



**WEST CLERMONT
LOCAL SCHOOL DISTRICT**

4350 AICHOLTZ ROAD, CINCINNATI, OHIO 45245-3501

School Directory
School Hours: 7:15 a.m. -.2:15 p.m.

Amelia High School
1351 Clough Pike
Batavia, OH 45103-2546

Glen Este High School
4342 Glen Este-Withamsville Road
Cincinnati, OH 45245-1599

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.

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Parent and Student Information

RIGHTS UNDER FERPA

The Family Educational Right 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 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 him/her of his/her 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 is:
Family Policy Compliance, U.S. Department of Education
400 Maryland Avenue, SW, Washington, DC 20202-4605

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 of 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.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

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

materials, subsequently developing management plans. The Management Plan includes information regarding inspection activities, re-inspection, response action plans, post-response actions, and so forth. This plan is available for public inspection during regular working hours. To make an appointment, call our Asbestos Planning Manager, G. Edward Dyer, at 943-5014 at least one day in advance.

DIRECTORY INFORMATION

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

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

SCHOOL CLOSING INFORMATION

When weather conditions are threatening, the condition of roads in the school district will be checked by transportation personnel. Existing conditions will be reported to the Superintendent, who will make a decision based on all available information whether 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 a.m. The Superintendent will immediately notify the following radio and TV stations of a decision to close schools, and they will then broadcast a notice of closing on these radio stations: WLW/AM(700) WVMX/FM(94.1) WEBN/FM(102.7) WKRQ/FM(102) WUBE/FM(105) WSAI/AM(1530) WYGY/FM(96) WGRR/FM(103.5) WRRM/FM(98.5) WKRC/AM(550) WIZF/AM(100.9) WCIN/AM(1480); and these TV stations: WCPO-TV (9) WLW-TV (5) WKRC-TV (12) WXIX-TV (19)

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

ENROLLMENT PROCEDURES

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

Grades 1-12 Immunizations required:

- 4 DPT
- 1 Tdap (7th grade)
- 3-4 IPV (polio)
- 2 MMR
- 3 HEP B (grades 1-11)
- 1 Varicella (grades1-4)

Students entering from another school must also meet the above requirements.

WITHDRAWAL FROM SCHOOL

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

1. Notify the school office as soon as your plans are definite. Give us the name and address of the new school, if possible.
2. Inform the school of the last day the child will be in attendance.
3. Return any textbooks, library books, or other materials belonging to the school.
4. Pay all outstanding debts to the school; otherwise, academic records cannot be released.
5. Have the child bring home any personal belongings that might be at school. As soon as the family has moved into a new area, the family should:
 1. Enroll the child in the new school immediately.
 2. Sign the records release at the new school.
 3. Give the new school the name and address of the school from which the child has moved. The new school will request that the necessary records be forwarded to them.

INTER-DISTRICT TRANSFERS

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.

THE ACADEMIC PROGRAM

The high school operates on a calendar of nine weeks/four quarters/two semesters. Semester exams will be administered. Credits are awarded at the conclusion of each course.

ACADEMIC INTEGRITY

West Clermont wishes to promote an atmosphere conducive to learning and to creative thinking. In order to achieve this goal, students must

approach their course work in an honest manner. Plagiarism in any form will not be tolerated. A student is guilty of plagiarism when he/she presents the work of another person as his/her own. This includes tasks performed inside and outside of the classroom.

Examples of plagiarism include, but are not limited to, copying from another student's paper, "signaling" another student to indicate an answer on a test, and quoting another author without proper documentation. Any other forms of cheating such as using "crib notes," "text messaging," or other forms of electronic communication, placing an open book or notebook on the floor, writing answers on a desk or wall, etc., are also unacceptable. In testing situations, students must follow the correct protocol: refraining from any form of communication until the teacher or monitor has approved such communication. Any student who willingly participates in any form of academic dishonesty with another student will be considered an accomplice. An accomplice will be subject to the same types of disciplinary measures. The teacher will assign a grade of zero (0) to any student violating this policy and will be subject to removal from any involvement in extra-curricular activities. The second infraction within the same course will be referred to the appropriate administrator for further action. Students will be referred to administration for discipline on the first cheating violation and each subsequent cheating violation.

COUNSELING OFFICE

The counseling office is open only to those students who have a pass from their counselor for that period. Students should see the counselors only during their free time (lunch period) except in an emergency situation.

AFTER-SCHOOL ACTIVITIES

Only students who are involved in official after-school activities will be permitted on school property after 2:15 pm. There should be no loitering within the school or on school property at any time. Students who get picked up by parents after school must wait in the designated area outside the school. Students will not be permitted back in the building for any reason.

CHANGE OF PHONE NUMBER OR ADDRESS

Please inform the office if you have a change of address or phone number, in order to help mailings and in case of emergency. (The school cannot use information on the Emergency Medical Form to update other school records.)

FEES

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

FINANCIAL RESPONSIBILITY

According to Section 3313.642 of the Ohio Revised Code, the Board of Education may adopt a schedule of fees for courses and may charge students for the loss, damage, or destruction of school property. The statute provides that these charges may be enforced by withholding the grades and credits of the student concerned. Attendance at extracurricular activities will be withheld until financial obligations are met.

ID CARDS

The initial picture ID cards will be provided at no charge to students. There will be a \$5.00 charge for replacement ID's. Student ID's must be visible at all times. In addition, students must have their ID cards to:

- Use library facilities;
- Be eligible for student admission prices at all home athletic contests;
- Be admitted to any dance held at the high school;
- Be admitted to other activities sponsored by the school not covered above;
- Purchase lunch

LOST & FOUND

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

LOCKERS

Hallway lockers with school combination locks are available to every student without charge. To obtain a locker, the student should obtain and complete a locker request form at the school office. Students must use school issued locks. If a student uses his/ her own lock, it will be removed and discarded. Lockers are considered school property, and the student will be held responsible for any damage or misuse of the locker. Upon authorization of a building administrator, lockers may be searched. The following are rules that will help keep your locker secure:

1. Lockers are not to be shared.
2. Do not exchange lock combinations with fellow students.
3. Do not trade lockers with your fellow students. There will be times that we will need to get into your locker, such as extended illness on your part. If you have traded lockers with another student, it will make this task difficult, if not impossible.
4. Be sure to always lock your locker securely.

Under no circumstances should a student leave money or valuables in a locker. The school cannot assume responsibility for students' possessions. Textbooks lost or stolen are the student's responsibility. We urge you to lock your locker to reduce the possibility of loss or theft.

VISITORS

Students are not permitted to have outside visitors during the school day. Any person visiting school property for any reason shall register with the school office immediately upon arrival. This policy is in accordance with Section 11.17 Board of Education Rules and Regulations and with Section 2917.211 of the Ohio Revised Code. We further ask that each visitor wear a visitor's badge obtained from the school office. All visitors must be approved by an administrator.

WORK PERMITS

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

PARKING/DRIVING REGULATIONS

Students wishing to drive must submit an application that is available in the administrative office. The application process will be conducted one time during the school year. The cost of the permit will be \$50 per school year. Temporary permits will be issued only at the discretion of administration. This permit will be good for one day only and should be requested in advance. Administration will issue all permits. Parking permits will be revoked for violation of the driving regulations, which are printed on the parking application. Cars parked on school grounds without permission may be towed at the owner's expense. **FAILURE TO ABIDE BY THE FOLLOWING REGULATIONS MAY RESULT IN REMOVAL OF THE VEHICLE FROM SCHOOL GROUNDS AT THE OWNER'S EXPENSE AND/OR LOSS OF THE PARKING PERMIT AND/OR SUSPENSION FROM SCHOOL.**

1. The parking permit must be displayed from the rear view mirror with the permit number clearly visible from the outside of the vehicle. Permits may not be sold or traded.
2. The speed limit on school property is 10 MPH. This limit must be strictly followed.
3. Students may not enter a vehicle during the school day without a pass from the office.
4. All vehicles should be locked while on school grounds.
5. Students are not permitted to smoke in vehicles on school property.
6. West Clermont policy permits school personnel to search a vehicle on school property.
7. The school administration has the right to have a vehicle towed away at the owner's expense.
8. The West Clermont Local Schools assume no responsibility or liability for vehicles parked on school grounds. This includes, but is not limited to, vehicle damage or articles removed from a vehicle. Any damage or missing articles should be reported to the Union Township Police.
9. Reckless driving will not be tolerated. Violation of this rule will result in loss of driving/parking privilege and/or suspension.

10. All student drivers must be licensed and covered by insurance for at least the state legal minimums.

11. Students must follow the established traffic pattern and at all times follow directions from any parking lot monitors and/or guards.

12. Parking permits may be revoked for disciplinary reasons or attendance problems.

13. Students are not permitted to drive motorcycles to school.

14. ANY VEHICLE PARKED ILLEGALLY, PARKED IN A FIRE LANE, OR PARKED WITHOUT A CLEARLY VISIBLE PARKING PERMIT MAY BE TOWED OFF SCHOOL PROPERTY AT THE OWNER'S EXPENSE.

USE OF OFFICE TELEPHONES

Office phones or business phones are not to be used for personal calls. They are not for student use except in case of an emergency. Emergency calls will be verified by the secretary.

USE OF SPECIAL AREAS

LIBRARY: The library is for those students from lunch or classrooms requiring materials available in the library. It may be used by students desiring a study area, by students interested in reading the paper or magazines, or students interested in browsing for other reading material. The school cannot tolerate any student disrupting the quiet atmosphere needed. This is an area of minimum talking in respect for those students in need of the services available. Failure to act properly will result in the student's loss of library privileges.

OFFICE: The office is for assistance to all students. We encourage you to use the office when you feel it is necessary. We expect you to be courteous – and to be treated in the same manner.

DANCE INFORMATION

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

Curriculum and Testing

DISTRICT WIDE TESTING PROGRAM

Ability/Achievement

West Clermont Schools administer standardized tests to students annually to evaluate student progress, report to parents, and make adjustments in curriculum and instruction.

THE OHIO GRADUATION TEST

The Ohio Graduation Test (OGT) is required for any student who meets West Clermont's graduation requirements. These students must pass the OGT to receive a diploma in accordance with state law and to participate in the graduation exercises. The OGT consists of five tests: Reading, Writing, Math, Social Studies and Science.

A student may meet the testing requirements for passing all five Ohio Graduation Tests if he/she has met ALL of the following alternative criteria:

- Passes four of the five tests and has missed passing the fifth test by no more than ten points;
 - Has a 97% attendance rate, excluding any excused absences, for each of their four years of high school and must not have had an expulsion in high school.
 - Has at least a grade point average of 2.5 out of 4.0 in the courses of the subject area not yet passed;
 - Has completed the high school curriculum requirement;
 - Has participated in any intervention programs offered by the school and must have had a 97% attendance rate in any programs offered outside the normal school day;
- and,
- Has letters recommending graduation from the high school principal and from each high school teacher in the subject area not yet passed.

GRADUATION REQUIREMENTS

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. Each student must demonstrate, unless exempted, at least a proficient level of skill on the tests required by the State Board of Education to graduate.

The requirements for graduation from high school through the Class of 2013 include earning twenty (20) units of credit in grades nine through twelve as follows:

Subject	Units Required
English Language Arts	4
Health	1/2
Physical Education	1/2
Mathematics	3
Science	3
Social Studies	3
Fine Arts	1
Electives	5

Beginning with the Class of 2014 and beyond, the requirements for graduation from high school include earning twenty (20) units of credit in grades nine through twelve as follows:

Subject	Units Required
English Language Arts	4
Health	1/2
Physical Education	1/2
Mathematics	4
Science	3
Social Studies	3
Fine Arts	1
Electives	4

The Ohio Core allows school districts to adopt a policy that would exempt students who participate in interscholastic athletics, band or cheerleading for two (2) full seasons from the physical education requirement. Students must take another course of at least sixty (60) contact hours in its place.

Mathematics units must include one (1) unit of Algebra II or the equivalent of Algebra II.

Science units must include one (1) unit of physical sciences, one (1) unit of life sciences and one (1) unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.

Social studies units must include one-half (1/2) unit of American history and one half (1/2) unit of American government.

Electives units must include one (1) or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two (2) semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons, while enrolled in grades 9 through 12, and as documented by the Athletic Director may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

Credit may be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or
- C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

- A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;
- B. designated by the Board as meeting the high school curriculum requirements.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

The Board also shall grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

MEETING COLLEGE ENTRANCE REQUIREMENTS

Although the program of studies listed may only apply to state-supported universities in Ohio, it is recommended that college-bound students make every attempt to fulfill these requirements. The student and family are responsible for checking college entrance requirements for specific universities the student may wish to enter. We recommend that college planning begin in the freshman year.

- English 4 credits
- Mathematics (Algebra I, Geometry, Algebra II) 3 credits
- Social Studies 3 credits
- Foreign Language (Two credits of the same language) 2 credits
- The Arts (Art, Music, Drama) 1 credit
- Science (Two credits should be in laboratory science class) 3 credits

WEST CLERMONT SCHOOL DISTRICT ADVANCED PLACEMENT PROGRAM REQUIREMENTS AND COMMITMENT EXPECTATIONS

The following information is intended to provide students and parents with knowledge of the expectations and requirements for enrollment and success in the Advanced Placement course offerings at the Glen Este and Amelia Campuses.

STATEMENT OF WEST CLERMONT SCHOOL DISTRICT ADVANCED PLACEMENT PHILOSOPHY

The purpose of the Advanced Placement Program in the West Clermont School District is to enable academically capable and highly motivated students to complete rigorous college level courses during the secondary school years. Enrollment in Advanced Placement courses will instill a sense of scholarship in the student and an appreciation of the intrinsic value of devoting oneself to the pursuit of knowledge. Success in the Advanced Placement Program will be achieved through dedication to excellence on the part of teachers, students, parents, counselors, and administration.

IMPORTANT THINGS TO CONSIDER BEFORE REGISTERING FOR ADVANCED PLACEMENT COURSES

1. Students and parents must understand that registration in an Advanced Placement course indicates a full-year commitment to the class.

2. Students who enroll in Advanced Placement courses will be required to take and pay for the AP test in May. In addition, there will be a required course fee.

3. Students must consider academics as at or near the top of their list of priorities.

4. Students must understand that there will be a significant time commitment to each AP class (approximately 9-10 hours out-of-class time per week).

5. Students must realize that reading, writing, and problem-solving skills are very important for success in AP classes. Keep in mind that motivation is much more important than ability. Success is dependent upon attitude, study skills, determination, and discipline.

6. Admission to Advanced Placement courses will require acknowledgment of the above stated considerations.

7. After the first day of school, all students will remain in the AP class for two weeks before dropping the course.

8. Some AP courses may require summer work.

COURSE LEVEL

Students are expected to take courses at the grade level for which the subjects are scheduled. Failure to do so often results in scheduling problems for the students during their junior and senior years.

GRADE CLASSIFICATION

Grade classification will be determined by the number of credits earned:

Freshman 0-5	Sophomore 5 ¼-11
Junior 11 ¼-16	Senior 16 ¼ and above

GRADING

Grading is one of the most sensitive areas in school operations. Students deserve to know how they are doing, to be informed of their grades, and how those grades are determined.

CREDIT

To receive credit for a course, a student must have met the following requirements:

1. The student must have completed all of the work assignments and requirements for the course to the satisfaction of the instructor.
2. The student must have acquired a passing grade average.
3. The student must take the semester exam.
4. The student must have all financial obligations cleared.
5. All courses must have been completed as scheduled. Partial credit cannot be given.

Credit Flexibility

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

DISTRICT GRADING POLICY

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

I Incomplete; NC Zero credit, minimum work not completed

GRADE POINT AVERAGE AND CLASS RANK

Grade point average and class rank should reflect the achievement of students in various levels of courses. It should support and recognize scholarship, as well as encourage students to take a variety of courses to meet their diverse interests. For the purpose of calculating GPA and class

rank, the West Clermont School District will use a four-point grading scale with the following quality points.

A 4 points	D 1 points
B 3 points	F 0 points
C 2 points	

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

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

GPA will be rounded to four decimal places. Elevator is .05. All students in all courses will be included in figuring grade point average and rank. Students entering West Clermont Schools with GPA's weighted from other schools will receive weighted credit according to these regulations. In order to receive the .05 elevator the student must take the AP test.

CALCULATION OF HONOR ROLL LISTINGS

1. The Honor Roll is figured by semesters.
2. A student must have a minimum of 3.5 average for the semester.
3. All courses and grades are included in the average.

HOMEWORK POLICY

The West Clermont Board of Education strongly supports the concept of homework or out-of-class work. Homework will be assigned to reinforce and enhance individual and class instruction. Research, pleasurable work, or leisure use of skills is encouraged.

MAKE UP WORK

A student properly excused is entitled to make up work which was missed. The student will be given one day to make up work for each day of an excused absence. It is the student's responsibility to contact the teacher and make arrangements for completing such make up work. To

prevent a student from getting further behind academically, make up quizzes and tests should be done outside the class time. The student should not depend on make up work to pass a course. If an absence is unexcused, make up work will be at the teacher's discretion.

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. Students will be held responsible at the end of the school year for any damage beyond normal wear. Students will not be permitted to take final course exams until textbooks are returned to the appropriate teacher or restitution is made.

REPORTING TO PARENTS

The method of reporting to parents on student progress is standard throughout the West Clermont District.

The reporting procedure consists of the following:

A. Parent -Teacher Conferences – are scheduled during the first and second semesters. Parents are invited to come to 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 the time when the teacher is not busy with assigned classes.

Parents are requested not to "just drop in" to see a teacher or administrator. It may be impossible for the person to leave assigned duties.

B. Report Cards – are issued at the end of each nine-week quarter.

C. Interim Reports – contain grades and comments from each teacher. They are sent home to parents with the student four times during the school year.

D. Progress Book – On line grades can be accessed by the parent or legal guardian.

WITHDRAWING FROM COURSES

These are the deadlines for withdrawing from a course:

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

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

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

ATHLETIC ELIGIBILITY

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

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

Attendance

ATTENDANCE PROCEDURES

All students are expected to be at school regularly and to be on time for all 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. A 95% attendance rate will be necessary to be considered for certain privileges such as, but not limited to, parking permits and field trips. 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 a.m. 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.

1. All absences must be reported on the attendance hotline, GEHS 947-7604, AHS 947-7404.
2. After arriving at school, sign in immediately upon arrival (GEHS – 7:15-7:30 a.m. report directly to class; after 7:30 a.m. report directly to the attendance office) (AHS – report directly to attendance office upon arrival).
3. If the parent did not call school, students returning from an absence should report directly to the attendance office with a note explaining the reason for the absence.

The following information must be included in the note for the absence to be excused.

- a. the student's full name;
- b. dates of absence and the reason;
- c. parent's daytime phone number; and
- d. parent/guardian signature

Absences will be unexcused unless the school has received a phone call from the parent or guardian on the day of the absence; or the attendance office receives a valid parent/guardian note or doctor's note within two school days of the day the student returns to school. Other extenuating circumstances causing absence may be discussed with an administrator.

Students may be called in sick by their parent(s) guardian(s) a total of four days per school year without a note from a licensed physician.

After four (4) 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.

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

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. College visits – if prior arrangements have been made with the school;
6. Emergency circumstances which, in the judgment of the administration, constitute good and sufficient cause for absence from school.

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

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

ABSENCE AND AFTER-SCHOOL ACTIVITIES

Students who participate at extracurricular activities must be in attendance for a full day on the day of the activity unless the absence is approved by the principal.

TARDY TO SCHOOL

A student is considered tardy to school if he or she arrives after the opening bell of school. A tardy becomes a ½ day absence when a student misses 2 ½ hours of school. To have a tardy, the student must bring a note stating the reason for the tardiness, following the same procedure as an absence note. A tardy to school that results in the student missing ½ or more of the class will be counted toward the four (4) excused absences per year. Students will be given an Alternative Assignment for every three (3) tardies accumulated during the school year. Five (5) tardies in one (1) semester may result in parking permits being removed. Excessive tardies may result in non-participation in co-curricular and extra-curricular activities.

TARDY TO CLASS

Students are expected to be on time to class. Students will be disciplined according to the building protocol.

CLASS TRUANCY

Truancy is a serious offense. Students who are in school but are not in class will be considered truant and will be subject to appropriate administrative discipline. Chronic truancy or skipping will result in out-of-school suspension and referral to juvenile court.

EARLY DISMISSAL OR CHANGED DISMISSAL

Students in the high school are dismissed only through the attendance office. Parents must come to the attendance office and sign the student out if the student is leaving early. A notarized form must be on file before high school-aged students are permitted to sign themselves out of the building. A signed note from the parent/guardian must be presented or be on file if any person other than the custodial parent/guardian is removing the student from school. **Students cannot be released to anyone under the age of 18.**

PARENT CONSENT FORM AND SPECIAL EVENT DAYS

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

VACATION

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

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

Health and Safety

ACCIDENTS AND INSURANCE

The school is responsible only for immediate first aid. The Board of Education does not pay for any medical or hospital bill incurred as a result of an accident to the pupil at school. The parent/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 of or damage to students' property such as musical instruments, coats, damage to vehicles, etc. Students are advised not to bring large sums of money or valuable items to school.

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 at home. Any pupil who is required to take medication during the regular school day must comply with the appropriate administrative regulations. Medication must be brought to school by a parent. Students are not permitted to carry medication. Students are permitted to carry metered dose inhaler with prior written approval of their physician and parent.

This authorization must be on file in the health room. At the end of the school year, parents must pick up any leftover medication, or it will be properly disposed. If under exceptional circumstances, a child is required to take **PRESCRIPTION OR NONPRESCRIPTION DRUGS** during the regular school day and the parent cannot come to school to administer the medication, only the school nurse, the principal, or designee will administer the medication in compliance with the following regulations:

1. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
2. Medication will be given in the office area or other area designated by the principal.
3. Written authorization from the physician on the form provided by the school for both prescription and nonprescription drugs, including aspirin, cough medicine, etc. and written permission from the parent/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 the physician believes may occur;
 - f. duration of time for administering the medication; and
 - g. physician's signature.
4. The school principal or designee will:
 - a. inform appropriate school personnel of the medication;

- b. keep a record of the administration of medication;
- c. keep medication in a secure place and;
- d. return unused medication to the parent only.

5. 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.

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

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

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

SELF-ADMINISTRATION OF MEDICATION

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.

EMERGENCY DRILLS

All schools are required by law to have fire and tornado drills to prepare the students and staff members for an actual 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.

EMERGENCY MEDICAL FORMS

Every student must have an emergency medical form on file in the Health Center. State law requires that this form be filled out and signed by the parent/guardian at the beginning of every school year. Information on this form may not be used for any other purpose.

Completed forms must be returned to school within 14 days or the student will be excluded from school until the completed document is received. No student will be permitted to participate in field trips or athletic events where transportation is provided without an emergency medical form on file.

HEALTH CENTER

Health Center Hours: 7:15 a.m.-2:00 p.m. A student who feels ill must obtain a hall pass from the classroom teacher and then will be permitted to report to the Health Center. Students may see the Health Aide during their scheduled lunch period with permission from the teacher/administrator on duty in the lunch room. If there is a reason to be sent home, parents will be informed by the Health Aide.

ILLNESS AT SCHOOL

A student who is injured or feels ill is responsible for informing a staff member of the situation. This is necessary so that proper care can be provided to that student. A student who spends an extended period of time in the restroom on the pretext of being ill, but who has not informed a staff member of the situation, will be considered as having skipped the class.

Nutritional Wellness

NUTRITION AND 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, essentially 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:

- a. include setting goals for nutrition education, physical activities and goals for other school-based activities designed to promote student wellness,
- b. establish nutrition standards for all foods available on school campus during the day,
- c. 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,
- d. 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.

FREE/REDUCED LUNCH PROGRAM

West Clermont Local School District 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.

SCHOOL LUNCH

Students may purchase lunch in the cafeteria. No food or beverages are to leave the cafeteria. Students are responsible for removing their dishes, plastic ware 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. Outside deliveries of food, flowers or novelties are discouraged.

LUNCH PROGRAM

West Clermont provides free and reduced-priced meals to eligible students in accordance with school district policy. Applications and information are available in the student's service center. Your student's cafeteria has a computerized point-of-sale system that makes paying for lunch easier. Each student has his/her own meal account, complete with a personal identification number, which is the student ID number. The account may be accessed by using the student ID card which is scanned by a card reader or by entering the ID number on a numeric keypad at the cash station. The student's name and photo appears on the screen. The account is then reduced by the amount of the sale. Since students cannot charge lunches in the cafeteria, we encourage you to prepay for your student's lunch. With prepaid accounts, this will also save your student 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 student chooses to eat.

Student Code of Conduct

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.

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 dressed appropriately.
- Respect the rights and privileges of other students, teachers, and 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:

1. Be aware of all rules and regulations for student behavior and conduct oneself in accordance with them while at school or at any school-sponsored events.

2. Be willing to volunteer information and cooperate with school staff should he/she have important information concerning a violation of school rules.
3. Assume that a rule is always in effect unless everyone has been notified that it has been changed.
4. Assist the school staff in running a safe school for all students.
5. Attempt to complete all scheduled courses.

GOALS

The goals of the Student Code of Conduct are:

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

DEFINITIONS

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

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

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

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

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

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

This notice will include the reasons for the suspension and the right of the student or parent to appeal to the superintendent or his designee. If the superintendent or principal reinstates a student prior to the hearing for

emergency removal, the teacher may request and will be given written reasons for the reinstatement.

STUDENT SUSPENSION

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

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

STUDENT EXPULSION

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

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

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

A student or his/her parent, guardian, or custodian may appeal his/her expulsion or suspension by the Superintendent or a principal to the Board

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

COMMUNITY SERVICE ALTERNATIVE

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

1. The student and parent will execute a document agreeing to the community service and accepting the suspension/expulsion if community service is not completed to the Superintendent's satisfaction.
2. Community service shall be performed at the place and time designated by the Superintendent.
3. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student or parent.
4. Any failure to complete community service in a timely manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed.

ALTERNATIVE SCHOOL

The Board of Education may assign students to alternative schools from any of the grades K-12. The students to be served by the alternative schools are defined by statute as those students "who are on suspension, who are having truancy problems, who are experiencing academic failure,

who have a history of class disruption, or who are exhibiting other academic or behavior problems."

STUDENT 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 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.
8. Use, possession, sale or distribution of any explosive, incendiary, or poison gas – A 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 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 direction 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 reasons is prohibited.
20. Firearm look-a-likes – Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns).
21. Unwelcome Sexual Conduct – Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).
22. Forgery of school or school-related documents.
23. Cheating or plagiarizing.
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.

STUDENT CODES OF CONDUCT ARE POSTED IN ALL ADMINISTRATIVE OFFICES.

EXTRACURRICULAR ACTIVITIES

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

REMOVAL FROM AN EXTRACURRICULAR ACTIVITY

When the behavior of a student participating in an extracurricular activity, be it athletic or otherwise, violates the Student Code of Conduct or posted rules and regulations established by the coach or sponsor of the

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

The student will be permitted to bring his/her parents/legal guardian to the meeting and the principal may invite the coach or sponsor to attend the meeting as well. The principal shall provide a written decision to the student and his/her parents after considering the appeal and the principal/designee's written decision shall be final. This procedure is implemented pursuant to 3313.644 of the Ohio Revised Code.

GRADUATION FORFEITURE

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

CHEMICAL USE/ABUSE POLICY

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

The board will establish an education program to make students and school personnel aware of the dangers of chemical use/abuse, a disciplinary procedure for users according to board policy, and a process

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

A. POSSESSION AND USE

The West Clermont School District operates under a “zero tolerance” drug policy.

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

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

B. VIOLATION OF POSSESSION AND USE CODE

The following procedure is to be used in dealing with students violating the Possession and Use Policy:

1. First Offense

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

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

e. The Board of Education does not maintain a drug/alcohol rehabilitation program, but the following programs are available to students who need help with a drug or alcohol problem:

1. Clermont Recovery Center;
2. Care Unit Hospital of Cincinnati.

2. Second Offense

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

C. TRANSMITTAL OR SELLING

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

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 of Schools 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.

CLASSROOM BEHAVIOR

Good classroom environment is essential to good learning. The following points are expectations relating to student behavior in the classroom:

1. Students are expected to be on time to class.
2. Students are expected to sit in assigned seats. Changes in seating should be made only after permission from the teacher.
3. Students are expected to give their attention to activities of the class. The classroom is not for sleeping. Students who persist in inattentiveness will be referred to the office.
4. Students are expected to bring with them to class all the tools (books, paper, pencils, etc.) necessary for work.
5. Students are expected to remain in class as assigned. Passes will be limited, and only one student at a time should be out on a pass.
6. Students are not to visit classes to which they are not assigned. Classes are for business purposes.
7. Students are expected to respect the furnishings in the room. Windows, blinds, lights, and doors should be adjusted only by the teacher or at the teacher's request. There should not be any writing on the walls, tables, or desks.
8. Students will be assigned books for each class. These books become the student's responsibility for care and use. Students are financially accountable for returning books and materials assigned to them.

DISCIPLINE REFERRALS

Discipline referrals are a written record of a discipline problem and may constitute a basis for office referral and further disciplinary action. Students may be given referrals for any of the violations listed in the West Clermont Rules and Regulations portion of this handbook.

DETENTION

A detention means that a student may be kept after school. A detention can be assigned by any faculty member for misbehavior of a minor nature. A student who receives a detention will have the next two days to serve the detention. Students who, for good reason, cannot serve after-school detention within this time frame will have to make special arrangements with the teacher before the detention is overdue. When student behavior is not adjusted through detention, the student will be referred to the office for other action. Students who do not serve teacher-assigned detentions will receive an Alternative Assignment.

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, 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. The definition of a knife includes, but is not limited to, any sharp cutting instrument consisting of a sharp blade.

Students with Disabilities

A student with a disability who brings a firearm to school shall receive a suspension from school for ten (10) days with no educational services provided. During this ten (10) day period, the IEP team will convene to decide if the firearm-toting incident was caused by the student's disability.

1. 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). 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.

BUS CONDUCT

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

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

Upon the intent of the Superintendent or an administrator to suspend the bus riding privileges of any student, the Superintendent or administrator must first provide a written notice of intent to suspend these privileges to

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

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

1. The bus driver is in charge of the passengers on his/her bus at all times. He/she is responsible for safely transporting students, and should be obeyed at all times.
2. Driver must not allow smoking or use of tobacco products on the buses.
3. While riding on a school bus, reasonable conversation is permissible and may be regulated by the school bus driver. However, there must be absolute quiet at railroad crossings and other places of danger.
4. Littering and eating are not permitted on buses.
5. Load and unload from bus at the designated stop in an orderly manner.
6. Ride the assigned bus and unload at the regular stop, unless the principal signs a note to give to the driver stating otherwise. A child who is not a regular bus rider must have permission note from his/her principal.
7. Use of abusive language will not be tolerated at any time.
8. Students must sit in assigned seats.
9. Students must not throw anything while on the bus.

10. Students must not hang any object or part of the body out of the window.

11. Animals or pets of any kind are not permitted on the bus.

12. Students must show their bus pass to the driver on request.

13. Public displays of affection will not be permitted.

14. Students may be seated in special seats upon request of the bus driver.

15. Horseplay will not be permitted.

16. Parents shall be responsible for any damages to buses caused by their child.

DISCIPLINARY RULES AND REGULATIONS

Each student is an individual having varying degrees of involvement in the violations of school rules and regulations. With this philosophy, the specific action taken against a student will depend on the severity of the offense and the frequency with which a student has been involved in other school problems prior to the violation. Several discipline referrals for the same offense may result in out-of-school suspension or expulsion. Possible disciplinary actions that can be taken, depending on the severity of the offense, include:

1. Verbal warning;

2. Discipline referrals;

3. Removal of privileges;

4. Parent notification;

5. Detention;

6. Alternative assignment;

7. Emergency removal;

8. Conferences with parents, students, etc.;

9. Temporary suspension, pending parent-student-administration conference;

10. Alternative assignment outside of the building;

11. Out-of-school suspension;

12. Expulsion; or

13. Exclusion.

WEST CLERMONT LOCAL SCHOOL DISTRICT DRESS CODE

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

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 or school until the violation can be resolved and/or disciplinary action taken.

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; and/or
- Hate, violence, death, suicide, gore, and/or blood.

ACCEPTABLE DRESS:

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 halter, crop, midriff, tank, strapless, backless, spaghetti strap, or muscle shirts.
- May not be revealing and/or see-through tops, open-mesh garments, spandex or lycra.
- The neckline must be high enough not to show cleavage.

Outer Garments:

- Coats, jackets, and windbreakers must be placed in locker.
- Full-length jackets/coats, such as those commonly referred to as “trench” coats or “dusters,” are not allowed.

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

- Shall be appropriately sized; not tight or loose fitting.
- Slacks, pants, trousers, shorts, skorts, skirts must fit at the waist. (“Sagging” and/or exposure of undergarments not allowed.)
- Slacks, pants, trousers must be properly hemmed or cuffed. (“Slicing” or “ragging” not allowed and should not drag the ground).
- 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 lace-up pants.

Head Wear:

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

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, which includes stairs and emergency drills.
- Shoes with any metal devices, such as wheels or noisemakers, are prohibited.

HALL PASSES

A student leaving a classroom during a period must have an official hall pass. A valid reason, left to the teacher’s discretion, is needed for leaving the room. The official hall pass must be visible at all times. Students without an official hall pass will be directed to the classroom where they belong and will be subject to further disciplinary action.

INTERVIEW OF STUDENTS

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 that 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 time and on school premises.

PROHIBITED ITEMS AT 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, knives, wallet chains, pagers (beepers), animals, video games, playing cards, dice, radios, sound recorders/players, television sets, cellular phones, CD players, IPOD's, laser pointers and any other item that administration deems prohibited.

SEARCH AND SEIZURE

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. **Search of the Person or Personal Items (such as purses, briefcases, pockets, etc.):** Students have the right to be secure in their 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 voluntarily to acknowledge the item or contraband and surrender it.

Should the student refuse, he/she may be detained by school officials and proper law enforcement officials contacted. **Search of Student Vehicle:** Students who exercise the privilege of driving, riding, or parking a private vehicle on school property may be subjected to a search of that vehicle, if school officials have reason to believe that the student's vehicle contains an illegal or dangerous item or contraband.

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.

SMOKING REGULATIONS

In the State of Ohio it is illegal for a minor to use or be in possession of any tobacco product. Students who are caught violating this law will not only face disciplinary action, but will be given a citation by the School Resource Officer. This citation fine is \$100.00 if not contested. If the student or parent chooses to appear before the court, and the court finds the student guilty, the fine imposed is \$100 plus court costs of \$40 totaling \$140. We believe in this policy and expect all of our students and visitors to be able to use any facility in our school with a completely smoke-free environment.

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(s)/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 a 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.

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, hazing, 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.

SEXUAL HARASSMENT

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

Computer/On-line Services

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 ECD 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.

Nutritional Services

FREE AND REDUCED LUNCH PROGRAM

West Clermont School District participates in the National School Lunch Program. Free or reduced-priced meals are made available to students whose families meet certain income criteria. Applications are available at each school and at the Board Office.

LUNCH PROGRAM

Your student has a computerized point-of-sale system that makes paying for lunch easier. Each student has his/her own meal account, complete with a personal identification number which is the student ID number. The account may be accessed by using the student ID card which is scanned by a card reader or by entering the ID number on a numeric keypad at the cash station. The student's name and photo appears on the screen. The account is then reduced by the amount of sale. Since high school students are not permitted to charge lunches in the cafeteria, we encourage you to prepay for your student's lunch. With prepaid accounts, this will also save your student time in the lunch line leaving them more time to eat. You can prepay for the week, the month, or the entire year. The system also offers you detailed information on what your student chooses to eat. Students are not permitted to leave school grounds during their lunch period. Parents, relatives or friends are prohibited from bringing in fast food to students. No outside deliveries of food, flowers, or novelties will be allowed.

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.