



**WEST CLERMONT  
LOCAL SCHOOL DISTRICT**

4350 AICHOLTZ ROAD, CINCINNATI, OHIO 45245-3501

*Building Futures*

**WEST CLERMONT BOARD OF EDUCATION**  
4350 Aicholtz Road, Suite 220 • Cincinnati, Ohio 45245  
(513) 943-5000

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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**

School Hours: 9 a.m.-3 p.m.

**Amelia Elementary, 943-3800**

5 East Main Street  
Amelia, Ohio 45102

**Brantner Elementary, 943-6400**

609 Brantner Lane  
Cincinnati, Ohio 45244

**Clough Pike Elementary, 943-6700**

808 Clough Pike  
Cincinnati, Ohio 45245

**Holly Hill Elementary, 943-8900**

3520 State Route 132  
Amelia, Ohio 45102

**Merwin Elementary, 947-7800**

1040 Gaskins  
Cincinnati, Ohio 45245

**Summerside Elementary, 947-7900**

4639 Vermona Drive  
Cincinnati, Ohio 45245

**Willowville Elementary, 943-6800**

4529 Schoolhouse Road  
Batavia, Ohio 45103

**Withamsville-Tobasco Elementary, 943-6900**

3950 Britton Boulevard  
Cincinnati, Ohio 45245

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## General Information

### ❖ Requirements for Admission

A child is to attend school in the parent's school district of residence. If the parents are divorced, the school must receive a copy of the court order granting custody of the child to the parent before the child may register.

A child whose fifth birthday falls on or before September 30th is eligible to enter kindergarten, and one whose sixth birthday falls on or before

September 30th is eligible to enter first grade at the opening of school in September of that year.

A child must have completed the kindergarten requirements at a public or chartered nonpublic school or at a day-care provider (school) which has been licensed by the State and has been determined to be developmentally appropriate under the law.

Proof of each of the following must be submitted:

1. Date of birth (a birth certificate must be presented as proof)
2. Immunizations: By Ohio law, children entering school must have had or be in the process of receiving the following immunizations:

#### **Kindergarten**

- 4-5 DPT
- 4 IPV (polio)
- 2 MM
- 3 HEP B (hepatitis B)
- 2 Varicella (chicken pox)

#### **Grades 1-12**

- 4 DPT
- 1 Tdap (7th grade)
- 3-4 IPV (polio)
- 2 MMR
- 3 HEP B (grades 1-11)
- 1 Varicella (grades 1-4)

An immunization form will be provided by the school when the child registers. This form must be signed by a physician. The completed form must then be returned to school within fourteen (14) calendar days or the child will be excluded from school until the document has been received.

Children of parents who move into the district from another school system where a kindergarten was not available may be entered by special permission of the Superintendent or his designee.

Kindergarten and first grade students entering the district for the first time must have a physical examination and up to date immunizations before being admitted to school. A West Clermont Health Record will be provided by the school at the time of registration.

1. Custody papers (if applicable).
2. Parent's Drivers License (picture identification)

3. Proof of Residency: Rental Lease Agreement, Purchase Contract, Copy of Deed, Land Contract, Settlement Statement, Affidavit of Residency

#### **❖ 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:

- the student's name;
- the student's address;
- the student's date of birth;
- the student's extracurricular participation;
- the student's achievement awards or honors;
- the student's weight and height, if a member of an athletic team; and
- the 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. This designation remains in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

#### **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 education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal or Assistant Superintendent, Human Resources/Pupil 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.

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.

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.

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

#### ❖ Reporting to Parents

West Clermont Local School District will be on a quarterly and semester reporting system. Interims will go home to all students grades 1 thru 5 midway through each quarter.

A. Parent -Teacher Conferences – are scheduled at the end of the first and halfway through the third grading period. Parents are invited to come to the school and confer with their child's teacher at a scheduled time. A parent or teacher may request a conference at any time during the school year. A parent desiring a conference at any time other than regularly scheduled conferences is requested to contact the school. A conference will be arranged at a time when the teacher is not busy with assigned classes. Parents are requested not to "just drop in" to see a teacher. It may be impossible for the teacher to leave assigned duties to talk to the parent.

B. Report Cards – are issued at the end of each nine weeks grading period. The report card issued at the end of the third nine weeks grading period is in addition to scheduled Parent-Teacher Conferences.

C. Interim Reports – are prepared and sent to parents when the teacher feels that communication between grading periods is necessary.

#### ❖ Parent Involvement /PTO

The West Clermont Board of Education believes that parent/guardian involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents/guardians in the education of their children generally results in high achievement scores, improved student behavior and reduced absenteeism.

All parents/guardians of students enrolled in the district are encouraged to take an active role in the education of their children.

Information regarding the qualifications of the teachers of our schools is available at the school office.

An excellent way to be involved in your child's education is to join your elementary school's Parent Teacher Organization (PTO). For more information, contact the elementary school office.

#### ❖ **Interdistrict/Intradistrict**

The West Clermont Board of Education does not participate in an open enrollment program for students from adjacent districts.

The West Clermont Local School District Board of Education believes that students should be permitted to attend the school of their choice within the district.

Intradistrict Enrollment Request Forms are available upon request in the Pupil Personnel Office, as well as the Office of the Principal in each of the schools.

Application forms must be completed by the parents and received by the office of the principal of the new school of attendance between 8:00 AM the second school day in April and 4:00 PM the last school day in June. Applications will be processed in the order in which they are received.

All approvals are on an annual basis and must be re-approved in accordance with the intradistrict plan on a yearly basis. This includes a new application each year. Parents will be notified of their application status in the late summer.

If you have any questions or concerns about intradistrict transfers please contact your building principal.

1. Special education programs will not be moved to accommodate intradistrict transfer students.
2. Students already attending an alternate school may be given preference over new applicants.
3. The West Clermont Board of Education is not required to provide transportation to students enrolled in alternate schools unless the student can be picked up and dropped off at a regular bus stop.

A complete copy of the district's policy and regulations is available upon request. If you have any questions or concerns please contact the Office of Pupil Personnel, 4350 Aicholtz Road, Suite 220, Cincinnati, Ohio 45245, or phone 943-5032.

#### ❖ **Lost and Found**

All found items should be turned into the office. Lost articles may be claimed in the office. It is strongly suggested that all articles be marked with the student's name, address and phone number. Unclaimed items are donated to charity at the end of the school year.

#### ❖ **School Visitors**

Any person visiting school property for any reason shall register with the school office immediately upon arrival. This policy is in accordance with Section KK Board of Education Rules and Regulations and Section 2917.211 of the Ohio Revised Code. We further ask that each visitor wear a Visitor's Badge that can be obtained in the school office.

#### ❖ **School Closings**

When weather conditions are threatening, or ice and snow is in the forecast, the condition of the roads in the school district will be checked by the transportation personnel. Existing conditions will be reported to the Superintendent, who will make a decision based on available information whether or not to close the schools.

The roads will be checked early in the morning and a decision will normally be made no later than 5:30 AM. The Superintendent will immediately notify the following radio and TV stations of a decision to delay and/or close the schools. The decision will be broadcast on the following radio stations: WLW/AM (700) WVMX/FM (94.1) WEBN/FM (102.7) WKRQ/FM (102) WUBE/FM (105) WSAI/AM (1530) WYGY/FM (Y96) WGRR/FM (103.5) WRRM/FM (98.5) WKRC/AM (550) WIZF/AM (100.9) WCIN/AM (1480) WVXU/FM (91.7) WVAE/FM (94.9); and TV stations: WCPO-TV Ch. 9 WLW-TV Ch. 5 WKRC-TV Ch. 12 WXIX-TV Ch. 19. In addition each school will use the Call Command system for notification.

School closing will be announced as "WEST CLERMONT SCHOOLS". The individual schools in the district will not be called by name. Please

listen to one of the above stations, and **DO NOT CALL THE SCHOOL**. Calling the school ties up the telephone lines when they may be needed for emergency reasons.

#### ❖ **When to Contact the School**

It would be very helpful if parents would contact the school when any of the following things happen:

A. **ADDRESS OR PHONE CHANGE** – If your address or phone number should change throughout the year, please notify the school office as soon as possible.

B. **CONTAGIOUS DISEASE** – If your child should become ill with a contagious disease, the school should be notified. If a child is found to have lice, pink eye, scabies, etc., he/she may be excluded from school until the condition is corrected.

C. **FINANCIAL HARDSHIPS** – If you have financial problems that make it impossible to provide your child with lunch money, adequate clothing, etc., the school may be able to help.

D. **WITHDRAWAL FROM SCHOOL** – The school office should be notified as soon as possible if you plan to withdraw your child from attendance.

E. **PARENT-TEACHER CONFERENCE** – If you feel that a conference with the teacher is needed, please call the school to make arrangements.

F. **OTHER** – Please contact the school concerning anything that is school related and of concern to you.

#### ❖ **School fees**

Students are assessed a supply fee which should be paid before the end of the first quarter of school. Some of the supplies and services provided from the supply fees are: student assemblies, speakers, films, etc.; student subscriptions, Weekly Readers, etc.; crayons and pencils in kindergarten; workbooks desired by the teachers for students at all grade levels; and paper.

If the financial situation at home makes payment impossible, a note to the school principal will be expected indicating individual payment arrangements. After the first quarter report cards will be withheld if payment or arrangements have not been made. Delinquent fees not paid

by the last day of school will be turned over to the Clermont County Prosecutor's Office for collection.

#### ❖ **Student Pictures**

In the fall, students will be provided an opportunity to purchase individual picture packages. Group and individual pictures will be taken in the Spring of the school year.

**Pictures of students are often taken for use in district publications, district and media websites and press releases. If you prefer that your student not be photographed for these purposes, please contact the Communications Department at 943-5060.**

#### ❖ **Recess**

All children are expected to go out for recess. If you send a note requesting that your child stay in for recess, we will honor your request but not for more than two (2) days. A note from a doctor must be sent to school if you wish to extend the time past the two day period.

## Attendance and Tardiness

#### ❖ **Student Arrival Time**

Since teachers are often involved in planning and morning meetings, it is imperative that students not arrive at school before ten minutes prior to the start of school. Neither the West Clermont Local School District nor its administrators and staff will be responsible for students who arrive prior to the ten minute time period.

#### ❖ **Attendance**

All students are expected to attend school regularly and to be on time for classes, in order to obtain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after high school.

#### ❖ **Excused Absences**

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. 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 considered excused absences. (Excessive absenteeism will not be tolerated and may result in the student and the parent(s) being cited to court.) Students may be called in sick by their parent(s)/guardian(s) a total of five days per school year without a note from a licensed physician. After five (5) days of absences for the school year, the school requires a statement from a licensed physician stating the student is too ill to attend school and indicate the date the student can return to school. The final decision on excusing an absence from school rests with the school administrator.

In order for a student to have perfect attendance for the quarter or year, a student must be in the classroom from the beginning of the school day to the end of the school day. A student is not considered as having perfect attendance if a day is missed or he/she left early or arrived late. Perfect attendance means that you were at school every minute of every day that school is open. Excused absences still count as absences. If a child comes to school late but was riding a bus, it does not count against perfect attendance.

#### ❖ **Unexcused Absences**

After five days of unexcused absences, a letter will be sent to the student's parents requesting a meeting with the principal to address truancy issues and consequences of future truancy. A first notification will also be sent to Juvenile Court.

If a student accumulates twelve days of unexcused absences, a Notice of Truancy for 12 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 days of unexcused absences, a Notice of Truancy for 15 Unexcused Absences letter will be sent to the parents. A formal complaint will be sent to the Clermont County Court, Juvenile Division and a court date will be sent for the parents and student. A recommendation for expulsion can be filed for any student who has accumulated 15 unexcused absences.

#### ❖ **Tardy to School**

A student is considered tardy to school if he/she arrives after the opening bell of school or leaves before the end of the school day. A tardy becomes a 1/2 day absence when a student misses 2 1/2 hours of school.

Continued tardiness to school will result in corrective measures being taken by the school to alleviate the problem.

Three unexcused tardies will result in one unexcused absence. Unexcused absences are reported to juvenile court.

If tardy, parents can not drop their child/children at school. Parents MUST walk in with their child/children and sign them in at the school office.

#### ❖ **Attendance Procedures**

If a student is absent from school, the parent must call the school attendance line before 10:00 AM the morning of the absence. As a result of the Missing Children's Act, schools are required to make a "reasonable effort" to contact the home when a child is absent. It is the responsibility of the parent to contact the school whenever a student will be late or absent. If this is not done, a school representative will contact the home or parents' place of work. To facilitate implementation of this law, please call the school before 10:00 AM to give notice of your child's absence.

Failure to notify the school about an absence will result in an unexcused absence. A dated, signed note is required upon your child's return to school. If the parent does not call the school, the student returning from an absence should bring a note explaining the reason of the absence. The following information must be included in the note to be excused:

Student's full name  
 Dates of the absence and reason  
 Parent's signature and phone number

Absences will be unexcused unless the school has received a phone call from the parent or guardian on the day of the absence, a parent/guardian note, or a doctor's note has been received within two school days of the student's return to school.

#### ❖ **Vacations**

The school discourages students from being absent during the school year any more than absolutely necessary. Family vacations should be scheduled during the summer months. In the event that students must go on vacation with their parents during the school year, the absences may be excused. In order to make sure that the absences are entered as excused on the computer system, we ask that you please do the following:

1. Send a written note to the school office, a minimum of two weeks, PRIOR to your child leaving on vacation. Please list the dates that your child will be absent due to the family vacation.
2. Any assignments will need to be made up and turned in to the classroom teacher per his/her time schedule.

#### ❖ **Make-Up Work**

Students whose absences are excused will be given two days to make up work for each day of absence.

#### ❖ **Withdrawal from School**

Parents should follow the procedures below to withdraw their child from school:

- Notify the school office 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 textbooks, library books, or other materials belonging to the school.
- Pay all outstanding debts to the school, otherwise academic records will not be released.
- Have the child bring home any personal belongings that might be at school.

Students are assessed a supply fee which should be paid before the end of the first quarter of school. If the financial situation at home makes payment impossible, a note to the school principal will be expected indicating individual payment arrangements. After the first quarter, report cards will be withheld if payment or arrangements have not been made. Delinquent fees not paid by the last day of school will be turned over to the Clermont County Prosecutor's Office for collection.

#### ❖ **Early Dismissal/Change in Dismissal**

Students are dismissed only from the school office in the elementary and middle schools. Parents must come to the office and sign the student out if the student is leaving early. A signed note from the parents or guardians must be presented or be on file if any person other than the custodial parent(s) or guardian(s) is removing the student from school. A signed note from the parent is required for any dismissal change. Elementary students cannot be released to anyone under the age of 18.

## Transportation

#### ❖ **Bus Service**

Transportation may be provided for students who live in the West Clermont Local School District in accordance with the provisions established by state statute and Board regulations. The West Clermont Local School District Board of Education provides transportation in recognition of special geographic and transportation problems present in our district.

#### ❖ **Regulations**

The West Clermont Local 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 or she is physically riding the bus and when the student is at or near a school bus stop.

Students riding district buses are under the 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 parents will have the opportunity to appear before the Superintendent or the 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 West Clermont Local School District Board of Education building and will be provided to parents and/or students upon request.

#### ❖ **Student Conduct on Buses**

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:

1. The bus driver is in charge of the passengers on their bus at all times. They are responsible for safely transporting students and should be obeyed at all times.
2. The driver must not allow smoking or use of tobacco products on the bus.
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 the 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 a 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 buses.
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 the request of the driver.
15. Horseplay will not be permitted.
16. Parents shall be responsible for any damage to buses caused by their child.

#### ❖ **Students Who Walk**

Parents who want their children to walk to and/or from school must notify the school in writing. The West Clermont Board of Education, its administrators and teachers assume no responsibility for student behavior or safety beyond the boundaries of the school premises.

## Curriculum and Testing

#### ❖ **Promotion/Retention of Students**

- Promotion – In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The

education program is planned for the continuous progress of children from grade to grade, with children spending one year in each grade.

- Retention – A few students, however, may benefit from spending an additional year in the same grade. Such retention may be considered when:

1. The child is achieving significantly below ability and grade level expectations.
2. The physical, social, and emotional maturity of the student is significantly below his/her age level.
3. Retention would not cause undue social and emotional adjustment.
4. Retention would have a reasonable chance of benefiting the student.

Whenever retention is being considered, the teacher shall confer with the principal. The parents shall be invited to a meeting with the staff to discuss the student's academic standing in relation to the grade level program and the student's ability. This conference shall occur early in the third quarter at the latest. During the fourth quarter the final decision shall be reviewed with the parents.

Only in unusual circumstances shall a student be retained more than once in the elementary school and once in the middle school.

#### ❖ **Assignment of Students**

In some cases, students are assigned to the next grade instead of being promoted. This may happen when a yearly subject average is an F or when progress has been made but there are still several areas that need to be worked on for complete mastery. Assignment of students is a decision made by the classroom teacher and the building administrator.

#### ❖ **Early Entrance Testing**

Children who will be five or six years of age on or before January 1 of the school year for which admission is requested may be tested for early admission to kindergarten or first grade upon written request of his/her parent(s) or guardian(s).

#### ❖ **Elementary Grading Scale**

The grading scale for kindergarten is:  
AP (adequate progress)

NP (not adequate progress)

The grading scale for students in grade one and two is:

- 4 Mastery
- 3 Progressing
- 2 Progressing with support
- 1 Inadequate progress

The grading for students in grades 3-5 is:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 & Below

#### ❖ **District-Wide Testing**

West Clermont Schools administer the Ohio Achievement Assessments annually as required by law in order to evaluate student progress and report building progress to parents and the community.

3rd Grade: Ohio Math and Reading

4th Grade: Ohio Math and Reading

5th Grade: Ohio Math, Reading and Science

#### ❖ **Technology Mission Statement**

It is our vision that technology will be used as a tool to stimulate and promote understanding. Students will become proficient in the use of technology to enhance the quality of their lives and educators will use technology to share, communicate and enhance instruction.

#### ❖ **Homework**

Homework serves a valid learning purpose. The student will be assigned homework outside the school day to support his or her learning. The amount, frequency and difficulty of homework will be based on the ability and need of each student. Homework serves three purposes: practicing/reinforcing content and skill previously introduced to the student, reading assignments to prepare the student for new content that will be introduced and to extend the learning that will take place in the classroom (i.e., gather data for a project).

Parents can assist their child with homework in the following ways:

- Set up a consistent, organized place for homework to be done.

- Help your child establish a consistent schedule for completing homework.
- Encourage, motivate and prompt your child, but do not sit with your child and complete the homework. If your child is consistently not able to complete the homework by himself or herself, please contact the teacher.
- If your child is practicing a skill, ask him or her to tell you which steps are easy, which are difficult, or how he or she is going to improve. If your child is consistently unable to talk about the knowledge he or she is practicing or using, please contact the teacher.
- When bedtime comes, please stop your child, even if he or she is not finished. Parents can trust that the amount of homework given to their child will be developmentally age appropriate.

#### ❖ **Textbooks**

Textbooks are provided for each student by the Board of Education, but the student is responsible for their care while they are in his/her possession. Students will be asked to pay for any textbook or library book that is lost by them. They will be held responsible for any damage beyond normal wear at the end of the school year.

## School Nutritional Services

#### ❖ **Lunch Program**

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/Reduced**

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.

#### ❖ **Student Wellness**

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 Clermont Local Board of Education directs the Superintendent to develop and maintain a Student Wellness Program.

**The Student Wellness Program shall:**

- include setting goals for nutrition education, physical activities and goals for other school-based activities designed to promote student wellness,
- establish nutrition standards for all foods available on school campus during the day,
- provide assurances that district guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture and,
- establish a plan of implementation and evaluation, including designating one or two persons within the district with the responsibility for ensuring that the district is compliant with federal law.

## Health and Emergency

❖ **District Nurse's Letter**

Dear Parents, There are many symptoms, which alert us that your child is not feeling well. These include; cough, nasal congestion, earache, stomachache, vomiting, diarrhea and fever. It is important to control the spread of infectious conditions between children. Fever is defined as an oral temperature above 100.4 F and is the body's response to an infection

and/or inflammation. Some fevers, such as those associated with ear infections, are not contagious but indicate your child does not feel well. When a child has a fever, he/she needs medication, extra fluids, and rest. If your child has a fever, he/she will be sent home and should not return to school until he/she has been fever free for 24 hours. If you have any questions, please contact the health aide at your child's school.

❖ **Emergency Medical Form**

Every student is to have an emergency medical form on file in the school office. State law requires that this form be filled out and signed by the parent at the beginning of every school year. No student will be permitted to participate in field trips when transportation is provided without an emergency form on file. The completed form must be returned to school within fourteen (14) calendar days or the child will be excluded from school until the document has been received.

❖ **Administering Medication at School**

It is the policy of the West Clermont Local School District that all children's medication be administered by the parent(s) at home. Any pupil who is required to take medication during the regular school day must comply with the appropriate administrative regulations:

If under exceptional circumstances a child is required to take PRESCRIPTION or NON-PRESCRIPTION DRUGS during the regular school day and the parent(s) cannot come to the school to administer the medication, only the school nurse, the health aide, principal or his designee will administer the medication in compliance with the following regulations:

1. Medication must be brought to school, by the parent, in a container appropriately labeled by the pharmacy or physician. Medication will be given in the office area or other area designated by the principal.
2. Written authorization from the physician for both prescription and non-prescription drugs, including aspirin, cough medicines, etc., and written permission from the parent or guardian will be required and will include:
  - A. Child's name
  - B. Name of medication
  - C. Time to be administered
  - D. Dosage
  - E. Possible side effects which a physician believes may occur
  - F. Duration of time for administering the medication

G. The Medical Authorization Form- must be signed by a physician.  
District Medication Authorization forms are available in the school office.

3. The school principal or his designee will:

- A. Inform the appropriate school personnel of the medication.
- B. Keep a record of the administration of medication.
- C. Keep the medication in a secure place.
- D. Return any unused medication to the parent(s) only.

4. The student must assume responsibility for presenting himself/herself for medication at the appropriate time. School personnel will not assume responsibility for calling students for medication.

5. The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication.

6. The school district retains the discretion to deny request for administration of medication.

7. Parents will be informed of this policy and regulations.

#### ❖ **Self-Administration of Medication at School**

In order to encourage and promote independence and self-sufficiency, students with chronic health problems will be permitted to carry and administer self medication to treat asthma, anaphylaxis and diabetes. A physician's authorization and parental permission form must be on file in the health office. Self-administered medications will be limited to asthma inhalers, epinephrine auto-injectors and insulin. All other medications should be dispensed by the health aide or other trained staff member and given in the health office.

#### ❖ **Chronic Health Problems**

Updated health information and physician's orders must be provided annually. An Individualized Health Care Plan or Student Health Alert will be written for any student with an ongoing medical need. It is the responsibility of the parent/guardian to keep school personnel informed of the health status of their child. All health information is confidential and will not be distributed to those who do not have a need to know. The Director of Transportation will be provided with a list of students whose medical condition might pose a problem during transportation to and from school. Specific medical information will not be shared with individual bus drivers unless requested by the parent/guardian.

#### ❖ **Health Screenings**

West Clermont follows the screening guidelines required by the Ohio Department of Health. School screenings are conducted to detect possible problems and are not comprehensive examinations. Parents will be notified by mail, if their child does not pass a second screening. Clermont County offers free hearing and vision clinics. Financial resources are available for any family who needs assistance. Please contact the health aide for more information.

#### ❖ **Hearing**

Kindergarten, Grades 1, 3, 5, & 9

All new students and students referred by teachers.

#### ❖ **Vision**

Kindergarten: Distance visual acuity, muscle balance, stereopsis (depth perception).

Grade 1: Distance visual acuity, color vision for boys

Grade 3, 5, 7, and 9: Distance visual acuity

All new students and students referred by teachers.

#### ❖ **Scoliosis**

The Ohio Department of Health recommends scoliosis school screening. Grades 7 and 8 will be screened.

#### ❖ **Head Lice**

West Clermont Local School District has a "No-Nit" policy. If a student has been found to have live lice or nits (eggs) he/she will be sent home. Enforcing a no-nit policy is key to preventing outbreaks and reinfestations. Upon returning to school, students will be re-checked. Therefore, it is recommended that the parent bring their child to school. The responsibility for nit removal rests with the parent. The school district nurse and the Clermont County Health Department are available to answer questions if a family is having difficulty getting rid of lice.

#### ❖ **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.

#### ❖ **Emergency Drills**

All schools are required by law to conduct fire and tornado drills to prepare the students and staff members in case of a real emergency. At the beginning of the school year, teachers will instruct each class in emergency drill procedures and will post the instructions in each classroom.

#### ❖ **Fever Policy**

Parents are required to keep children home for infectious/contagious illnesses which are accompanied by sore throat, cough, rash, nausea, etc. Children must be fever-free for 24 hours before returning to school. Parents are to call the school absent/tardy line before 10:00 AM. Homework requests must also be left on the school answering machine at that time. The office staff will review the tape-recorded message.

#### ❖ **School Safety Procedures**

A. All outside doors, with the exception of the front entrance, will be locked for the duration of the normal school day. The doors will be locked on the outside but will remain unlocked from the inside.

B. All visitors must enter through the front and back door and report directly to the office upon entering the building.

C. Each visitor must register in the office and will be issued a visitor's badge before being permitted to walk through the building. Before exiting the building, the visitor must return to the office to sign out and to return their visitor's badge.

D. Any visitor walking through the building without a visitor's badge will be asked to return to the office to obtain one.

E. Parents, family members, etc., are not permitted to pick up their child directly from the classroom. All communication of this nature must be made through the office.

#### ❖ **Asbestos Hazard Emergency Response Act**

A federal law titled the "Asbestos Hazard Emergency Response Act" requires that all schools be inspected for asbestos-containing building

materials, subsequently developing management plans. The Management Plan includes information regarding inspection activities, reinspection, 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.

## Student Code of Conduct

#### ❖ **West Clermont Student Code of Conduct**

The Student Code of Conduct is part of the lawful rules and regulations for the governing of West Clermont Local School District. The Student Code of Conduct specifies expected behaviors for all students enrolled in the school district. Each student is expected to maintain the highest level of performance possible while attending school. Willful disobedience or defiance of the authority of the school staff, profanity or vulgarity, or other gross violation of propriety or law constitutes cause for suspension or expulsion from school.

#### Type of Conduct Prohibited by this Code of Conduct

1. Truancy.
2. Chronic misbehavior which disrupts or interferes with any school activity.
3. Fighting.
4. Damage or destruction of school property on or off of school premises.
5. Theft or possession of stolen goods.
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.
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, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. section 930).

8. Use, possession, sale or distribution of any explosive, incendiary or poison gas. Any destructive device, which would include a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.

9. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, 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 buying, selling, using, possessing or being under the influence of any 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.)

14. Turning in false fire, tornado, bomb, disaster, or other alarms.

15. Refusing to take detention or other properly administered discipline.

16. Falsifying of information given to school personnel.

17. Disrespect to a teacher or other school authority.

18. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.

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 reason 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.

24. Assault.

25. Possession of matches or lighters or other similar devices.

26. Possession of electronic communication devices. Students may possess wireless communication devices (WCD's) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school related functions, provided that during school hours the WCD's are powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. The use of WCD's in locker rooms, classrooms, bathrooms and hallways is prohibited.

27. Use of indecent or obscene language or gestures.

28. Publication of obscene, pornographic or libelous material.
29. Skipping any part of the school day.
30. Tardiness.
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.
33. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc., which at the discretion of the administration is reasonably related to or represents gang or gang-like activity.
34. Indecent exposure.
35. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
36. Failure to abide by rules and regulations set forth by administration for student parking.
37. Any disruption or interference with school activities.
38. Willfully aiding another person to violate school regulations.
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:
  - Abusive conduct or violation of the conditions of use set forth or in the Computer/On-Line Services.
  - Transmission of unlawful information on the network.
  - The improper access, misappropriation or misuse of information/files of other users.
  - The use of obscene, abusive, or otherwise offensive or objectionable language in either public or private messages.
  - 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.

#### ❖ **Expectations for Student Behavior in West Clermont Local School District**

Each student is expected to:

- Demonstrate courtesy and respect for others.
- Behave in a responsible manner.
- Attend all classes regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Be well groomed and dress appropriately.
- Respect the rights and privileges of other students and of teachers and other district staff.
- Respect the property of others, including district property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order and discipline.
- Avoid violation of the Student Code of Conduct.

#### ❖ **Responsibilities**

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome living and learning. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Every student should:

Be aware of all rules and regulations for student behavior and conduct oneself in accordance with them. Be willing to volunteer information and cooperate with school staff should he/she have important information concerning a violation of school rules. Assume that a rule is always in effect unless everyone has been notified that it has been changed. Assist the school staff in running a safe school for all students. Attempt to complete all scheduled courses.

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 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:  
An atmosphere within the school of mutual respect and productive interdependence.  
An Instructional Support Program to address issues of children at risk, socially, emotionally and academically.  
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 a student from school for the duration of the 80 days within a school year and/or beyond the current school 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 on-going 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 reasons 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 them 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 they are 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 their 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 eighty (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 nor 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**

You have the right to file a written request to appeal this decision to the Board of Education's designee and to be represented by legal counsel. Should you elect to appeal this decision, the written request to appeal must be received by the Main Office within 14 days of the date of this notice. The request should also specify whether you intend to have legal counsel present at the appeal. Upon timely receipt of the written request to appeal, a hearing will be scheduled, and you will be notified of the date, time and location of such hearing.

#### ❖ **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:

- A. 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.

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

C. 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.

D. Any failure to complete community service in a timely and acceptable 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.

#### ❖ **No Tobacco Use Policy**

The Board has a duty to protect and promote the health and well-being of all students. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both users and nonusers, and that most tobacco use begins by the age of 18. The Board, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

#### **Tobacco Use Prohibited**

No student is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours

1. in any building, facility or vehicle owned, leased, rented or chartered by the District
2. on school grounds, athletic facilities or parking lots
3. at any school-sponsored event off campus.

#### **Providing Notice**

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory.

#### ❖ **NO TOBACCO USE ON DISTRICT PROPERTY**

The Board has a duty to protect and promote the health and well-being of all students, staff, and citizens. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both users and nonusers, and that most tobacco use begins by the age of 18. The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

No staff member or visitor is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

Citizens caught using tobacco are educated as to the Board's policy on tobacco use. If caught using tobacco a second time, they are directed to leave school property. "No Tobacco" signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields, District staff will be provided notice of this policy through staff handbooks. District vehicles will display the international "No Smoking" insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy.

#### ❖ **West Clermont Chemical Abuse Policy**

The philosophy of the West Clermont Board of Education is to provide every student with

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 in, 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.

#### ❖ Discipline Procedures

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 – A student shall not 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: 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 for expulsion from school.

C. TRANSMITTAL OR SELLING – The student shall not 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:

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.

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

1. 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 for expulsion from school.
2. The parents will be notified and informed of their child's involvement, the consequences, and their due process rights.
3. The appropriate legal agency with jurisdiction will be notified.
4. The appropriate school personnel to be notified include the Superintendent or his designee, Treasurer, counselors, school nurse and the transportation director.

#### ❖ Students with Disabilities

A student with a disability who brings a firearm to school shall receive a suspension from school for ten days with no educational services provided. During this ten-day period, the IEP team will convene to decide if the firearm-toting incident was caused by the student's disability.

A. If there is no relationship between the incident and the student's disability, the one year expulsion requirement applies. All IDEA eligible students who are expelled under these circumstances shall continue to receive an appropriate, individualized education program to meet their unique needs. IDEA eligible students are those students defined as educationally disabled under 20 U.S.C.A. 1401(a)(1).

B. If there is a relationship between the incident and the student's disability, the school may: 1) convene the IEP team to consider a change of placement to a more restrictive setting; 2) obtain the parents' agreement to a change of placement; or 3) obtain an injunction to remove the student from school due to potential dangers to the student or others.

### ❖ **Extra-Curricular Activities**

Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the 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.

### ❖ **Dress and Appearance Guidelines**

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 make up 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. Parents are ultimately responsible for appropriate dress and appearance of their child at school and at all school-related activities.

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

1. Parents and students maintain responsibility for their dress and personal appearance.
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 until the violation can be resolved and/or disciplinary action taken.

7. Clothing, jewelry, tattoos, 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; hate, violence, death, suicide, gore and/or blood.

#### Shirts, Blouses, Tops:

- Shall be appropriately sized and must be long enough to cover the midriff at all times.
- Sleeveless shirts and blouses should not have oversized armholes or open sides exposing undergarments or skin.
- May not be halters, crops, midriff, tank, strapless, backless or muscle shirts.
- May not be revealing and/or see-through top, open-mesh garments, spandex or lycra.

#### Outer Garments:

- Coats, jackets and windbreakers must be placed in locker/or a designated area.
- Full-length jackets/coats, such 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, shirts must fit at the waist. ("Sagging" and/or exposure of under garments not allowed).
- Slacks, pants, trousers must be properly hemmed or cuffed. ("Slicing" or "ragging" not allowed and should not drag the ground).
- Length of shorts, skorts, skirts and dresses must be no higher than mid-thigh in length.

- The top of any slit must be no higher than mid-thigh.
- No laced up pants.
- Clothing with rips, tears, or holes is inappropriate for school.

Head Wear:

- May not wear head coverings such as hats and caps, bandanas and sweatbands.
- May not wear sunglasses.

Hair and Make-Up:

- Excessive, extreme or distracting hair color or styles is prohibited. Hair must be natural in color (no green, blue, purple, etc.).
- Hair carvings, spikes, etc., are not permitted.
- Excessive, extreme or distracting make-up is not permitted.

Jewelry & Personal Items:

- Body adornments (i.e.; tattoos) which are excessive, extreme and/or distracting are prohibited.
- Body piercing, other than ears, is prohibited.
- Heavy chains, spiked or studded jewelry and/or chains or other inappropriate types of jewelry are prohibited.

Shoes/Footwear:

- Must be safe and appropriate for the school environment (includes stairs and emergency drills).
- It is recommended that shoes with a back strap or closed back be worn for playground safety. Athletic shoes are the best choice.
- Shoes with any metal devices; such as, wheels or noisemakers are prohibited.

***Administrators have the responsibility and right to determine appropriateness of attire and grooming for the school setting.***

❖ **ACCEPTABLE USE AND INTERNET SAFETY**

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or on-line services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. Systems managers have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of on-line etiquette are subject to change by the administration.
8. The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.

11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.

12. Copyrighted material may not be placed on the system without the author's permission.

13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/ downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

15. Users are expected to keep messages brief and use appropriate language.

16. Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

#### ❖ NETWORK/INTERNET ACCESS GUIDELINES

Below are the Network and Internet Access Guidelines for users. The purpose of these guidelines is to provide network (file storage and software access), electronic mail, and Internet access for educational purposes. The intent of these guidelines is to ensure that users will comply with all Network and Internet Access Acceptable Use Regulations approved by the District.

A. Use of the Network and the Internet is a privilege which may be revoked by the District at any time. Any misuse of this privilege could result in suspension of the account privileges. Misuse shall include, but not limited to, the following:

- Illegally installing copyrighted software.
- Unauthorized downloading, installing, copying, or use of licensed or copyrighted software.

- Unauthorized altering of system software.

- Using the Network extensively for non-educational related communication.

- Use of obscene language.

- Reposting (forwarding) personal (expressly stated private and/or confidential) communication without the author's prior consent.

- Using the Network for financial gain, political gain, for commercial activity or for any illegal activity.

- Using the Network/Internet in an inappropriate manner not consistent with valid educational goals.

- Placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.

- Intentionally seeking information on, obtaining copies of, or modifying files, or other data or passwords belonging to other users.

- Misrepresenting other users on the Network

- Using an account other than the assigned account or giving account password to another user without District authorization.

- Disrupting the operation of the Network through abuse of the hardware or software.

- Utilizing the Network maliciously through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.

- Interfering with other use of the Network.

- Intentionally wasting system resources or materials.

B. The District reserves all rights to any materials stored in files which are accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Users will not use their District

computer accounts/access to obtain, view, download, or otherwise gain access to such materials.

C. All information, services and features contained on District or Network resources are intended for the private use of its registered users and use of these resources for commercial, for profit or other unauthorized purpose (i.e. advertisements, political lobbying), in any form is expressly prohibited.

D. Network and Internet access is provided as a tool for educational purposes. The District reserves the right to monitor, inspect, copy, review, and store at any time without prior notice any and all usage of the computer Network and Internet access and any and all information transmitted or received in connection with such usage, including E-mail. All information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials. E. The District does not warrant that functions of the system will meet any specific requirements the user may have, or that it will be error-free or uninterrupted; nor shall the District be liable for any direct or indirect, incidental, or consequential damages (including loss data, information, or time) sustained in connection with the use, operation, or inability to use the system.

#### ❖ **RULES FOR CELLULAR TELEPHONES & ELECTRONIC COMMUNICATION DEVICES**

A student may possess a cellular telephone or other electronic communication devices (BCD) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or other BCD remains off (not just placed into vibrate or silent mode) and stored out of sight. Students may not use cellular telephones or BCDs on school property or at a school sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school or take part in any activity prohibited in the district's Board of Education policy.

The requirement that cellular telephones and ECDs must be turned off will not apply to the following circumstances:

- The student is using the cellular telephone or ECD during an emergency situation involving the immediate health/safety of themselves or other individual(s).

The use of cellular telephones and other ECDs that contain built-in cameras is prohibited, at all times, in locker rooms, bathrooms and/or

locations in which inappropriate or privacy violating images may be obtained.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD. If the cellular telephone or BCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves any illegal activity.

#### ❖ **ENFORCEMENT AND PENALTIES**

Each school will designate staff to monitor student violations of the cell phone policy.

Penalties for students found to be in violation of the policy will be as follows:

- First offence: Student's cell phone will be confiscated and returned to the student at the end of the school day.
- Second and subsequent offences: Student's cell phone will be confiscated and returned only to the student's parent or guardian. The student will be prohibited from bringing a cell phone to school or the remainder of the school year and disciplinary action will be taken.

Students committing repeated violations of this policy may be subject to additional disciplinary action, consistent with the Code of Conduct.

The student who possesses a cellular telephone or ECD is responsible for its care. The Board of Education is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child during the day is by calling the school office.

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

### ❖ RULES FOR CONFISCATING CELL PHONES

If a student is discovered to be using a cell phone or other electronic communication devices (ECD) in violation of the Board of Education policy.

1. The staff member will ask the student to turn off the phone and hand the phone to them (if the student does not comply, they will be immediately sent to an Administrator or the main office for disciplinary action).
2. The staff member will not turn on or view the contents of the phone.
3. The student will be sent to an Administrator, or their designee, who will notify them of their discipline for violation of school rules concerning cell phone use.
4. The phone will be transported to the office where the phone will be placed in an envelope and sealed.
5. On the envelope, the Administrator or their designee will record the date and time at which the phone was placed in the envelope along with their signature confirming the reception of the phone.
6. The Administrator or their designee will determine if there is any reasonable suspicion that the cell phone has been used in a way that possibly violates state or federal laws and may at their discretion turn said cell phone or other device over to local or state authorities for further investigation. If they feel that there is no probable cause the phone will be stored at the school until a parent or legal guardian of the student retrieves it.
7. To retrieve the phone, a parent or legal guardian of the student will need to come to the main office of the school between the hours of 7:45a.m. and 2:45p.m. The School may ask the person to provide written positive identification and make a copy of the ID for its records.
8. The parent or legal guardian will be given the envelope. They will then be required to open the envelope and record the date and time they received the phone and provide their signature. The school, as evidence of a completed chain of custody, then retains the envelope.

***Disciplinary action may include alternative assignment, out of school suspension or expulsion.***

### ❖ Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or wellbeing of persons or which are disruptive to the school environment are not tolerated by the District. The Board believes gangs or gang activity create an atmosphere where violations of policies and regulations as well as Ohio laws may occur.

Incidents involving initiations, hazings, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited.

### ❖ Bullying

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. "Bullying" shall mean any overt acts by a student or group of students directed against other student/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Bullying means any written, verbal or physical act taking place 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:

- A. Placing a student in reasonable fear of physical harm or damage to the student's property.
- B. Physically harming a student or damaging a student's property.
- C. Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school educational mission or the education of any student.
- D. Being sufficiently severe, persistent or pervasive.

Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action will be taken against the perpetrator, consistent with his/her rights of due process.

### ❖ **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.

### ❖ **Items NOT Allowed in School**

Any object which presents a safety hazard or interferes in any way with the educational operation of the school is prohibited.

Examples of these items are weapons, glass bottles, sharp objects, animals, video games, radios, tape/CD/MP3 players, TV sets, pagers, cellular phones, chewing gum, matches and lighters, hard balls (baseballs), cigarettes, firecrackers, pornographic materials, drugs and alcohol.

### ❖ **Dangerous Weapons Policy**

The Board of Education of West Clermont Local School District is committed to providing the students of the District with an educational environment which is free of the hazard of firearms, knives and other dangerous weapons.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored event. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored event, the Superintendent shall expel that student from school for a period of one calendar year. If necessary, any such expulsion shall extend into the school year immediately following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis after careful consideration of the relevant facts and circumstances in accordance with state law. However, community service cannot be used as an alternative to expulsion.

The definition of a firearm shall include any weapon (including a starter's gun) which will or is designed to, or may be readily converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon and any firearm muffler or silencer or any destructive device. The definition of a destructive device includes, but is not limited to, any explosive, incendiary, or poison gas; bomb, grenade, rocket, missile, mine or similar device.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school, with the same expulsion implications as noted above.

### ❖ **Search and Seizure • Interrogation and Search • Search of Lockers and Desks**

Lockers and desks remain the property of the school district. Since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit any building administrator to search any locker and its contents as the administrator believes necessary. A statement of this policy will be posted in every building.

In addition, when there is reason to believe that a student has in his/her locker or desk an illegal or dangerous item or contraband, the student may be confronted by school officials and asked voluntarily to acknowledge the presence of such item and to surrender it. Should the student refuse, school officials may then open the locker or desk and seize the illegal or dangerous item. The student should be given the opportunity to be present during such search and seizure, if possible.

### ❖ **Search of the Person or Personal Items such as Purses, Briefcases, Pockets, Etc.**

Students have the right to be secure in the persons and possessions from unreasonable searches and seizures. However, when school officials have reason to believe that a student has on his/her person or within his/her purse, briefcase, satchel, pockets or other personal item container, an illegal or dangerous item or contraband which officials believe presents an imminent danger or harm to the student or others, the student may be confronted by school officials and asked to voluntarily acknowledge the item or contraband and surrender it. Should the student refuse, he/she may be retained by school officials and proper law enforcement officials contacted. When there is clear and reasonable

cause to believe that a student has concealed on his/her person or in a purse, briefcase, pocket, etc. one of the above items, but its presence does not present an imminent danger, school officials should give the student the opportunity to voluntarily acknowledge its presence and consent to a search and seizure. If such acknowledgment and consent are refused, officials may at their option notify the student's parents or the police, taking due measure to prevent the destruction of evidence.

#### ❖ Interview of Pupils

No person other than employees of the Board of Education shall be allowed to interview a pupil except with the approval of the principal. The principal shall grant such approval only in the case where it is evident that the interview is in the interest of the pupil or in the interest of justice. The principal shall make reasonable attempts to contact the student's parents prior to granting approval to a non-school employee to interview a student during school hours and on school premises.

## NON-Discrimination Policy

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:

Albert L. Delgado, Assistant Superintendent, Human Resources/Pupil Personnel, 4350 Aicholtz Road, Suite 220, Cincinnati, Ohio 45245. Phone (513) 943-5032

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.

Name and Title: Laura Nazzarine, Director of Special Education, 4350 Aicholtz Road, Suite 220, Cincinnati, Ohio 45245. Phone: (513) 943-5032. Days/Hours Available 8:00 AM-4:00 PM Monday through Friday.