the length of the shorts are:
  - No shorter than mid-thigh and worn to the waist. Saggy shorts are not allowed.
  - Students wearing overalls or other bib type attire must have the straps buttoned appropriately and wear an acceptable shirt or blouse underneath.
  - Long pants must be proper waist size, length and leg size (no sagging; no oversized clothing).
- 7.

Students are expected to come to school clean and well groomed.

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

The Board of Education desires to keep district schools and students free from the threats or harmful influences of any groups or gangs which advocate drug use or disruptive behavior. For purpose of

these guidelines, “gang related apparel” is defined as apparel that, if worn or displayed on campus could be determined to threaten the health and safety of the school environment.

## **Student Conduct on School Buses**

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

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

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

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

## **Transportation Safety Rules**

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

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

## **Transportation Positive Behavior Intervention Support (PBIS) Matrix**

Remain in designated safety zone (pick-up/drop off areas)	Use appropriate, kind language	Be at your stop on time

Enter and exit the bus orderly	Use quiet voices	Protect personal, school and bus property
Sit in assigned seats	Keep the bus clean	Follow district, school and transportation rules while waiting at pick-up/drop-off areas and riding the bus
Keep hands and head inside bus	Do not eat/drink on the bus	Communicate problems to driver/school personnel
Remain quiet at railroad crossings	Do not write on the siding or seats. Do not scratch or rip the seat covers.	

### **CONSEQUENCES FOR BUS RULE VIOLATIONS**

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

### **CONSEQUENCES FOR VIOLATIONS MAY INCLUDE**

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

Typical Principal's response is as follows:

First Violation: Conference with student - Warning  
 Second Violation: Warning to the parent (letter and phone call)  
 Third Violation: 1 day bus suspension  
 Fourth Violation: 3 days bus suspension  
 Fifth Violation: 10 days bus suspension  
 Sixth Violation: Suspension to the semester end

## Harry Russell 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.

Sign and Return this Acknowledgement of Building Policies

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

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

\_\_\_\_\_  
We have received and read the 2022-2023 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.***