



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.

Preschool 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

Merwin Elementary
1040 Gaskins
Cincinnati, Ohio 45245
Cheryl Turner, Principal
(513) 947-7800
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

Table of Contents

3	General Information
3	Rights Under FERPA
4	Directory Information
4	Inclement Weather
4	Licensing
4	Attendance
4	Phone Calls
5	Central Enrollment Center
5	Preschool Program Philosophy
5	Goals
6	Curriculum
8	Staff
8	Classes
9	Parent Involvement
9	Sharing Information
9	Classroom Management/Discipline
10	Behavior Management Rules
11	WCSD Code of Conduct
13	Bullying
14	Student Conduct on School Bus
15	School Nutritional Services
15	Lunch Program
15	Food Allergies
15	Free and Reduced Lunch
15	Computerized Lunch Program
15	Lunch Charges
15	Wellness Plan
17	Student Safety and Wellness
17	Safety of Children
17	Accidents and Insurance
17	Sexual Harassment
17	Medical Policy and Procedures
18	Guidelines for Illness and Medical Concerns
18	Administration of Medications 19 Diapering
19	Asbestos Hazard Emergency Response Act
20	Computer/Online Services
20	Cellular Telephones and Electronic Devices

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 the principal.

Principal [Telephone Number/E-mail]

Assistant Principal(s) [Telephone Number/E-mail]

School Secretary [Telephone Number]/E-mail]

Dr. Keith Kline, Superintendent of Schools **513-943-5000 / kline_k@westcler.org**

General Information

The West Clermont Local School District does not discriminate on the basis of race, color, national origin, sex, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Chris Davis– Director of Human Resources
4350 Aicholtz Road, Suite 220
Cincinnati, OH 45245
(513) 943-5000

The West Clermont Local School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The West Clermont Local School District also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Laura Nazzarine-- Director of Student Services
4350 Aicholtz Road, Suite 220
Cincinnati, OH 45245
Phone Number (Voice/TDD) (513) 943-5029
Days/Hours Available 8:00 AM-4:00 PM Monday through Friday

PARENT AND STUDENT NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible student”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s records within 45 days of the day the school receives a request for access. a. Parents or eligible students should submit to the

school principal or Director of Student Services. Personnel a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
 - a. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal or Assistant Superintendent of Human Resources/Pupil Personnel, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee,

such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

DIRECTORY INFORMATION

The District proposes to designate the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior written consent, except that directory information is not released for a profit-making plan or activity. Such information includes:

1. Student's name
2. Student's address
3. Student's date of birth
4. Student's extracurricular participation
5. Student's achievement awards or honors
6. Student's weight and height, if a member of an athletic team
7. Student's photograph

Within the first three weeks of each school year, the District publishes the above list, or a revised list, of the items of directory information, which it proposes to designate as directory information. For students enrolling after the notice is published, the list is given to the student's parent(s) or to the eligible student at the time and place of enrollment. After the parent(s) or eligible students have been notified, they have two weeks in which to advise the District in writing (a letter to the school Superintendent's office) of any or all of the items which they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records are appropriately marked by the record custodians to indicate the items which the District designates as directory information about that student. These designations remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

INCLEMENT WEATHER

Please listen to your local radio station or watch the local news for school closing information. Cancellations will be announced by the school district.

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.

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.

PHONE CALLS

Phone calls will be returned before and after school. Messages may be left on the teacher's voice mail during class time. If your need to speak to the staff is urgent, call the school office.

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 or call 943-5042.

PRESCHOOL PROGRAM PHILOSOPHY

The philosophy of the West Clermont Local School District Preschool Program is based on the belief that all children are competent and resourceful learners.

Each child is unique and special, deserving of respect, nurturance, continuity and safety. Young children can make meaning of complex ideas and concepts. The motivation to learn is intrinsic and children contribute to their own learning.

We believe that young children learn through play and social interaction. The adults arrange the environment to maximize the learning of each child. Learning experiences take place in the context of play, and play is the primary vehicle of learning for young children. Adults facilitate the play and the learning across all developmental areas, including cognitive, motor, language, social/emotional, and behavioral. Learning is an interactive process, with children learning through active exploration and interactions with peers, adults, and materials in the environment.

We believe that families are the child's first teachers and have the right to participate in the education of their children. We believe in establishing relationships and partnerships with families to enhance the learning of each child. We believe in honoring the cultural, linguistic, and racial identity of each child. We believe that all children, those who are typically developing and those with special needs, have gifts to bring to the classroom and to teach each other.

We believe that it is the role of all adults to work together to create a framework and learning opportunities in which children have some control, input, and can make choices based on their interests and abilities. Adults cooperatively working together ensure continuity in program planning and contribute to the balance, sense, and security that

all children need. Child-directed activities are provided as well as teacher-directed activities. The West Clermont Local School District is committed to providing excellent early childhood services to the families and young children of West Clermont.

GOALS

- To provide, or to assist in developing, an environment that is safe for our children.
- To nurture the development of self-esteem, independence and self- assurance in each child.
- To promote and enhance growth in all areas of development for each child.
- To provide, or assist in providing, an environment that is responsive to and celebratory of individual differences, learning styles, interests, family backgrounds, gender, race, and religion.
- To provide materials and activities that are relevant to every child's age, interests, and abilities and which provide opportunity for movement on to more difficult levels of mastery based on the unique strengths, needs, learning characteristics, and individual pace of each child.
- To ensure that families have information regarding, and access to, all appropriate services for which they are entitled.
- To provide a variety of service delivery options to insure that appropriate choices for families are available based on individual family desires as they pertain to their child and within the context of their community.
- To provide an environment that supports and nurtures cooperative and collaborative relationships between and among staff, families, outside agencies, administrators, school district personnel, and any other adults pertinent to the well-being of every child.

- To promote open, ongoing evaluation of the Early Childhood Program to ensure excellence in all areas of service delivery.
- To explore and research new methods and state-of-the-arts practices in the field of early childhood education to insure that the young children of Clermont County and their families receive the best services available.

- Assessment and curriculum development are both an ongoing and an integrated process.
- Standardized assessments, including Early Childhood Comprehensive Assessment and the Ages and Stages and the Developmental Math Assessment.

CURRICULUM

The West Clermont Local School District’s preschool program has adopted the Creative Curriculum to meet the needs of all children. All activities are aligned with the Ohio Early Learning Content Standards and the Early Learning Initiative Guidelines. The principle components of these guides are based on best practices in early childhood education as defined by the National Association of Education of Young Children and the Council for Exceptional Children. Key components of best practices for early childhood education as outlined in the guide are listed below. Strategies and accommodations and modifications are used to address the needs of individual children.

Curriculum for young children is comprehensive, addressing all aspects of development through a program that is both age and individually appropriate.

- The curriculum addresses affective, cognitive, language, and physical development.
- Academic instruction addresses the English language, Arts, Math, Science, and Social Studies.
- Goals, processes, content, and learning experiences are based on established developmental norms.
- The curriculum allows for expansion or contraction of goals, content, and learning experiences to meet the individual needs of children.
- The child’s individual and cultural background, including developmental history, is an important determinant of curriculum goals for that child.

The child is an active learner throughout the day.

- The curriculum provides opportunities for children to pursue their own interests and curiosities, and to make appropriate choices.
- The curriculum provides a balance of teacher-directed and child-chosen activities daily.

Learning is integrated throughout the day.

- Teaching isolated skills and concepts is avoided. The curriculum stresses processes and content that incorporate skill development.
- Content selection is based on criteria that include interest, (both developmental and cultural) appropriateness, and potential for enhancing life skills.
- Curriculum stresses thinking and problem solving.
- Story books, themes, or units are used as a framework for organizing and integrating the content.

The learning environment promotes conceptual development in all children.

- Art activities focus on the process, not the product. Craft activities teach sequencing and direction following.
- The physical environment includes materials and equipment to meet the diverse learning needs of the children.
- Play materials encourage children to engage in

manipulation and exploration, demonstrate problem solving skills, transform from real to pretend, and collaborate with others in developing play themes.

- Play materials avoid stereotypic play themes; rather, they encourage children to explore a variety of roles and themes. Materials provide a multiethnic, multicultural, and non-stereotypic emphasis.
- A variety of sensory materials are available to the children, including sand, water, paint, and a variety of textures.
- Children have substantial uninterrupted blocks of time to engage in self-selected activities.
- All learning styles are honored and provided for daily. Interactions between adults and children and among children are a central component of an early childhood curriculum.
- Adults are responsive to child-initiated communication, engage in meaningful talk, and encourage meaningful conversations.
- Learning takes place in a social context; children have many opportunities to learn and practice social and problem solving skills with their peers.
- Communication using a variety of modes is encouraged.

Curriculum development is an interactive process involving children, families, teachers, administrators, and the community. Rather than being predetermined, curriculum evolves for each group of children.

- Children's ideas are solicited and valued.
- Observational strategies assess the children's progress. For example, ECOSF (Early Childhood Observation Summary Form).
- Families have meaningful opportunities to provide input

regarding their children's goals.

- The curriculum reflects the diverse cultural groups and individuals in the community and society.
- The curriculum reflects and acknowledges the multiple contexts in which children and families function.
- Families and teachers regularly confer about children's developmental progress.
- Direct instruction is provided in balance with facilitated exploration.

Assessment is an ongoing process of gathering information relative to children's development. That information is coupled with norms for child development in planning an appropriate curriculum.

- Assessment procedures involve utilizing multiple information sources about the child's development.
- The range of normative development is considered.
- Each child's rate and expression of development serve as a base for planning an appropriate program.
- Results of ongoing assessment of the individual child are communicated to families on a regular basis.
- Standardized assessments (Early Childhood Comprehensive Assessment, Ages and Stages Questionnaire: Social Emotional, Early Childhood Outcomes form) are administered in the Fall and the Spring according to the State's indicated schedule. The Developmental Math Assessment is administered in the spring of the year of your child's transition to Kindergarten.

Transition to School Age

- When it is time for your child to transition to kindergarten, your child's educational team will conduct activities to ease the transition as well as meet with parents to discuss questions and concerns. All student records will be sent home school for kindergarten.

STAFF

The preschool classes are an interdisciplinary model. Teaching and therapy is provided through a team model. The team consists of a special education teacher and a teaching assistant. The following specialists also serve as team members and serve the children with special needs: Speech Pathologists, Occupational Therapists, Physical Therapists, Audiologists, Sign Language Interpreter, and Supplemental Services Teacher for Visually and/or Hearing Impaired.

All preschool teachers shall hold a valid Ohio Early Intervention Specialist license; or a valid Ohio special education or pre-kindergarten teacher's certificate, with a supplemental Early Childhood Special Education validation. All preschool teachers are highly qualified. A minimum of 15 hours of continuing education is required on an annual basis.

Therapists all hold current licenses as mandated by their specific area and certificates issued by the Ohio Department of Education in their respective areas.

Teaching assistants all hold current teacher aide permits issued by the Ohio State Department of Education and meet the criteria of highly qualified.

CLASSES

Our preschools are half day model. The preschool classes will operate on a half day AM/PM schedule Tuesday- Friday model. Students will attend Tuesday and Thursday or Wednesday and Friday. All classes are assigned a full time teacher and a full time assistant.

Eligibility: An Evaluation Team Report by the local school district will determine eligibility for children with disabilities. Eligibility is determined using the guidelines and rules in the Ohio Operating Standards (Chapter 3301-31). School districts are mandated to locate, identify, and evaluate children with disabilities within their attendance area. Referrals for the program may come from various sources, but the most common is the child's parents. Initial preschool referrals are handled and recorded through the West Clermont Local School District office. After referral, a developmental screening determines if a child has a potential disability that requires

further evaluation. Evaluations may include speech, fine motor, gross motor, and/or school psychological evaluations. All evaluations are free to qualifying children. After a full evaluation determines whether a child is eligible for any preschool services, an Individual Education Program (IEP) is developed to meet the child's needs. All evaluators, teachers, and parents are involved in this process.

Transition from EI to Preschool: The Clermont County Board of DD/Help Me Grow Early Intervention Program and the West Clermont Local School District have an agreement that establishes procedures for the transition of children with disabilities who are reaching their third birthday. The purpose of this agreement is (1) encourage cooperation and communication between agencies and families to assure the provision of a Free Appropriate Public Education from a child's third birthday, (2) to insure cooperation between agencies in order to reduce the stress on children and families inherent in the transition process, and (3) to identify the responsibilities of each agency during the transition process to all involved parties.

Selection of Typically Developing Peers: Selection of typically developing preschoolers will be completed by the school which houses the preschool program. Children must reside in the West Clermont Local School's district. Children must be at least 3 years of age before beginning the program and must be potty trained.

Tuition: Typically developing children who are selected for the program pay a monthly tuition. This money is collected by the school. Please call the school to obtain specific information about tuition.

Withdrawal: Notify the school office and teacher as soon as your plans are definite. Give us the name and address of your child's new school, if possible. Inform the school of the last day the child will be in attendance. Return any materials belonging to the school. Pay all outstanding debts to the school or academic records will not be released.

PARENT INVOLVEMENT

Parent involvement is a vital component of a child's school experience. Parent involvement and participation in their child's program is encouraged and supported. The list that follows identifies some of the ways that this might occur:

- Completion of a parent questionnaire/survey, prior to entry into the program, provides important information about each child.
- Completion of the Ages and Stages Questionnaire: Social Emotional
- Participation in the development and implementation of the child's IEP.
- Attend conferences to review your child's progress and/or IEP.
- Home visits for the purpose of exchanging information between teachers and parents.
- Classroom visits and observations by parents are encouraged and invited.
- Child progress reports will be shared with parents three times a year; in the fall, winter, and spring, or as requested by the parent.
- Inspection reports of the program are available and posted in the classroom.

Additional information is available from the Preschool Supervisor.

SHARING INFORMATION

Events and changes in their environment often affect young children. Children may not be able to express their feelings or relay significant information. In order to help your child deal with changes, please keep us informed of any events such as:

- Illness or hospitalization of family members Pregnancies and births

- Deaths of family members or close friends Changes in family structure within the home Plans for moving
- Extra stimulation such as visitors or celebrations Change of address or phone number

CLASSROOM MANAGEMENT / DISCIPLINE

The goals of discipline in early childhood are to help children develop self-control and problem solving techniques. Children develop these skills by experiencing opportunities to make decisions and learning from their consequences. The classroom staff act as facilitators, helping young children express their feelings appropriately and generate solutions.

Classroom management is designed to respect the emotional needs and feelings of each child. Classroom management is non-threatening and respects the dignity of each child. Limits and boundaries are structured in a clear, consistent, and fair manner. Rules are taught, practiced, and reinforced on a regular basis. In addition to the rules, children are taught the rationale for those rules, which aids in the development of their personal judgment.

Our staff is proactive and establishes appropriate expectations in children regarding their physical, cognitive, social, and emotional behavior. Interventions are implemented as potential problems arise and used as learning experiences for the children.

As needed, individual behavior management programs will be developed with the involvement of the parent to meet the individual needs of a child. Specific strategies used include:

Positive Modeling

- Staff will model behavior consistent with the behavior that is expected from the children at all times. This includes all interaction that children may witness as well as participate in.

Developmental Appropriateness

- Redirect child to another activity.

- Give child a choice of two acceptable activities.
- Give descriptive feedback of desirable behaviors without value judgment.
- Discuss child's feeling and help child express them verbally or in pictures.
- Explain expected behavior to children and provide immediate, consistent, and relate consequence for unacceptable behavior.
- Establish routines and rituals that make the day predictable.
- Anticipate and eliminate potential problems by physical environment.
- Ensure that children and staff have an environment and activities that are safe and accessible.
- Plan the daily schedule.
- Plan adequate time, space, and material daily for gross motor play.
- Ignore attention-gaining behaviors when appropriate.

Use of Attention to Teach

- Pay attention to positive activities.
- Comment on desired behavior.
- "Catch the child" being good.

Verbal Intervention

- Set clear expectations and remind the children frequently.
- Arrange compromises, first this/ then that _
- Positive rewards for behavior.
- Discussion of consequences of behavior with other children as in "Tell Sam how it made you feel when he took your toy".

Physical Intervention

- Provide physical proximity to teacher by moving next to child, holding child's hand, allowing child to sit on lap, or placing hand lightly on child's shoulder.
- Positive replacement of behavior by asking child to play with teacher, to accomplish a task, or hold a position or responsibility for the teacher.
- Model appropriate behavior.
- Removal of dangerous or misused objects or toys until child can agree on and/or demonstrate appropriate use of object.

- Physical calming techniques such as rubbing child's back, slow rocking, soothing voice, or firm pressure.
- Ask child to choose another area to play.
- Set up natural consequence for behavior.

Physical Management Techniques

- Offer child choice of appropriate behavior or consequence.
- Keep child from engaging in a favored activity because of contingency
- The child's return to the group must be contingent upon the child's bringing the behavior under control.
- The child must be returned to the group as soon as the behavior stops or lessens to a sufficient degree.
- Document any separation.

Safe Hold

- Used only when the child is a danger to self or others
 - **Students are only held as a last resort.**
 - Will consist of holding the child for a short period of time to ensure safety.
 - Preschool teachers and full-time aides are trained and certified in Crisis Prevention Intervention
- Care, Welfare Safety is our first priority.**

BEHAVIOR MANAGEMENT RULES FOR THE PRESCHOOL FROM OHIO DEPARTMENT OF EDUCATION

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting. No discipline shall be delegated to any other child.
2. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
3. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
4. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
5. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
6. Techniques of discipline shall not humiliate, shame, or frighten a child.
7. Discipline shall not include withholding food, rest, or toilet use.
8. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
9. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
10. The parent of a child enrolled in a center shall receive the center's written discipline policy.
11. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

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 firealarm 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.

BULLYING

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.

STUDENT CONDUCT ON SCHOOL BUS

Transportation is provided for students who live in the West Clermont Local School District in accordance with the provisions established by state statute and Board regulations. 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:

- The bus driver is in charge of the passengers on his bus at all times. He is responsible for safely transporting students and should be obeyed at all times.
- The driver must not allow smoking or use of tobacco products on the bus.
- 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.
- Littering and eating are not permitted on buses.
- Load and unload from the bus at the designated stop in an orderly manner.
- 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 a permission note from his/her principal.
- Use of abusive language will not be tolerated at any time.

- Students must sit in assigned seats.
- Students must not throw anything while on the buses.
- Students must not hang any object or part of the body out of the window.
- Animals or pets of any kind are not permitted on the bus.
- Students must show their bus pass to the driver on request.
- Public displays of affection will not be permitted.
- Students may be seated in special seats upon the request of the driver.
- Horseplay will not be permitted.
- Parents shall be responsible for any damage to buses caused by their child.

School Nutritional Services

LUNCH PROGRAM

Preschool Students do not participate in lunch at school. K-12 Students may purchase lunch in the cafeteria, where all students are expected to eat. No food or beverages are to leave the cafeteria. Students are responsible for removing their dishes, and litter from the tables when they finish lunch and for placing them in the proper receptacles.

Students are not permitted to leave school grounds during their lunch period. No outside deliveries of food, flowers, or novelties are permitted.

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.

FREE AND REDUCED LUNCH

West Clermont participates in the National School Lunch Program. Free or reduced price meals are made available to students whose families meet certain income criteria. Applications are available at each school and at the Board Office. Applications for free/reduced meals must be filled out each year for each family. A free/reduced meal for each child/children does not carry over from year to year.

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 elementary 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. If a student has an unpaid charge and needs to charge again, the student will be given a peanut butter/jelly sandwich and juice for \$1.00. 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.

WELLNESS PLAN

The link between nutrition, physical activity and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for healthy weight, are also linked to reduced risk for chronic diseases, like Type 2 Diabetes. Schools share in the responsibility to help students learn, establish and maintain lifelong, healthy eating and activity patterns.

Well planned and effectively implemented school nutrition and fitness programs have been shown to enhance students overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since staff can be daily role models for healthy behavior. All students in the West Clermont Local School District shall possess the knowledge and skills necessary to make nutritional food choices and enjoyable physical activity choices for a lifetime. All staff in the West Clermont Local School District are encouraged to model healthful eating and physical activity as a valuable part of daily life. Therefore, the West

Student Safety & Wellness

SAFETY OF CHILDREN

- 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.

ACCIDENTS AND INSURANCE

The school is responsible only for immediate first aid. The Board of Education does not pay for any medical or hospital bills incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills. The student should report any accident, no matter how minor, to a teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified.

Schools have no insurance to cover the loss or damage to student's property such as musical instruments, coats, damage to vehicles on school grounds, etc.

Students are advised not to bring large sums of money or valuable items to school.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the West Clermont Local 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 the student has questions or concerns about possible harassment, please contact your principal, assistant principal or guidance counselor.

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

Each child is required to have a current emergency card and an emergency medical authorization form on file. These forms must be completed and returned by the first day of school. They will be kept on file in the classroom. In the event of an emergency, the following procedures will be taken.

- Parents will be contacted immediately unless the situation is life threatening. In this case, 911 will be called before attempting to reach the parents.
- If efforts to reach the parents are unsuccessful, the faculty will follow instructions listed on the Emergency Medical Form.
- If a medical plan has been developed to address a specific medical concern, such as seizures, that plan will be followed in lieu of the above.

GUIDELINES FOR ILLNESS and MEDICAL CONCERNS

Children perform best in a healthy, germ free environment and when they feel rested and well. It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. Hand washing is taught to the children and conducted by staff frequently and consistently.

When children become ill at school, the school nurse or other staff member will determine if the child is well enough to stay at school. If it is determined that the child is ill and should go home, then school personnel will contact the parents/guardians of the child to come and get him/her. State guidelines mandate that any child with the following signs of communicable disease or illness must be immediately isolated. The child will wait in the nurse's office or other area separated from the other children. Parents are to be notified immediately to come and pick up the child.

Signs/Symptoms of communicable disease as stated in the PRESCHOOL RULES from the Department of Education are:

- Diarrhea (More than one abnormally loose stool within a twenty- four hour period).
- Severe coughing, causing the child to become red or

blue in the face or to make a whooping sound.

- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Conjunctivitis (pink eye).
- Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness.
- Untreated infected skin patch(es).
- Unusually dark urine and/or grey or white stool.
- 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.

ADMINISTRATION OF MEDICATIONS

Sometimes it is necessary to administer medications, food supplements, modified diet, or fluoride supplements at school. If this is necessary, the district nurse will contact the parents regarding the situation. The nurse will secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement. Each time medication is administered, a written record or log including dosage, date, and time

shall be made. That record or log shall be kept on file for one year.

DIAPERING

For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. Such instructions shall include the name of the ointment, cream, or lotion; name of the child; birth date of the child; date; and signature. Written instructions shall be valid for no longer than three months. Authorization for administration of the ointment, cream, or lotion may be cancelled by written request of the parent at any time.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

A federal law titled the “Asbestos Hazard Emergency Response Act (AHERA) requires that all schools be inspected for asbestos containing building materials, subsequently developing management plans. The Management Plan includes information regarding inspection activities, re-inspection, response action plans, post response actions, and so forth. This plan is available for public inspection during regular working hours. To make an appointment, call our Asbestos Planning Manager, G. Edward Dyer at 943-5014 at least one day in advance.

COMPUTER / ONLINE SERVICES

Guidelines for Board Policy #7540

Staff members and/or students are to be provided the following information concerning the use of the internet:

1. Use of the internet is to be related to one or more courses of study and is not to be used by staff or students for discriminatory or unlawful purposes. All student use is to be supervised by a staff member or approved volunteer who has signed the Staff Network and Internet Acceptable use and Safety Agreement.
2. Because of the vast amount of information that can be retrieved from the Internet teachers are responsible for training students to use proper research skills when retrieving information. It is inappropriate, costly, and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy, and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between websites that are “attractive but superficial or irrelevant” from those that are “attractive but superficial or irrelevant” from those that are “attractive, substantive, and relevant”.
3. Staff members need to have back –up plans or contingency procedures in place for times when the Internet may not be accessible. Since the Internet is primarily a data-gathering mechanism, alternative sources for needed data should be available so that students can accomplish the purpose of the instruction within the established time period.
4. The Student and Staff Network and Internet Acceptable Use and Safety Agreements that students and staff members must sign prohibits the use of the Internet for illegal, unethical, or harassing purposes or to obtain information that could be considered obscene, pornographic, or unsuitable for children. If a question of interpretation arises concerning the definition of

these terms, the Superintendent and building principal shall have the authority to determine whether the web site is appropriate or the use is permissible. Prior to accessing or allowing access to information that the staff member is unsure about, s/he should consult with TNC.

5. As students and /or staff members complete projects that reflect unusual and creative applications of technology, the projects should be shared with the Assistant Superintendent so that the proper publicity can be created as appropriate to the project. It is essential that the Student and Staff Network and Internet Acceptable Use and Safety Agreement address the issue of propriety rights related to web-sites and/or pages hosted on the Board’s servers and/or created during work times as part of an employee’s job responsibilities (staff) or as a class assignment (students).
6. This information can be provided through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course in which the Internet may be used.

RULES FOR CELLULAR TELEPHONES AND ELECTRONIC 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/Smartphone’s/WiFi-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 are prohibited from using WCDs or having them “On” (i.e. the device must be powered completely off and not just placed into vibrate or silent mode; a device will be considered “On” if it is ready to receive, send, capture or record any communication, visual image, sound, text a message or other information) during the regularly scheduled school day (i.e. from the moment the individual student arrives on school grounds during a day that students are in attendance for instructional purposes, until the last class of the day has ended for all students. This includes lunch periods and passing periods, as well as on school-sponsored trips and in school vehicles. Students may use WCDs before and after school. “Using” refers to, not only the making and/or receiving of calls, but also using the WCD for any other purpose (e.g. sending e-mails, texts messages or instant messages, taking pictures, making recordings/videos, etc.). Students also may not use WCDs on school property or at school-sponsored activity to access and/or view Internet Web sites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board of Education during school sponsored activities, at the discretion of the bus driver, classroom teacher or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Students are not permitted to wear their WCDs clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry WCDs in a backpack, purse, or inside a pocket of slacks, jeans, jacket, etc. provided they are powered completely “Off”. WCDs must be stored out of sight or in vehicles during the school day.

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.

A student may keep his/her WCD “On” under the following circumstances with prior approval of the building principal:

1. The student is a member of a volunteer fire company/department, ambulance, or rescue squad.
2. The student has a special health circumstance (e.g. an ill family member or his/her own special health condition).
3. The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher’s permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad- hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District’s network. The preceding prohibitions do not apply to Board- owned and issued laptops, PDAs, or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record, or transmit the word (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school day.

Students participating in extra-curricular activities and athletics must contact their coach, advisor, or sponsor for his/her rules involving the use of WCDs after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

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 the District’s network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs, or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record, or transmit the word (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school day.

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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), and/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, s/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.

Family & Community Partnerships

West Clermont believes that public schools have the responsibility to support and connect families with resources to help their child lead a happy and healthy life.

Resources:

Families Connected- fconnect@clermontd.org (513-732-5034)

General Health District- (513-735-8300)

Clermont Board of DD- (513-732-7015)

Head Start- (513-528-7224)

4C for Children/ Childcare/ Foodbank- (513-221-0033)

Life Point Solutions and Counseling- (513-947-7000)

Child Focus- (513-752-1555)

Clermont County EI/Help Me Grow- (513-732-7026)

Big Brothers/Big Sisters Association of Cincinnati- (513-761-3200)

WIC- (513-735-8430)

Clermont County Public Library- (513-752-5580)

St. Vincent De Paul- www.svdepcincinnati.org

Social Security Office- (1-800-772-1213)

YMCA- (513-724-9622)

House of Peace care of YWCA- (513-753-7281) or (1-800-540-4764)

While we do not endorse or refer students to healthcare providers, our teachers can provide you with information that you can refer to make the best decision for your child.