



**WEST CLERMONT  
LOCAL SCHOOL DISTRICT**

4350 AICHOLTZ ROAD, CINCINNATI, OHIO 45245-3501, (513) 943-5000

*Building Futures*  
*2015 - 2016*

**WEST CLERMONT BOARD OF EDUCATION**

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**Mission**

Our mission is to provide a safe, united, academically challenging environment where all students achieve excellence.

**Vision**

We are a state-of-the-art world-class educational provider recognized for developing future leaders and productive citizens.

# School Directory

## **Amelia Elementary**

5 East Main Street  
Amelia, Ohio 45102  
(513) 943-3800  
Jeffrey Riel, Principal  
School Hours: 8:20 AM – 3:00 PM

## **Brantner Elementary**

609 Brantner Lane  
Cincinnati, Ohio 45244  
(513) 943-6400  
Dr. David Fultz, Principal  
School Hours: 8:20 AM – 3:00 PM

## **Clough Pike Elementary**

808 Clough Pike Elementary  
Cincinnati, Ohio 45245  
(513) 943-6700  
Kevin Thacker, Principal  
School Hours: 8:20 AM – 3:00 PM

## **Holly Hill Elementary**

3520 State Route 132  
Amelia, Ohio 45102  
(513) 943-8900  
Shane Short, Principal  
School Hours: 9:20 AM – 4:00 PM

## **Amelia Middle School**

1341 Clough Pike  
Batavia, Ohio 45103-2545  
(513) 947-7500  
Bert Martini, Principal

## **Glen Este Middle School**

4342 Glen Este Withamsville Road  
Cincinnati, Ohio 45245-1599  
(513) 947-7700  
Lori Crowe, Principal

## **Merwin Elementary**

1040 Gaskins  
Cincinnati, Ohio 45245  
Cheryl Turner, Principal  
(513) 947-7800  
School Hours: 9:20 AM – 4:00 PM

## **Summerside Elementary**

4639 Vermona Drive  
Cincinnati, Ohio 45245  
(513) 947-7900  
Bob Winterberger, Principal  
School Hours: 9:20 AM – 4:00 PM

## **Willowville Elementary**

4529 Schoolhouse Road  
Batavia, Ohio 45103  
(513) 943-6800  
Michelle Kennedy, Principal  
School Hours: 9:20 AM – 4:00 PM

## **Withamsville –Tobasco Elementary**

3950 Britton Boulevard  
Cincinnati, Ohio 45245  
(513) 943-6900  
Tonya Schmidt, Principal  
School Hours: 9:20 AM – 4:00 PM

Middle School Hours: 7:00 a.m. -.2:15 p.m.

High School Hours: 7:15 a.m. – 2:30 p.m.

## **Amelia High School**

1351 Clough Pike  
Batavia, OH 45103-2546  
(513) 947-7400  
Stephanie Walker, Principal

## **Glen Este High School**

4342 Glen Este-Withamsville Road  
Cincinnati, OH 45245-1599  
(513) 947-7600  
Bob Walker, Principal

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**NOTE:**

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2015-2016. If you have questions or would like more information about a specific issue or document, contact your school principal or central office, or access the document on the District's website: [www.westcler.org](http://www.westcler.org) by clicking on "Board Policy" and finding the specific policy or administrative guideline in the Table of Contents for that section.

**Student/Parent Handbook** for the West Clermont School District

*Welcome to the 2015-2016 School year. West Clermont is pleased to have you as a student and we will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.*

*Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their preschool to school-age children. Teachers will also review this Handbook with students at the beginning of the school year.*

*Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact your school principal.*

**Withamsville-Tobasco Elementary**

3950 Britton Boulevard  
Cincinnati, OH 45245  
[ilg\\_k@westcler.org](mailto:ilg_k@westcler.org)

**Principal:** Tonya Schmidt

**Asst. Principal:** Leanna Webber

**Important Numbers:**

Administration	513-943-6900
Attendance	513-943-6904
Cafeteria	513-943-6906
Delay/Closing	513-943-6998
Hotline	
Fax	513-752-6571
Health Aide	513-943-6903

Principal: Tonya Schmidt [schmidt\\_t@westcler.org](mailto:schmidt_t@westcler.org)

Student Hours: Monday – Friday, 9:20-4:00

**Superintendent of Schools** Dr. Keith Kline 513-943-5000 / [kline\\_k@westcler.org](mailto:kline_k@westcler.org)

## **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 2015. If any of the policies or administrative guidelines referenced herein are revised during the school year, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

## **MISSION OF THE SCHOOL**

Our mission is to provide a safe, united, academically challenging environment where all students achieve excellence.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer:

**Chris Davis, Director of Human Resources**  
**513-943-5000**

Complaints will be investigated in accordance with the procedures described on page 45 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **SCHOOL DAY**

**School Hours: 8:20 AM – 3:00 PM (Amelia Elementary, Brantner Elementary,  
Clough Pike Elementary)**

**School Hours: 9:20 - 4:00 PM (Holly Hill Elementary, Merwin Elementary,  
Summerside Elementary, Willowville Elementary,  
Withamsville Elementary)**

**Middle School Hours: 7:00 a.m.- 2:15 p.m. (Amelia Middle School,  
Glen Este Middle School)**

**High School Hours: 7:15 a.m. – 2:30 p.m. (Amelia High School,  
Glen Este High School)**

## **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the Building Principal or Office Staff.

If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

**PRESCHOOL RULES FOR INJURY AND ILLNESS FROM THE DEPARTMENT OF EDUCATION ARE:**

1. Diarrhea (More than one abnormally loose stool within a twenty- four hour period).
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Conjunctivitis (pink eye).
6. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness.
7. Untreated infected skin patch(es).
8. Unusually dark urine and/or grey or white stool.
9. Stiff neck.

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the staff and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed previously as well as the following:

- Unusual spots or rashes.
- Sore throat or difficulty in swallowing.
- Elevated temperature.
- Vomiting.
- Evidence of lice, scabies, or other parasitic infection.

Children must be free of the above symptoms for 24 hours before returning to school. In the case of lice, children must be checked by the school nurse or health aide before returning to school as West Clermont has a “no nit” policy.

Programs shall follow the Ohio Department of Health, “Child Day Care Communicable Disease Chart” for appropriate management of suspected illnesses.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING YOUR STUDENT**

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside.

- unless enrolling under the district's open enrollment policy;
- unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations
- individualized education plan and evaluation team report if appropriate.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Enrollment Specialist will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired

may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- an updated copy of the student's transcript;
- a report of the student's behavior while in DYS custody;
- the student's current IEP, if one has been developed for the child; and,
- a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **CENTRAL ENROLLMENT CENTER**

In order to provide parents with an enrollment process that is as quick and simple as possible, West Clermont Local Schools provides a Central Enrollment Center that is located in the district office of the West Clermont Local School District at 4350 Aicholtz Road. The Central Enrollment Center provides one stop enrollment for students entering preschool through the 12th grade. For more information on how to enroll your student, go online to [www.westcler.org](http://www.westcler.org) or call 943-5042.

## **SCHEDULING AND ASSIGNMENT**

### Elementary Level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

### Secondary Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules.

## **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian. Students cannot be released to anyone under the age of 18. Students in the high school are dismissed only through the attendance office. A notarized form must be on file before High School aged students are permitted to sign themselves out of the building.

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

Please return any materials belonging to the school and pay all outstanding debts to the school in order for academic records to be released.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to West Clermont District School Nurse at 513-947-5064.

## **PRESCHOOL RULES from the Department of Education are:**

### *MEDICAL POLICY & PROCEDURES*

The Ohio Department of Education Rules for Preschool Program requires that each child have on file in the classroom:

- A medical form completed by a licensed physician prior to the date of admission.
- Physician's and dentist's authorization and written instructions to administer prescription medication to a child enrolled in the program.
- Immunization record as required by section 3313-67 of the Revised Code; record shall include immunization required by section 3313.671 of the Revised Code.

### *Fall 2015 Immunizations for Pre-school attendance:*

DTaP/DTP – Four doses of DTaP, DTP or DT or any combination

Polio – Three doses of OPV or IPV or any combination of OPV or IPV

MMR – One dose of MMR administered on or after the first birthday

Hib – Three or four doses depending on the vaccine type, the age when the child began the first dose and the last dose must be after 12 months **or** one dose if given on or after 15 months of age

HEP B – Three doses of Hepatitis B

Varicella – None

## **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year. Completed forms must be returned to school within 14 days or the student will be excluded from school until the completed document is received.

## USE OF MEDICATIONS

Students who must take prescribed medication during the school day must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Health Aide/Clinic and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Health Aide/Clinic by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal (or his/her designee) will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.
- H. The school district retains the discretion to deny a request for administration of medication.
- I. The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication.

### **Nonprescribed (Over-the-Counter) Medications**

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the health aid's office. Physician authorization is not required in such cases.

By written notice parents may also authorize that their child may self-administer nonprescribed medication.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the health clinic.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

The school district has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **CONTROL OF BLOOD-BORNE PATHOGENS**

The school district seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

- Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the district nurse and assist the student in completing the requisite documents.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV by his/her physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the federal and state laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with federal and state laws concerning confidentiality.

The student's parents will be encouraged to allow the district to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

## **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the district's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment;
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Please contact Laura Nazzarine, Director of Student Services at 513-943-5029 to inquire about evaluation procedures, programs, and services.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students- Laura Nazzarine, Director of Student Services at 513-943-5029.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

**See Student Records Policy – 8330 @ [www.westcler.org](http://www.westcler.org)**

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found **Directory Information Policy – 8330 @ [www.westcler.org](http://www.westcler.org)**

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Alana Cropper, School Treasurer. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact your building principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and

- B. administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, **West Clermont** charges specific fees for activities and materials used in the course of instruction.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Fees for materials are necessary for some classes. Fees are listed on the student's class schedule and are payable to the school office. Please make checks payable to the school. It will be very helpful for the parent to note the student's name and grade level on the check. Fees paid will be acknowledged by a receipt from the Treasurer's office. First semester course fees will need to be paid by the end of the first quarter. Second semester course fees and year-long course fees will need to be paid by the end of the third quarter. Middle school fees must be paid by the end of the first quarter. Students who have not paid fees or made arrangements with the Treasurer will not be permitted to attend school-sponsored dances and/or the Spring Prom. Graduating seniors must have all fees paid before they can participate in graduation activities. Delinquent fees not paid by the last day of school will be turned over to the Clermont County Prosecutor's Office for collection

## **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

## **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

## **MEAL SERVICE**

The School participates in the National School Lunch Program and makes lunches available to school age students. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes she/he is eligible, contact West Clermont School District's Food Service Supervisor.

## **COMPUTERIZED LUNCH PROGRAM**

Your child's cafeteria has a computerized point-of-sale system that makes paying for lunch easier. Each child enters his/her own student ID number on a numeric keypad to access their account. The child's name and photo appears on the screen. The account is then reduced by the amount of the sale.

We encourage you to prepay for your child's lunch. This will eliminate you having to send money each morning or the possibility of your child losing his/her money. The prepaid accounts will also save your child time in the lunch line leaving them more

time to eat. You can prepay for the week, the month or for the entire year. The system also offers you detailed information on what your child chooses to eat.

In accordance with the district's Wellness Policy, fast food and carbonated drinks (soda) are not permitted in the cafeteria during lunch time.

### **LUNCH CHARGES**

In an emergency situation students may charge their lunch. Students will receive the entire lunch with the first charge. This charge must be paid in full before another lunch may be charged. All charges must be paid as soon as possible. Also, no extra items may be purchased (drinks, snacks, etc.) if the student has an outstanding charge.

### **FOOD ALLERGIES**

If your child has a **life threatening food allergy** and requires a meal substitution, please contact the health aide or district nurse. A medical statement signed by a physician must be completed with a specific meal substitution listed and returned to the food service director so that the accommodation can be made. The school cannot make meal substitutions without a physician's written statement.

### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

## **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted in accordance with federal and state guidelines. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **OHIO DEPARTMENT OF EDUCATION RULES PRESCHOOL**

- A staff member will supervise children at all times throughout the day.
- Children are walked to and from the bus daily.
- A staff member trained in first aid and recognition of communicable diseases is available at all times. A first aid kit is always on site.
- Grounds, play areas, and other facilities will be supervised when in use by the children
- A child will be released only to persons listed on the Child Release Form. Proof of identity may be required.
- Procedures for emergency situations, including fire drills, tornado drills, and lock downs will be posted in the classroom. Records of actual fire drills, tornado drills, and lock down drills are posted in the office of each school. The annual fire inspection report is available in the office of each school.

## **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations: WLW/AM(700) WVMX/FM(94.1) WEBN/FM(102.7) WKRQ/FM(102) WUBE/FM(105) WSAI/AM(1530) WYGY/FM(96) WGRR/FM(103.5) WRRM/FM(98.5) WKRC/AM(550) WIZF/AM(100.9) WCIN/AM(1480); and these TV stations: WCPO-TV (9) WLW-TV (5) WKRC-TV (12) WXIX-TV (19)

Information concerning school closings or delays can also be found on the School's web page at [www.westcler.org](http://www.westcler.org).

Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays. School closings will be announced as WEST CLERMONT SCHOOLS. Individual schools in the district will not be called by name. Please listen to one of the above stations. PLEASE DO NOT CALL THE SCHOOL, as this may tie up phone lines when they may be needed for emergency reasons. The district central office will use the "Call Command" system to contact each home. During severe inclement weather, parents have the option to keep their children home. Absences during severe inclement weather will be considered excused.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

## **VISITORS**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in and a visitor's badge shall be reported to the Principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF THE LIBRARY**

The library is available to students in accordance with the posted schedule. Passes may be obtained from a student's teacher or from the librarian.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility that they are permitted to use.

## **LOST AND FOUND**

The lost and found area is in the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **USE OF OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **USE OF WIRELESS COMMUNICATION DEVICES**

### **Guidelines for Board Policy #5136**

Possession of a wireless communication device (WCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this guideline or otherwise engages in misuse of this privilege. Strict adherence to this guideline is required.

A "wireless" communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberry/Smartphones/Wi-Fi-enabled or broadband access devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Students may possess and use wireless communication devices (WCDs) on school property, school-provided transportation, or at school-sponsored activities only during approved times and for approved purposes.

Student use of WCDs on school property is a privilege and not a right. This privilege may be revoked by the district at any time. The district reserves the right, in its sole discretion, to determine which types of WCDs it will allow students to use. Such determinations are subject to change. Notwithstanding the foregoing, students may possess and use WCDs on school property and at school-sponsored curricular and extra-curricular activities according to the terms set forth in board policy 5136. Such use shall not create a distraction, disruption, or otherwise interfere with the educational environment.

Authorized student use of WCDs shall include the following:

- a. before and after the student instructional day;
- b. during designated lunch periods;
- c. in between class periods. However, WCDs must be powered off and stored out of sight prior to the start of and during the entirety of any class period; except for uses as determined by school staff.
- d. during participation in curricular and extra-curricular activities for instructional or educational purposes, and at the discretion of the district official.
- e. when authorized pursuant to an Individual Education Plan (“IEP”), a Section 504 Accommodation Plan, or a Health Care/Medical Plan with supportive documentation from the student’s physician.

WCDs including but not limited to devices with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to classrooms, locker rooms, shower facilities, bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether here or at another school district where a school activity or athletic event is occurring. The building principal has the authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive behavior. In particular, students are prohibited from using the WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e. sexting) in electronic or any other form. Violation of these prohibitions shall result

in disciplinary action. Furthermore, such actions will be reported to the local law enforcement and child services as required by law.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices. Students and parents are strongly encouraged to take appropriate precautions. If students have WCDs in their possession, to make sure the devices are not left unattended or unsecured.

Using a WCD in an unauthorized manner or in violation of Policy 5136 or this guideline may result in loss of this privilege, additional disciplinary action (e.g. warnings, parental notification and conferences, suspension, expulsion), confiscation of the WCD (in which case, the device will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed), an or referral to law enforcement if the violation involves an illegal activity (e.g. child pornography). A person who discovers a student in possession of or using a WCD in violation of this guideline is required to report the violation to the building principal. If a school teacher or administrator observes a violation of this guideline, she/he is required to confiscate the device and bring it to the building principal's office and provide the name of the student from whom the WCD was taken. Any confiscated device will be held in a secure location in the building's central office until the item is retrieved by the student's parent/guardian. Students whose WCDs are confiscated may be required to contact their parent/guardians to inform them that the item was confiscated and that it will only be returned to the parents/guardians. Confiscated devices will not be searched or otherwise tampered with except in exceptional circumstances (i.e. school officials reasonably suspect that the search is required to discover evidence of a violation of law or other school rules). Any search undertaken by school officials will be conducted in accordance with AG 5771 – Search and Seizure. If multiple offences occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time on a permanent basis.

Students may use designated school phones to contact parents/guardians during the school day.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

## **SECTION II - ACADEMICS**

### **COURSE OFFERINGS**

(Please see your guidance counselor for course offerings.)

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips.

While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules may lose the privilege to go on field trips.

### **GRADES**

West Clermont Schools have a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School applies the following grading system:

A+ = 97-100	C+ = 77-79
A = 94-96	C = 73-76
A- = 90-93	C- = 70-72
B+ = 87-89	D+ = 67-69
B = 83-86	D = 63-66
B- = 80-82	D- = 60-62
	F = 59 or below

I Incomplete

NC Zero credit, minimum work not completed

*For the purpose of calculating GPA and class rank, the West Clermont School District will use a four-point grading scale with the following quality points.*

<i>A 4 points</i>	<i>D 1 points</i>
<i>B 3 points</i>	<i>F 0 points</i>
<i>C 2 points</i>	

*GPA and class rank will be determined by using the GPA plus an add-on of .05 for each weighted course taken. Weighted courses are:*

AP Biology	AP Art History	AP English Literature
AP Calculus	AP Physics	AP Music Theory
AP Chemistry	AP U.S. History	AP Government
AP European History	AP Environmental Science	

\*\*\*College Credit Plus (CCP) Courses  
International Baccalaureate

### **Grade Point Average**

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years.

### **Grading Periods**

Progress Book account information will be made available at the beginning of each school year. Students/parents are encouraged to monitor academic progress throughout each of the 9 week grading periods.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Parents are encouraged to communicate with their student's teacher regarding concerns.

### **PROMOTION, ACCELERATION, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators,

parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the following criteria:

- A. failure to demonstrate proficiency in subject area
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the fourth grade if s/he attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 - Third Grade Reading Guarantee or in accordance with State law.

No student will be promoted to the ninth grade unless s/he has completed a one-year course in American History.

## **GRADUATION REQUIREMENTS**

### **Regular Diploma**

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Ohio Department of Education (ODE) for graduation, meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

## **EARLY GRADUATION**

Students who wish to pursue early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions necessary for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

## **GRADUATION REQUIREMENTS**

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

## **STUDENT ASSESSMENT**

Unless exempted, each student must pass all portions of the state-mandated assessment test as a requirement for graduation. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

College entrance testing information can be obtained from the Guidance Office.

## **THE OHIO GRADUATION TEST**

The Ohio Graduation Test (OGT) is required for any student in the graduating class of 2015, 2016 or 2017. These students must pass the OGT to receive a diploma in accordance with state law and to participate in the graduation exercises. The OGT consists of five tests: Reading, Writing, Math, Social Studies and Science.

*A student may meet the testing requirements for passing all five Ohio Graduation Tests if he/she meets ALL of the alternative graduation criteria.*

Beginning with the Class of 2018, all students will take end of course exams for:

- Algebra I and Geometry
- Physical Science
- American History and American Government
- Has completed the high school curriculum requirement;
- English 9 and English 10

### **AND MEET ONE OF THE FOLLOWING THREE:**

1. Earn a cumulative passing score on seven end-of-course exams.
2. Earn a “remediation-free” score on a nationally recognized college admission exam

such as the ACT. The state of Ohio will pay for all 11<sup>th</sup> graders to take the exam free of charge.

3. Earn a State Board of Education approved, industry recognized credential or a state issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment

\*State law is subject to change and could affect these requirements.

### **CREDIT FLEXIBILITY**

Ohio law allows high school students to earn course credit in a number of ways besides traditional classroom seat time. This is called Credit Flexibility. For information about credit flex requirements, timelines, and the application process, see your guidance counselor. To be eligible to submit an application and participate in the credit flexibility option, students must meet the following qualifications: enrolled as a full-time high school student in West Clermont Local Schools, and attend with parent/guardian an individual counseling session with school counselor to discuss their plans, outcomes and impact of participation in the credit flexibility option.

### **POSTSECONDARY ENROLLMENT College Credit Plus Courses**

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the district. Requirements for participation are set by the collegiate institution and are the responsibility of the student. Any interested student should contact their school guidance counselor to obtain the necessary information.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal.

### **HOMEWORK POLICY**

The West Clermont Board of Education strongly supports the concept of homework or out-of-class work. Homework will be assigned to reinforce and enhance individual and class instruction.

### **MAKE UP WORK**

A student properly excused is entitled to make up work which was missed. The student will be given one day to make up work for each day of an excused absence. It is the student's responsibility to contact the teacher and make arrangements for completing such make up work. To prevent a student from getting further behind academically, make up quizzes and tests should be done outside the class time. If an absence is unexcused, make up work will be at the teacher's discretion.

## **WITHDRAWING FROM COURSES – HIGH SCHOOL**

These are the deadlines for withdrawing from a course:

A year long course- On or before the 20th day of the school year.

A semester long course- On or before the 10th day of the class.

Failure to meet these guidelines will result in a W/F for the course, which will appear on the student's transcript. There will be a \$15.00 charge per class change.

## **ATHLETIC ELIGIBILITY**

The high school is a member of the Ohio High School Athletic Association (OHSAA) and strictly observes OHSAA's eligibility regulations. OHSAA rules require that to be eligible for athletic participation a student must have passed during the preceding quarter no fewer than five (5) courses which carry a full academic weight. A student athlete must have a 1.51 GPA in the previous quarter. Student athletes with less than a 1.51 GPA in the immediately preceding quarter will not be eligible for interscholastic competition. If a student is taking all course work post-secondary, they must have 13 quarter hours of college coursework for the grading period prior to the start of the sport. If a student is taking a class at the high school and Post-Secondary, they must have 5 credits. However college courses count a fraction of the number of credits the college gives.

Under OHSAA rules, summer school courses will not be used to count towards athletic eligibility. Each sport a student participates in will have an athletic fee. OHSAA bylaw 4-7-2 states that if a student transfers after the first day of the student's ninth grade year or after having established eligibility prior to the start of school by playing in a contest (scrimmage, preview or regular season/tournament contest), the student will be ineligible for one year from the date of enrollment in the school to which the student transferred. A student is considered to have transferred even if the high schools are in the same district.

## **COMPUTER TECHNOLOGY AND NETWORKS**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent,

the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.

- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
  2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
  4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
  5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
  6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
  8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or counselor if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the staff member. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the principal before joining a Listserve (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservees."

See Board Policy 1540 @ [www.westcler.org](http://www.westcler.org)

- M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal.
- N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind; either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to

those students whose parents have signed a release of claims for damages against the Board.

- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Technology Coordinator. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction-related purpose.

### **SECTION III - STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

West Clermont provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

#### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups may meet in the school building during noninstructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being

initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot on any materials or information.

### **DANCE INFORMATION – HIGH SCHOOL**

Dances will be open to only enrolled students and their guests. Guest forms must be filled out and approved before tickets can be purchased. No one over 20 years of age as of the date of the dance will be allowed to attend the dance. Tickets are only sold in advance. Attendance at school sponsored dances will be prohibited due to attendance, discipline, financial obligations or any other extenuating circumstances.

### **DANCE INFORMATION – MIDDLE SCHOOL**

Dances and other activities (such as roller skating) are held throughout the year. The following is a list of rules that pertain to these events:

1. Students from this school only are permitted to attend no friends from other schools or siblings.
2. Students must be in attendance at least half a day the day of the event.
3. Students will not be permitted to leave until the event is over.
4. All school rules will be enforced at the event.
5. Upon the discretion of an administrator, a student may be prohibited from attending a dance or other after-school activity if he/she has displayed chronic behavior problems.
6. Students need to be picked up on time. The student may be taken to the Clermont County Sheriff's or Union Township Police Office to await transportation home if a ride does not appear within 30 minutes of the end of the event.

### **ATHLETICS**

West Clermont provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

## **STUDENT EMPLOYMENT**

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents such as a work permit.

All minors between fourteen and eighteen years of age and who work full or part-time should have a work permit. A work permit application may be secured from the school office. Upon return of the completed application, the secretary then has 24 hours to process the work permit.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

#### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for 5 or more consecutive school days, for 7 or more school days in 1 month, or 12 or more school days in 1 school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for 7 or more consecutive school days, for 10 or more school days in 1 month, or 15 or more school days in 1 school year.

If a student accumulates five (5) unexcused absences, a letter will be sent to the parents. The school may request a truancy meeting with the parents and student. When a student accumulates twelve (12) unexcused absences, a "Notice of Truancy – Twelve Unexcused Absences" letter will be sent to the parents and a formal complaint will be sent to the Clermont County Court, Juvenile Division. A formal truancy meeting will be scheduled through the court. When a student accumulates fifteen (15) unexcused absences, a "Notice of Truancy – Fifteen Unexcused Absences" letter will be sent to the parents. A formal complaint will be sent to the Clermont County Court, Juvenile Division compliance with State law and Board Policy 5200. A court date will be set for the parents and student. A recommendation for expulsion can be filed for any student who has accumulated fifteen (15) unexcused absences.

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- A. illness in the family necessitating the presence of the child
- B. quarantine of the home
- C. death in the family
- D. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- E. observation or celebration of a religious holiday
- F. out-of-state travel up to a maximum of four (4) days per school year to participate in a District-approved enrichment or extracurricular activity
- G. any classroom assignment missed due to the absence shall be completed by the student
- H. such good cause as may be acceptable to the Superintendent

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student is chronically truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. notify the Registrar of Motor Vehicles of the student's absences
- B. take appropriate legal action
- C. assignment to an alternative school

Whenever any student of compulsory school age has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school during any semester, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

The following reasons are recognized as being valid for absence from school:

1. Personal illness;
2. Illness in the family;
3. Death of a relative;
4. Observance of a religious holiday;
5. College visits – if prior arrangements have been made with the
6. Emergency circumstances which, in the judgment of the administration, constitute good and sufficient cause for absence from school.

All other absences will be considered unexcused. “Needed at home” or “personal reasons” are not excused. (Excessive absenteeism will not be tolerated and may result in the student and parent being cited to court).

The final decision on excusing absence from school rests with the school administration.

### **Notification of Absence**

If a student will be absent, the parents/guardian on the day of the absence must notify the School and provide a written explanation/ doctor’s note within two days of the student returning to school. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student’s absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student’s attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

### **ABSENCE AND AFTER-SCHOOL ACTIVITIES**

Students who participate in extracurricular activities must be in attendance for a minimum of 3 periods on the school day of the activity unless the absence is approved by the principal. The administration may make exemptions for valid excuses with verification.

**Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact your school guidance counselor or principal.

**Make-up of Tests and Other School Work**

A student properly excused is entitled to make up work which was missed. The student will be given one day to make up work for each day of an excused absence. It is the student's responsibility to contact the teacher and make arrangements for completing such make up work. To prevent a student from getting further behind academically, make up quizzes and tests should be done outside the class time. If an absence is unexcused, make up work will be at the teacher's discretion.

**Suspension from School**

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from designated pick-up location. Make up of missed tests may be scheduled when the student returns to school.

**Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

**High School**

If a student under the age of 18, has 10 or more consecutive or 15 total days of unexcused absence during a semester, s/he will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

**Tardiness**

A student who is not in his/her assigned location by the start of the school day shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the School office before going to his/her first assigned location. A student is considered tardy to school if he or she arrives after the opening bell of school. A tardy becomes a ½ day absence when a student misses 2 ½ hours of school. To have a tardy, the student must bring a note stating the reason for the tardiness, following the same procedure as an absence note. A tardy to school that results in the student missing ½ or more of the class will be counted toward the four (4) excused absences per year.

Five (5) tardies in one (1) semester may result in parking permits being removed for high school students. Excessive tardies may result in non-participation in co-curricular and extra-curricular activities / social probation.

## **SOCIAL PROBATIONS**

Students whose attendance is lower than 93% (state minimum requirement) shall not be permitted to attend any school dances including Prom. Students may be excused from this rule only if they meet with the Principal to discuss acceptable community service projects to be completed before the dance is to be held.

## **VACATIONS DURING THE SCHOOL YEAR**

The board does not believe that students should be excused from school for non-emergency trips out of the district. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified in advance of such trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. In order to make sure that the absences are entered as excused on the computer system, we ask that you please do the following:

- A. Send a written note to the attendance office a minimum of two (2) weeks PRIOR to your family vacation.
- B. Any assignments will need to be made up and turned in to the classroom teacher per his/her time schedule.
- C. Vacation days are limited to five (5) days within the school year.

## **PARENT CONSENT FORM AND SPECIAL EVENT DAYS**

Students needing to sign out of school before dismissal time, and who cannot have a parent either call or be present to sign them out, must have a parent note giving the reason for the early dismissal and a notarized parent consent form on file in the school office. It will be the parents' responsibility to have the form (available at the school office) properly filled out and notarized. If it is more convenient, this form may be signed in the school office by the parent. The same criteria that apply to excusing student absence also apply to students signing out of school early. Please note that on special event days, students who do not attend the activity will be expected to be in class. Normal instruction will occur.

## **IN ACCORDANCE WITH THE OHIO DEPARTMENT OF EDUCATION PRESCHOOL ATTENDANCE**

The preschool classes will operate on a half day AM/PM schedule Tuesday-Friday. Mondays will be enrichment day and students do not attend. Staff will use this day for meetings, in-service training, home visits, setting the classroom environment, and assessments. Preschool classes follow the school district calendar as far as holidays. The preschoolers' first day of school is approximately two weeks later than the rest of the school. This allows the staff time to make home visits, assess new students, and prepare the children for their entry into school. Regular attendance and on time arrival assures that children have maximum access to the curriculum provided.

Reporting Absences: All absences are to be called in to the school office. Calls should be made as early as possible. Please contact the school office when your

child is ready to return to school, preferably the day before his/her scheduled return.

### **PRESCHOOL LICENSING**

The Ohio Department of Early Learning and School Readiness conducts site visits to ensure that the preschool programs meet the criterion set out in Chapter 3301-37 of Ohio Operating Standards. Copies of compliance reports may be obtained from the preschool supervisor, 513-943-5011 and are posted in the classroom.

### **CODE OF CONDUCT**

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **Expected Behaviors**

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

## **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all student in the class; and
- B. all students in the class the opportunity to learn.

## **WEST CLERMONT LOCAL SCHOOL DISTRICT DRESS CODE**

Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. As part of the educational process, all students are expected to appear at school in reasonable, neat, safe, and appropriate attire for the academic environment. Styles and fads in clothing, or makeup that detract from the educational setting are out of place in the school setting. The determination for acceptable dress lies with the administration. **The administration may counsel with a student and/or contact parents if the student's dress and appearance seem inappropriate for the classroom.**

These regulations will assist parents, students, faculty, and administrators in determining appropriate student standards for dress and personal appearance while at school.

### **Dress and Grooming**

Students are expected to dress appropriately at all times. Any fashion that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Am I dressed appropriately for the weather? (Yes)

As educators it is our responsibility to prepare you for the workforce.

1. Parents are ultimately responsible for ensuring that their student is appropriately dressed and within the guidelines set forth herein.
2. When any dress or grooming interferes with cleanliness, health, welfare, or safety of students, or when any dress or grooming disrupts the educational process by being distracting, offensive, indecent, or inappropriate to the educational process, it is prohibited.
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and personal appearance for participants in their program or activity. The principal and/or athletic director must approve clothing for student participants in school- sponsored extracurricular activities.

4. The administrators, with the assistance of the faculty, have the responsibility of uniformly administering the dress code.
5. An administrator, for the purpose of school spirit days or other special school-wide events, may modify the dress code.
6. Violation of the dress code could result in removal from class or school until the violation can be resolved and/or disciplinary action taken.
7. Clothing, jewelry, tattoos, temporary markings, and other personal items are not permitted which specifically or generally contain, promote, glorify, or refer to:
  - Alcohol, drugs, tobacco;
  - Sexual innuendo or sexually suggestive contents;
  - Profane, vulgar, or lewd symbols or slogans;
  - Gangs or cults, antisocial or harassing behavior; and/or
  - Hate, violence, death, suicide, gore, and/or blood.

**Shirts, Blouses, Tops:**

- Shirts without sleeves cannot be worn.
- Shirts must be buttoned properly.
- Muscle shirts, see-through shirts, or shirts normally worn as undergarments are not to be worn as outer garments. Tops or dresses with spaghetti straps must have a shirt or blouse underneath, or have a shirt/sweater to cover up. Halter tops, tank tops, tube tops, strapless/backless, midriff blouses, or any top not fitting this description is prohibited.
- Shirts and tops must be long enough to tuck into lower garments and may not expose the torso, midriff, or undergarments when the student is standing, sitting, raising his/her hand or bending over.
- Shirts/tops must have high enough neckline to cover all cleavage.
- Full length jackets/coats, such as those commonly referred to as “trench coats” or “dusters,” are not allowed.

**Slacks, Pants, Trousers, Shorts, Skorts, Skirts, and Dresses:**

- Shall be appropriately sized; not tight or loose fitting.
- Slacks, pants, trousers, shorts, skorts, skirts must fit at the waist. (“Sagging” and/or exposure of undergarments not allowed.)
- Slacks, pants, trousers must be properly hemmed or cuffed. (“Slicing” or “ragging” not allowed and should not drag the ground).
- All lower garments must reach at least mid-thigh. In order to determine mid-thigh length, students must fully extend arms and fingers at their side in a relaxed manner. Mid-thigh will be at approximately the second knuckle of the middle finger.
- The top of any slit must be no higher than mid-thigh.
- Pants with side slits, excessive rips and large holes above mid-thigh are prohibited.
- No lace-up pants.

**Head Wear:**

- Hats, sunglasses, caps, hoods, bandannas, or other types of head coverings may not be worn inside the building or carried during the school day. All such items must be stored in the assigned locker. This applies to all students' males and females.

**Jewelry & Personal Items:**

- Jewelry and body piercing, make-up, face painting and adornments are not to be extreme, distracting or interconnected.
- Heavy chains, spiked or studded jewelry and/or chains, or other inappropriate types of jewelry are a safety concern and thus are prohibited

**Shoes/Footwear:**

- Must be safe and appropriate for the school environment, which includes stairs and emergency drills.
- Shoes with any metal devices, such as wheels or noisemakers, are prohibited.

**Gangs**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

**Care of Property**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **BULLYING, HARASSMENT, AND INTIMIDATION**

### **BULLYING- R.C. 3313.666**

Harassment, intimidation, or bullying behavior by any student in the West Clermont Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property: and,
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

### **SEXUAL HARASSMENT**

Sexual harassment will not be tolerated in the West Clermont School District between employees and students, between students, or between any student or employee and a member of the public visiting the school. The board opposes sexual harassment in any form and has developed complaint procedures which will be available to victims. Sexual harassment is an unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature. If a student has questions or concerns about possible harassment, please contact your principal, assistant principal, or guidance counselor.

## **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

## **STUDENT CODE OF CONDUCT**

1. Truancy. Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.
2. Chronic misbehavior which disrupts or interferes with any school activity.
3. Fighting/Promoting/Instigating a Fight. Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action.
4. Damage or destruction of school property on or off school premises. Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.
5. Theft or possession of stolen goods. Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the administration. **The School is not responsible for personal property.**
6. Use, possession, sale or distribution of a firearm – A firearm is 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. Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in **a mandatory one (1) year expulsion under Ohio law.** This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5610.
7. Use, possession, sale or distribution of a dangerous weapon other than a firearm or explosive, incendiary or poison gas, a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. **Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.**

8. Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation
9. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette or electronic, "vapor," or other substitute forms of cigarettes, chewing tobacco, snuff, and dip, or using tobacco in any other form.
10. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
11. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance.
12. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
13. Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.), inhalants, or counterfeit controlled substance. (Any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance.) This includes vapor cigarettes and or e-liquid.
14. Turning in false fire, tornado, bomb, disaster, or other alarms. Intentionally giving a false alarm of a fire, or tampering/interfering with any fire alarm is prohibited. Additionally, making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made **may result in expulsion for a period of up to one (1) school year**. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.
15. Refusing to take detention or other properly administered discipline. Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

16. Falsifying of information given to school personnel. Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.
17. Disrespect to a teacher or other school authority.
18. Disregard of reasonable direction or commands by school authorities including school administrators and teachers. Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.
19. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reasons is prohibited.
20. Firearm look-a-likes – Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns).
21. 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).
22. Forgery of school or school-related documents.
23. Cheating or plagiarizing. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.
24. Assault. Inflicting bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact initiated by a student against a staff member will be considered to be assault. **Assault may result in criminal charges and may subject the student to expulsion.**
25. Possession of matches or lighters or other similar devices.
26. WCD- Failure to follow policy- Students may possess and use wireless communication devices (WCDs) on school property, school-provided

transportation, or at school-sponsored activities only during approved times and for approved purposes.

Student use of WCDs on school property is a privilege and not a right. This privilege may be revoked by the district at any time. The district reserves the right, in its sole discretion, to determine which types of WCDs it will allow students to use. Such determinations are subject to change. Notwithstanding the foregoing, students may possess and use WCDs on school property and at school-sponsored curricular and extra-curricular activities according to the terms set forth in board policy 5136. Such use shall not create a distraction, disruption, or otherwise interfere with the educational environment.

Authorized student use of WCDs shall include the following:

- a. Before and after the student instructional day;
  - b. During designated lunch periods;
  - c. In between class periods. However, WCDs must be powered off and stored out of sight prior to the start of and during the entirety of any class period; except for uses as determined by school staff.
  - d. During participation in curricular and extra-curricular activities for instructional or educational purposes, and at the discretion of the district official.
  - e. When authorized pursuant to an Individual Education Plan (“IEP”), a Section 504 Accommodation Plan, or a Health Care/Medical Plan with supportive documentation from the student’s physician.
27. Use of indecent or obscene language or gestures as defined by the majority of our society.
  28. Publication of obscene, pornographic or libelous material.
  29. Skipping any part of the school day.
  30. Tardiness. Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student’s driver’s license.
  31. Leaving school during school hours without permission of the proper school authority.
  32. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority. Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence

in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

33. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, as defined by the majority of our society, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.
34. Indecent exposure.
35. Displaying excessive affection, engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex. Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.
36. Failure to abide by rules and regulations set forth by administration for student parking and driving on school property. Occupying or using vehicles during school hours without parental permission and/or school authorization.
37. Any disruption or interference with school activities. Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code. Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.
38. Willfully aiding another person to violate school regulations. Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
39. Using Computer/On-Line Services for illegal, harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as:
  - a. Abusive conduct or violation of the conditions of use set forth or in the Computer/On-Line Services.
  - b. Transmission of unlawful information on the network.
  - c. The improper access, misappropriation or misuse of information/files of other users.
  - d. The use of obscene, abusive, or otherwise offensive or
  - e. objectionable language in either public or private messages.

- f. The opening of computers and adding or removing parts of computers without express authorization of district staff.
- 40. Commission by a student of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
- 41. Any other activity by a student which the student knows or should know will disrupt the academic process or a curricular or extracurricular activity.
- 42. Terroristic Threat. Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

**Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting harassment on the basis or race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

**A. Verbal:**

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

**B. Nonverbal:**

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

**C. Physical:**

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race,

color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the building administrator.

The student may report his/her concerns to the building administrator either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The building administrator will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law). Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of

getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Any one having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

## **STUDENT CODE OF CONDUCT ARE POSTED IN ALL ADMINISTRATIVE OFFICES.**

### **DISCIPLINARY RULES AND REGULATIONS**

Each student is an individual having varying degrees of involvement in the violations of school rules and regulations. With this philosophy, the specific action taken against a student will depend on the severity of the offense and the frequency with which a student has been involved in other school problems prior to the violation. Several discipline referrals for the same offense may result in out-of-school suspension or expulsion. Possible disciplinary actions that can be taken, depending on the severity of the offense, include but not limited to:

1. Verbal warning;
2. Discipline referrals;
3. Removal of privileges/social probations;
4. Parent notification;
5. Detention;
6. Alternative assignment;
7. Emergency removal;
8. Conferences with parents, students, etc.;
9. Temporary suspension, pending parent-student-administration conference;
10. Alternative assignment outside of the building;
11. Out-of-school suspension;
12. Expulsion; or
13. Exclusion.

### **GOALS**

The goals of the Student Code of Conduct are:

1. To guarantee the rights of all staff and students in providing a discipline code that establishes rules and regulations prohibiting speech or action that is disruptive to the work of the school.
2. To guarantee the rights of each individual through fair and reasonable treatment of violators of the discipline code.

3. To teach self-discipline by clearly communicating to students their rights and responsibilities as outlined in the Student Code of Conduct.
4. To respect the rights and personal dignity of all students and staff by providing a discipline code that will ensure a safe school environment.
5. To comply with federal, state, and local laws.
6. To protect and maintain school property.
7. To ensure all students the right to complete the course of study prescribed by state and local school authorities.
8. To reduce the occurrence of discipline problems through supportive measures to the discipline code by providing:
  - a. an atmosphere within the school of mutual respect and productive interdependence;
  - b. an Instructional Support Program to address issues of children at risk, socially, emotionally, and academically; and
  - c. referral to appropriate personnel for counseling, examination, and such other rehabilitative measures as may be necessary.

### **DEFINITIONS**

The following definitions shall be used in West Clermont Local School District until officially amended by the West Clermont Board of Education.

**Due Process** shall mean a specific act of procedures and principles to be followed in the expulsion or suspension of students.

**Suspension** shall mean exclusion of a student from school for a specific period of time not to exceed ten (10) days.

**Expulsion** shall mean the exclusion of the student from school for the duration of the school year or one calendar year.

**Parent** means a natural mother or father, an adoptive mother or father, a legally appointed guardian, or a surrogate parent of a child who is a ward of the state.

**Emergency Removal** means if a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the superintendent, principal, or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. If a teacher makes an emergency removal, it will be submitted to the principal in writing as soon after the removal as is reasonable. In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply. If the emergency removal exceeds 24 hours, a due process hearing will be held within 72 hours after the removal is ordered. Written notice of the hearing, the reason for removal, and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing. The student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or his designee and will have the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The person who ordered or requested the removal will be present at the hearing. Within 24 hours of the decision to suspend, written notification will be

given to a parent, guardian, or custodian of the student and treasurer of the board.

This notice will include the reasons for the suspension and the right of the student or parent to appeal to the superintendent or his designee. If the superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement.

### **STUDENT SUSPENSION**

The superintendent or the principal may suspend a student from school for violations of the Student Code of Conduct. No period of suspension will be for more than ten (10) school days. Suspension may extend beyond the current school year if, at the time the suspension is imposed, fewer than ten (10) days remain in the year. In that case, the superintendent may apply any or all of the period of the suspension to the following year. No student shall be suspended unless, prior to the suspension, the superintendent or principal does both of the following:

1. Gives the student written notice of the intention to suspend him/her and the reasons for the intended suspension and, if the proposed suspension is based on a violation listed in the Student Code of Conduct, and if the pupil is sixteen years of age or older, includes in the notice a statement that the superintendent may seek to permanently exclude the pupil if he/she is convicted of or adjudicated a delinquent child for that violation.
2. Provides the student an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or superintendent's designee and challenge the reason for the intended suspension or otherwise to explain his/her actions.

### **STUDENT EXPULSION**

A student may be expelled from school for a prolonged period of time for violations of the Student Code of Conduct. Only the superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) days, but not more than 80 days of duration. An expulsion can extend beyond the end of the school year, if there are fewer school days than expulsion days remaining in a school year. In that case, the superintendent may apply the remaining part or all of the period of expulsion to the following year. The superintendent may require a student to perform community service in conjunction with, or in place of, an expulsion.

In each case that the student is recommended for expulsion, the principal or designee shall send a written report to the superintendent or designee. The superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion including reasons for the intended expulsion.

Students, parents, or legal guardian(s) have the right to appear, upon request, before the superintendent or his/her designee to challenge the action or to otherwise explain the student's actions. The notice will state the time and place to appear, which must not be less than three (3) school days or later than five (5) school days after the notice is given. Within 24 hours of expulsion, the

superintendent or designee shall notify the parent or legal guardian and the treasurer of the Board of Education. Notice will include the reason for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board of Education; the right to be represented at the appeal; and the right to request the hearing be held in executive session of the Board of Education.

A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the board. Notice of intent to appeal must be made to the superintendent's office. Under state law, the decision of the board may be further appealed to the Court of Common Pleas.

### **PERMANENT EXCLUSION**

The board may seek permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of an act that would be a criminal offense if committed by an adult and if the act is any of the following offenses regardless of whether the act of complicity was committed on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee. In addition, complicity of any of the above acts may be the basis for permanent exclusion.

### **APPEAL PROCEDURES**

A student or his/her parent, guardian, or custodian may appeal his/her expulsion or suspension by the Superintendent or a principal to the Board of Education or to its designee. The student or his/her parent, guardian, or custodian may be represented in all appeal proceedings and shall be granted a hearing before the Board of Education or its designee. At the request of the student or his/her parent, guardian, custodian, or attorney, the Board or its designee may hold the hearing in executive session, but shall act upon the suspension or expulsion only at a public meeting. The Board, by a majority vote of its full membership or by the action of its designee, may affirm the order of suspension or expulsion, reinstate the student, or otherwise reverse, vacate, or modify the order of suspension or expulsion. The Board or its designee shall make a verbatim record of the hearings.

### **COMMUNITY SERVICE ALTERNATIVE**

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are;

1. The student and parent will execute a document agreeing to the community

service and accepting the suspension/expulsion if community service is not completed to the Superintendent's satisfaction.

2. Community service shall be performed at the place and time designated by the Superintendent.

3. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student or parent.

4. Any failure to complete community service in a timely manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **EXTRACURRICULAR ACTIVITIES**

Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the Student Code of Conduct or the Code of Conduct of the particular activity in which they participate. Students absent from school are not permitted to participate in extracurricular activities on that date.

### **REMOVAL FROM AN EXTRACURRICULAR ACTIVITY**

When the behavior of a student participating in an extracurricular activity, be it athletic or otherwise, violates the Student Code of Conduct or posted rules and regulations established by the coach or sponsor of the extracurricular activity, the offending student may be removed from participation in the extracurricular activity for the length of time deemed appropriate by the coach or sponsor. Prior to removing a student from participation in an extracurricular activity, the coach or sponsor shall meet with the student and allow the student to explain his/her actions. If the coach or sponsor's decision is to remove the student from participation in the extracurricular activity, the student shall be notified of the fact in writing, and the written notification shall contain the reason for the removal and the length of time the student will not be permitted to participate in the extracurricular activity. A student receiving a written notification of removal from participation in an extracurricular activity may request to meet with the principal of the school or his/her designee to appeal the decision of the coach or sponsor.

The student will be permitted to bring his/her parents/legal guardian to the meeting and the principal may invite the coach or sponsor to attend the meeting as well. The principal shall provide a written decision to the student and his/her

parents after considering the appeal and the principal/designee's written decision shall be final. This procedure is implemented pursuant to 3313.644 of the Ohio Revised Code.

### **GRADUATION FORFEITURE**

Any student not attending graduation practice has financial obligations or has not met all local and state requirements will not participate in the graduation ceremonies. Any student eligible to graduate who is not permitted to participate in graduation ceremonies due to disciplinary action may receive his/her diploma from the high school principal on the first work day after graduation.

### **CHEMICAL USE/ABUSE POLICY**

The philosophy of the West Clermont Board of Education is to provide every student a pleasant and healthful environment in which to seek a meaningful education. The West Clermont Board of Education recognizes that substance use/abuse is a concern of all within the elementary, middle, and secondary schools of the nation. Because we recognize the damage which results from harmful substance use/abuse, the West Clermont Board of Education accepts the shared role with the community by participating in education, intervention, and support of treatment programs.

The board will establish an education program to make students and school personnel aware of the dangers of chemical use/abuse, a disciplinary procedure for users according to board policy, and a process to provide assistance to those students who need treatment. This policy will establish a step-by-step procedure for school personnel to follow in cases where students are involved with, or are suspected to be involved with, a harmful substance. Early identification and effective treatment restores the individual's ability to achieve his/her fullest potential in school, on the job, and in life. The Board of Education will commit itself and its resources to achieving a school environment free of substance use/abuse. This commitment is made with the understanding that to achieve this goal will necessitate the full support of the entire community. In the event education and intervention strategies do not reach every student and they are reported to school officials for substance use/abuse, this discipline policy will be followed:

#### **A. POSSESSION AND USE - The West Clermont School District operates under a "zero tolerance" drug policy.**

A student shall not knowingly possess, use, conceal, or be under the influence of any narcotic, drug, hallucinogenic drug, inhalant, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or psychoactive mind-altering substance, look-alike of any kind, or drug- related paraphernalia while:

1. On school grounds or at the school buildings at any time;
2. Off the school grounds at any school-sponsored activity, function, game, field trip, or event.
3. On school buses or any other school-sponsored mode of transportation.

#### **B. VIOLATION OF POSSESSION AND USE CODE**

The following procedure is to be used in dealing with students violating the

## Possession and Use Policy:

### 1. First Offense

- a. The student will be suspended for ten (10) days in accordance with established student due process procedure and will be recommended to the Superintendent of Schools for expulsion from school.
- b. The parents will be notified and informed of their child's involvement, the consequences, and their due process rights.
- c. The appropriate legal agency with jurisdiction will be notified.
- d. The appropriate school personnel to be notified include the superintendent or his designee, treasurer, counselors, school nurse, and the transportation director.
- e. The Board of Education does not maintain a drug/alcohol rehabilitation program, but the following programs are available to students who need help with a drug or alcohol problem:
  - i. Clermont Recovery Center;
  - ii. Care Unit Hospital of Cincinnati.

### 2. Second Offense

- a. The student will be suspended for ten (10) school days in accordance with established student due process procedure and will be recommended to the Superintendent of Schools for expulsion from school.
- b. The parents will be notified and informed of their student's involvement, the consequences, their due process rights, and of the need for their child to receive help from a substance use/abuse agency.
- c. The appropriate legal agency with jurisdiction will be notified.

## **C. TRANSMITTAL OR SELLING**

The student shall not knowingly transmit or sell any narcotic, drug, hallucinogenic drug, inhalant, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or psychoactive mind-altering substance and look-alikes of any kind, or drug-related paraphernalia while:

- a. On school grounds or at the school buildings at any time;
- b. Off the school grounds at any school-sponsored activity, function, game, field trip, or event;
- c. On school buses or any other school-sponsored mode of transportation.

## **D. VIOLATION OF TRANSMITTAL OR SELLING CODE**

- a. The student will be suspended for ten (10) school days in accordance with established student due process procedure and will be recommended to the Superintendent of Schools for expulsion from school.
- b. The parents will be notified and informed of their child's involvement, the consequences, and their due process rights.
- c. The appropriate legal agency with jurisdiction will be notified.

- d. The appropriate school personnel to be notified include the superintendent or his designee, treasurer, counselors, school nurse, and the transportation director.

### **BUS CONDUCT**

The West Clermont School District Board of Education is committed to ensuring the safe and efficient operation of its school buses. Pursuant to Ohio Revised Code 3313.753, students riding district school buses may have such bus riding privileges suspended by the Superintendent or other district administrators for a period of time not to exceed 80 days for any violation of the Student Code of Conduct or a violation of the reasonable rules and regulations established by individual school bus drivers. The student is subject to the Student Code of Conduct and transportation regulations while he/she is physically riding the bus and when the student is at or near a school bus stop.

Students riding district buses are under authority of, and directly responsible to, the bus driver. The driver has authority to enforce established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services or suspending transportation to any student.

Upon the intent of the Superintendent or an administrator to suspend the bus riding privileges of any student, the Superintendent or administrator must first provide a written notice of intent to suspend these privileges to the student and/or the student's parents. Before any suspension is imposed, the student and /or his/her parents will have the opportunity to appear before the Superintendent or a Superintendent's designee for an informal hearing regarding the incident(s) which led to the discipline situation. This policy shall be posted in a centralized and conspicuous location in each of the West Clermont Local School District Board of Education buildings and will be provided to parents and/or students upon request.

Transportation is provided for students who live in the West Clermont School District in accordance with the provisions established by state statute and board regulation. Continued provision of this transportation service for individual students is dependent upon the ability of the student to obey regulations necessary for safety and good conduct. Since young people have duties and obligations which contribute to their safety and orderly bus riding, the following rules are to be followed by bus riders:

1. The bus driver is in charge of the passengers on his/her bus at all times. He/she is responsible for safely transporting students, and should be obeyed at all times.
2. Driver must not allow smoking or use of tobacco products on the buses.
3. While riding on a school bus, reasonable conversation is permissible and may be regulated by the school bus driver. However, there must be absolute quiet at railroad crossings and other places of danger.

4. Littering and eating are not permitted on buses.
5. Load and unload from bus at the designated stop in an orderly manner.
6. Ride the assigned bus and unload at the regular stop, unless the principal signs a note to give to the driver stating otherwise. A child who is not a regular bus rider must have permission note from his/her principal.
7. Use of abusive language will not be tolerated at any time.
8. Students must sit in assigned seats.
9. Students must not throw anything while on the bus.
10. Students must not hang any object or part of the body out of the window.
11. Animals or pets of any kind are not permitted on the bus.
12. Students must show their bus pass to the driver on request.
13. Public displays of affection will not be permitted.
14. Students may be seated in special seats upon request of the bus driver.
15. Horseplay will not be permitted.
16. Parents shall be responsible for any damages to buses caused by their child.

## **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

## **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

## **SECTION V - TRANSPORTATION**

### **Bus Transportation to School**

The School provides transportation for all Prek- grade 8 students. The transportation schedule and routes are available by contacting the General Manager of Transportation at 513-752-4020 or [www.westcler.org](http://www.westcler.org),

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

### **Bus Conduct**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

### **Prior to loading (on the road and at school)**

Each student shall:

- be on time at the designated loading zone (5) minutes prior to scheduled stop;
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

### **During the trip**

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;

- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

### **Exiting the school vehicle**

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **Videotapes on School Buses**

Video cameras may be installed on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **Self-Transportation to School**

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

- Students under age 18 must have written parent permission prior to driving to school.
- Students and their parents shall complete the Student Vehicle Application process to Drive Vehicles On School Property.
- Students are required to obey the parking lot speed limit of 10 mph.
- The student must obtain a permit and pay a fee for the right and privilege to drive to school.
- If a student's parking permit is suspended, no fees will be refunded.

- Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.
- When the School provides transportation, students shall not drive to school-sponsored activities unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form – which is approved by the principal.
- An approved student driver may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form - which is approved by the principal.
- All vehicles entering school property are subject to search and inspection.