



**WEST CLERMONT
LOCAL SCHOOL DISTRICT**

4350 AICHOLTZ ROAD, CINCINNATI, OHIO 45245-3501

Building Futures

WEST CLERMONT BOARD OF EDUCATION

4350 Aicholtz Road, Suite 220 • Cincinnati, Ohio 45245 • (513) 943-5000

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Mission

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

Vision

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

School Directory

AMELIA MIDDLE SCHOOL

1341 Clough Pike

Batavia, OH 45103-2545

947-7500

School Hours 7:15 a.m. to 2:15 p.m.

GLEN ESTE MIDDLE SCHOOL

4342 Glen-Este Withamsville Road

Cincinnati, OH 45245-1599

947-7700

School Hours 7:15 a.m. to 2:15 p.m.

To respond to the needs of the middle school child we will provide:

- A positive and safe school climate that fosters mutual respect,
- Tailored programs to meet the unique developmental needs of the middle adolescent,
- High academic expectations which prepare all students to become productive, contributing members of society, and
- Effective communication within the school community.

Supportive and involved students, parents, staff, and community members through their participation, service, and cooperation will benefit all by developing healthy, productive and ethical citizens capable of achieving success in the twenty-first century.

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GENERAL INFORMATION

INTRADISTRICT OPEN ENROLLMENT

Students should be permitted to attend their school of choice within the District. The Board permits students to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria are consistent with State law and include application procedures, including deadlines for application and notification of students and principals of alternative schools, whenever a student's application is accepted. Only students wishing to attend a school other than their assigned school need apply.

Procedures for admitting applicants to other schools include but are not limited to:

1. establishing capacity limits by grade level, school building and educational program;
2. requiring that students enrolled in a school building or living in the attendance area of the school building established by the Board be given preference over applicants and
3. ensuring that an appropriate racial balance is maintained in the schools.

All students enrolled in the West Clermont Local School District are assigned to the school or special education program serving their attendance area. Students wishing to attend a different school must complete and submit an intradistrict enrollment request form in accordance with the following provisions.

1. On or before the first school day in April of each school year, the Assistant Superintendent of Administration shall inform the general public and the parent(s) of each student enrolled in the District of the intradistrict open enrollment policy and application procedures.
2. Application forms shall be available upon request in the office of the principal in each of the schools, as well as the office of the Assistant Superintendent of Human Resources/Pupil Personnel.

3. Application forms must be completed by the parent(s) and received by the office of the principal of the new school of attendance between 8:00 a.m., the second school day in April and 4:00 p.m., the first school day in June. Applications will be processed in the order in which they are received.
4. All approvals are on an annual basis and must be reapproved in accordance with this intradistrict plan on a yearly basis. This includes a new application each year.
5. Requests to be assigned to a District building or program other than the one serving a student's attendance area will be honored provided that:
 - A. Building capacities and grade level capacities are to be considered at the time of intradistrict open enrollment.
 - B. An appropriate racial balance among schools within the District is maintained. Applications shall be reviewed as considered to ensure this balance is maintained.
 - C. A requirement that students enrolled in a school building or living in any attendance area of the school building established by the Superintendent be given preference over applicants.
6. To prevent any disruption of a student's education and to maintain continuity, students accepted for the voluntary transfer program will remain in the new school for the entire school year. Exceptions to this may be considered with the approval of the Superintendent.
7. Students who have been reassigned to and have attended an alternative school under this plan during the preceding school year may be given preference over new transfer applicants. However, approval one year does not guarantee approval in the future.
8. In the event the parent requests to return to the home school or attend a new school, the parent must fill out an application to transfer as would any other applicant, subject to the dates in these regulations.
9. Parents, principals and the transportation department shall be notified by the principal of the new school of the applicant's acceptance or rejection by the first full week in August of each calendar year.

10. The Board will require a student receiving special education services to attend school only where the services described in the student's IEP are available.

11. Students requesting intradistrict transfer for documented medical reasons will be given priority consideration and the Superintendent or designee has the authority to allow medical transfer requests to exceed the stated enrollment limits and the stated request timelines.

12. The West Clermont Board of Education is not required to provide transportation to a non-handicapped student enrolled in an alternative school unless such student can be picked up and dropped off at a regular school bus stop in accordance with the Board's transportation policy. Exceptions to this will be determined based upon the numbers of requested reassignments to individual school sites.

13. If a student has or becomes a discipline problem, then an intradistrict transfer may be denied or revoked.

14. The final decision for all intradistrict enrollment transfer requests rests with the Superintendent.

15. If attendance, including excessive tardiness or early dismissals, is an issue the intradistrict transfer may be denied or revoked.

INTERDISTRICT TRANSFER

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

Parent and Student Notification of Rights under Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the student's education records.

These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal or Assistant Superintendent of Human Resources/Pupil Personnel a written request

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal or Assistant Superintendent, Human Resources/Pupil Personnel, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

(4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are:
Family Policy Compliance Office
U. S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-4605

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 A.M.-4:00 P.M., Monday thru Friday.

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.

ENROLLMENT REQUIREMENTS

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: records

a. Diphtheria, Pertussis (Whooping Cough), Tetanus – four (4) doses are recommended. If the third dose is given after age six, a fourth dose is not required. If the fourth dose is given before the age of four, a fifth dose is required.

b. Polio immunizations-at least three (3) doses

c. Measles, Mumps, Rubella-two doses.

WITHDRAWAL FROM SCHOOL

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

a. Notify the school office as soon as your plans are definite. Give the name and address of the new school, if possible.

b. Inform the school of the last day the child will be in attendance.

c. Return any textbooks, library books or other materials belonging to the school.

d. Pay all outstanding debts to the school. Otherwise, academic records cannot be released.

e. 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:

a. Enroll the child in the new school immediately.

b. Sign the records release at the new school.

c. 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.

ATTENDANCE

All students are expected to attend school regularly and to be on time for classes, in order to obtain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and

class failure. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after high school.

ATTENDANCE PROCEDURES

If a student is absent from school, the parent must call the school attendance line and leave a message the morning of the absence.

If the parent does not call the school, the student returning from an absence should bring a note explaining the reason of the absence. The following information must be included in the note to be excused:

- a. Student's full name
- b. Dates of the absence and reason
- c. Parent's signature and phone number

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

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 or entrance exams 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.
7. Any other extenuating circumstance that is approved by the principal.

After five (5) days of absences for the year, the school will require a statement from a physician.

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 the parent being cited to court.)

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

If a student accumulates five (5) unexcused absences a letter will be sent to the parents. The school may request a truancy mediation 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 days.

EARLY DISMISSAL AND CHANGE IN DISMISSAL

Parents must report to the front office and sign the student out if the student is leaving early. A signed note from the parents or guardian must be presented or be on file if any person other than the custodial parent (s) or guardian (s) is removing the student from school. A signed note from the parent is required for any dismissal change. **Students cannot be released to anyone under the age of 18.**

TARDY TO SCHOOL

A student is considered tardy if he/she arrives after the opening bell of school or leaves school before the closing bell. A tardy becomes a 1/2 day absence when a student misses 2 1/2 hours of school. Three (3) unexcused tardies may result in disciplinary action. After three (3) unexcused tardies a student must have medical documentation. To have an excused tardy, the student must bring a note stating the reason for the tardiness. The criteria for excused absences apply also to the tardiness. Students who are tardy to school must sign in at Student Services immediately upon arrival. Failure to do so will result in disciplinary action. Continued tardiness to school will result in corrective measures being taken by the school to alleviate the problem.

VACATIONS

The school discourages students from being absent during the school year any more than absolutely necessary. Family vacation should be scheduled during the summer months.

In the event that students must go on vacation with their parents during the school year, the absences will be excused.

In order to make sure that the absences are entered as excused on the computer system, we ask that you please do the following:

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

GENERAL SUPPLY FEES

Fees for materials are necessary for some classes. These supplies and services are necessary in the promotion of our school program. Some of the supplies and services provided from student fees are:

- a. student assemblies, speaker, films, etc.
- b. student subscriptions, Weekly Reader, etc.
- c. crayons and pencil in kindergarten
- d. workbooks desired by the teachers for students at all grade levels
- e. paper

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

LOCKERS

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition.

Students are permitted to go to their lockers before school, after school and at other designated times during the day. Students must have a locker pass from a staff member to go to their locker at any other time.

Students will be assigned lockers and they are never to change lockers without authorization from someone in the office.

LIBRARY REGULATIONS

Students will have the opportunity to visit the library as a class group or individually. When visiting the library on an individual basis, students must have a valid teacher pass. Other regulations are as follows:

1. The number of books a student is allowed to check out will be left up to the librarian's discretion.
2. There is a five-cent per school day fine for overdue books.
3. Damages or lost books must be paid for.
4. Students owing fines may not check out additional books.
5. At the end of each grading period, those students having library obligations will not receive a grade card.

GUIDANCE SERVICES

Students wishing a conference with the school counselor must complete a request form and submit it to the guidance office. The counselor will then call the student at an appropriate time. The forms may be obtained from the guidance office. Students may also visit the counselor during lunch periods providing that they obtain permission from the teacher conducting cafeteria supervision.

LOST AND 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 each quarter.

SCHOOL SUPPLIES

Paper and pencils are on sale from a dispenser in the hallway outside the main office. Please have the exact change. Supplies may be purchased before school and at lunch. Students will not be excused from class to make purchases.

SOLICITATION BY STUDENTS

Students are not permitted to sell candy or other items at school unless the sale is part of a school-sponsored or PTO event. Solicitation for gifts or money by students is not permitted.

STUDENTS ON SCHOOL GROUNDS – ARRIVALS

Students are not to arrive at school prior to 7:00 a.m. Those who arrive before the buses unload must wait outside (weather permitting). No students are to go to the classrooms prior to the time for buses to unload.

STUDENTS STAYING AFTER SCHOOL

Only students who are involved in a school-sponsored activity are permitted to stay after school. Students are not permitted to stay after school to attend middle school or high school events. Instead, they should ride the bus home and then be transported back to the school.

SUBSTITUTE TEACHERS

Our school is fortunate to have capable people help us when regular classroom teachers are absent. Students will be expected to be helpful and courteous to substitute teachers. Substitutes are familiar with the school discipline plan and will follow the same procedures as the regular classroom teacher.

TEACHER WORK AREAS

Students are not permitted in the teacher's lounge or work areas.

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. Textbooks should be covered at all times. Students will be asked to pay for any textbook or library book that they have lost. They will be responsible for any damage beyond normal wear at the end of the school year.

USE OF EQUIPMENT BY STUDENTS

Students will not possess a paging device or electronic communication equipment; such as a phone, while on school property or while attending a school-sponsored activity on or off school property. An exception to this prohibition includes students who are in school-related attendance but who are also in the capacity of an active member of a volunteer firefighting organization or a volunteer emergency medical service organization. A "paging device" is a telecommunications device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

SCHOOL VISITORS

Any person visiting school property for any reason shall register with the school office immediately upon arrival. This policy is in accordance with Section 11.17 Board of Education Rules and Regulations and Section 2917.211 of the Ohio Revised Code. We further ask that each visitor wear a Visitor's Badge that can be obtained in the school office. Students not enrolled are not permitted to attend classes.

SCHOOL CLOSING INFORMATION

When weather conditions are threatening, or ice and snow are forecast, 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 available information whether or not to close the schools.

The roads will be checked early in the morning and a decision will normally be made no later than 5:30 a.m. The Superintendent will immediately notify the following radio and TV stations of a decision to delay and/or close schools for broadcast:

WLW/AM (700) WINK/FM(94.1) WEBN/FM WKRQ/FM(102) WUBE/FM (105) WSAI/AM (1530) WYGY/FM-Y96 WGRR/FM (103.5) WKRC-TV (12) WRRM/FM (98.5) WXIX-TV (19) WKRC/AM(550) WIZF/AM WCIN/AM (1480) WVXU/FM WAVE/FM (94.9) WCPO/TV (9) WLW-TV (5)

School closing will be announced as "WEST CLERMONT SCHOOLS." The individual schools in the district will not be called by name. Please listen to one of the above stations, and DO NOT CALL THE SCHOOL. Calling the school ties up the telephone lines when they may be needed for emergency reasons. In addition, each school will use the Call Command System for notification.

PARENT INVOLVEMENT IN EDUCATION

The West Clermont Board of Education believes that parent/guardian involvement is an important part of the educational program. Current research indicates that a home-school partnership, greater involvement and communication on the part of parents/guardians in the education of their children generally results in high achievement scores, improved student behavior and reduces absenteeism. All parents/guardians of students enrolled in the district are encouraged to take an active role in the education of their children.

STUDENT ACTIVITIES

ATHLETICS

Students have the opportunity to participate in intramurals. These intramurals include volleyball and basketball

- FALL CHEERLEADING (7th & 8th grade girls)
- FOOTBALL (7th & 8th grade boys)
- VOLLEYBALL (7th & 8th grade girls)
- CROSS COUNTRY (7th & 8th grade boys & girls)
- INTRAMURAL VOLLEYBALL (6th, 7th & 8th grade boys & girls)
- WINTER CHEERLEADING (7th & 8th grade girls)

- BASKETBALL (7th & 8th grade boys & girls)
- WRESTLING (7th & 8th grade boys)
- INTRAMURAL BASKETBALL (6th, 7th & 8th grade boys & girls)
- SPRING TRACK (7th & 8th grade boys & girls)

Seventh and Eighth grade coaches attempt to involve as many students as possible. Each athlete is expected to make a commitment to himself/herself and the school. Athletes are expected to be leaders in the regular school activities. Weekly eligibility cards are circulated among teachers to check the performance of athletes. To participate in athletics, students must have a physical form completed by a medical doctor. Physical forms are available from the office or you may get it online. Girls may participate in volleyball, basketball, track, cross-country and cheerleading. Boy's sports include football, basketball, cross-country, track and wrestling. A duplicate copy of the emergency medical form is required for all participation in extracurricular activities.

INTERSCHOLASTIC COMPETITION ELIGIBILITY

In order for a student to be eligible to participate in any middle school interscholastic competition, the following guidelines must be met:

1. A student may not turn 15 years of age before August 1 of the current school year.
2. A student must be passing 75% of subjects in which he/she is enrolled. Eligibility will be determined on a weekly basis. Grades from the previous grading period must yield a 1.51 grade point average on a 4.0 scale.
3. A student must have passed 75% of the subjects in which he/she enrolled the previous quarter. (Fall sports: 4th quarter previous school year; Winter sports: 1st/2nd quarter school year; spring sports: 3rd quarter current school year).
4. If a student is ineligible to participate two times during the season, he/she may be dismissed from the team.
5. In order to be eligible to participate in tryouts, practices or games, the student must be in school no later than 10:30 a.m. on the day of the activity. The only acceptable reason for not being in school by 10:30 a.m. will be medical or doctor appointments. A doctor's note will be required.

6. To participate in athletics, students must have a physical form completed by a medical doctor. (Forms are available in the school office).

**The student must also be covered by sufficient insurance with a family accident policy.*

DANCES AND OTHER ACTIVITIES

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

1. Students from this school only are permitted to attend (no friends from other schools, no siblings)
2. Students must be in attendance at least half a day the day of the event.
3. Dance tickets will be sold to students who have their school fees paid. No one may purchase a ticket for another student.
4. Students will not be permitted to leave until the event is over.
5. All school rules will be enforced at the event.
6. Upon the discretion of an administrator, a student may be prohibited from attending a dance or other after-school activity if he/she has displayed chronic behavior problems.
7. Students need to follow the school dress code.
8. Students need to be picked up on time. The student may be taken to the Clermont County Sheriff's Office to await transportation home if a ride does not appear within 30 minutes of the end of the event.

STUDENT RECOGNITION/GRADES

Students are recognized for many different accomplishments throughout the year. HONOR ROLL AND STRAIGHT "A" HONOR ROLL – An Honor Roll (all A's and B's) and Straight A's (all A's) will be published after each grading period. All subject areas are included.

STUDENT AWARDS – Awards will be given on Student Recognition Day(s) through out the school year.

CHARACTER FIRST!! – Character is the combination of qualities or features that distinguishes one person from another. Good character qualities are developed through teaching and modeling. All students deserve to be exposed to ideals that will affect their lives in a positive way. A focus on good character contributes to a more productive education and greater fulfillment for both teachers and students.

West Clermont County Schools will continue to focus on character development for our students through the Character First! Character Education Program sponsored by the Character Council of Greater Cincinnati and Northern Kentucky. Each month one character quality will be highlighted in our school and in the classrooms. We want to encourage your family to participate in this character development by emphasizing the character quality of the month in your home.

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 these grades are determined.

DISTRICT GRADING SCALE – The district grading scale for middle and high school students is as follows:

A+ 97-100	C 73-76
A 94-96	C- 70-72
A- 90-93	D+ 67-69
B+ 87-89	D 63-66
B 83-86	D- 60-62
B-80-82	F 59 and below
C+ 77-79	
I = Incomplete	
N/C = Zero credit, minimum work not completed	

REPORTING STUDENT PROGRESS

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 1st and 3rd quarters. Parents are invited to come to the school and confer with their child's teacher at a scheduled time. A parent or teacher may request a conference at any time during the school year. A parent desiring a conference at any time other than regularly scheduled conferences is requested to contact the school. A conference will be arranged at a time

when the teacher is not busy with assigned classes. Parents are requested not to “just drop in” to see a teacher. It may be impossible for the teacher to leave assigned duties to talk to the parent.

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

C. Interim Reports – contain grades and comments from each teacher. They are sent home to parents four times during the school year. Interim report dates will be listed in the school calendar and in the school newsletter. In addition, your child’s progress can be monitored on a weekly basis using Progress Book.

D. Progress Book – is the site where you and your child can see a progress report of student’s grades from each class at any time from the Internet. Only you can see your child’s grade, unless you give your password to someone else. It is a very safe, secure site. Progress Book uses the same technology used in banks to secure privacy. An access code for you and your child and directions for setting up an account with Progress Book will be provided by the school. Teachers are asked to update their electronic grade books and post the progress reports to the web on a weekly basis.

HOMEWORK REQUEST/MAKE-UP POLICY

If a student is absent, parents may request assignments by contacting the attendance office. Please allow twenty-four hours notice for teachers to prepare assignments. Homework assignments should be picked up in the office before 2:45 p.m. Students whose absences are excused will be given two days to make up work for each day of absence.

STUDENT PLAN BOOKS

All students receive a plan book. The daily planner provides space for students to write down all homework assignments, long-term projects and upcoming tests. Teachers are responsible for posting assignment in a dedicated space in the room. Students are expected to copy the assignments into their plan books.

HOMEWORK INTERVENTION PLAN

If a student develops a pattern of not completing homework, a parent or teacher can request that the Homework Intervention Plan be implemented. The plan consists of the following:

1. The student is required to write the assignments in the plan book each day.
2. The student has the responsibility of presenting the plan book to the teacher. The teacher initials the plan book indicating that the assignment, as written, is accurate.
3. The student brings the plan book home each evening. The student is responsible for presenting the plan book and the completed homework to his/her parent. The parent initials the plan book verifying that the work assigned for that evening is complete.
4. The student receives feedback from his/her parents on a weekly basis for writing assignments down, presenting the plan book to his/her teacher and parents, and for completing homework assignments. Positive reinforcement and/or consequences should be given by the parents on a weekly basis according to the student’s success rate.

The plan will be discontinued if:

1. The student does not miss a homework assignment for four (4) consecutive weeks, or if the parents, students and teachers agree that the plan is no longer necessary.
2. The parents or the student are not committed to the plan.

PROMOTION AND RETENTION OF STUDENTS

All assignments of students shall be made by direction of the Superintendent, as provided by statute. Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade may be retained, unless the student’s principal and the teachers of the failed subject areas agree that the student is academically prepared to be assigned to the next grade level.

Whenever retention is being considered, the teacher shall confer with the principal. The parents shall be invited to a meeting with the appropriate staff members to discuss the student’s academic standing in relation to the grade level program and the student’s ability. This conference shall occur early in the third quarter.

In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program is planned for the continuous progress of children from grade to grade, with children spending one year in each grade. A few students,

however, may benefit from spending an additional year in the same grade. Such retention may be considered when:

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

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

PUPILS ENTERING FROM OUTSIDE THE DISTRICT

Pupils entering from outside the school system late in the year must have filed with the receiving school the pupil's most recent report card and transcript of grades, including certificates of attendance, immunization record from former school(s).

1. Additional records, reflecting the pupil's previous standing and achievement, plus other pertinent data, will be requested from former school or schools by the receiving school.
2. In the event of very late entrance, where the receiving school does not have time to evaluate the pupil's ability, no promotional assignment will be made until such records are made available.

These assignments may be referred to the superintendent for disposition at the closed of the school year.

PROMOTION

Promotion of pupils, completing the school term, will be based upon the following criteria, which will be measured by teacher evaluation, standardized testing, and statistical documentation. Later arrivals must have met the requirements set forth in paragraph one.

1. Satisfactory completion of the work of the present grade.

2. Adequate ability for advancement.
3. Adequate emotional and social maturity.
4. Upon completion of two (2) years of assignment in a given grade, the pupil may be placed in the next higher grade.
5. Chronologically, two (2) years over-age for the grade.
6. Competency testing.

DISTRICT-WIDE ASSESSMENT PROGRAM

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

6th Grade: Ohio Math & Reading Achievement Test

7th Grade: Ohio Math & Reading Assessments

8th Grade: Ohio Math, Reading, & Science Assessments

In addition, the ACT Explore Test will be administered to 8th graders in the Fall.

STUDENT HEALTH & SAFETY

EMERGENCY MEDICAL FORM

Every student is to have an emergency medical form on file in the school office. State law requires that this form be filled out and signed by the parent at the beginning of every school year. No student will be permitted to participate in field trips when transportation is provided without an emergency form on file.

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

On August 1, 1992, an updated Immunization Law went into effect. The new law requires that prior to entering the 7th grade, students must have documentation of two doses of live measles, mumps and rubella vaccine. The first dose must have been received on or after the first birthday with the second dose at least 30 days after the first dose. An immunization form will be provided by the school when the child registers. A physician must sign this form.

Students entering from another school must also meet the above requirements. If their records from the previously attended school are not available to the school within fourteen calendar days, the student will be excluded from school. A student must be in five classes to be a full-time student.

SCREENING

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

Hearing: K, Grades 1, 3, 5, 9
All new students and students referred by teachers.

Vision: K Distance visual acuity, muscle balance, stereopsis (depth perception).
Grade 1: distance visual acuity, color vision for boys
Grade 3, 5, 7 and 9: distance visual acuity
All new students and students referred by teachers.

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

FEVER POLICY

Parents are required to keep children home for infectious/contagious illnesses, which are accompanied by sore throat, cough, rash, nausea, etc. Children must be fever-free for 24 hours before returning to school.

Parents are to call the school absent/tardy line before 9:30 a.m. Homework requests must be left on the school answering machine at that time. The office staff will review the tape-recorded message.

HEALTH CLINIC

Students who become ill should secure a pass from the teacher to see the health aide. If a student is seriously ill, the health aide may be called to the specific classroom. The health aide must first check students and she will contact the parents.

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.

ADMINISTERING MEDICATION AT SCHOOL

It is the policy of the West Clermont Local School District that the parent at home administers all children's medication. Any pupil who is required to take medication during the regular school day must comply with the appropriate administrative regulations. If, under exceptional circumstances, a child is required to take PRESCRIPTION or NONPRESCRIPTION DRUGS during the regular school day and the parent cannot come to school to administer the medication, only the school nurse, the health aide, principal, or his designee will administer the medication in compliance with the following regulations:

1. Medication must be brought to school by a parent in a container appropriately labeled by the pharmacy or physician. Medication will be given in the office area or other area designated by the principal. Students are not permitted to carry medication.

2. Written authorization from the physician for both prescription and nonprescription drugs, including aspirin, cough medicine, etc., and written permission from the parent or guardian will be required and will include:

- A. Child's name
- B. Name of medication
- C. Time to be administered
- D. Dosage
- E. Possible side effects, which a physician believes, may occur.
- F. Duration of time for administering the medication. District Medication Authorization forms are available in the school office.

3. The school principal or his designee will:

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

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

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

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

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

8. Students are permitted to carry a metered dose inhaler with prior written approval of their physician and parent. This authorization must be on file in the health room.

9. At the end of the school year, parents must pick up any left over medication or it will be properly disposed.

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 medication 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.

ABSENCE AND AFTER-SCHOOL ACTIVITIES

Any student absent from school during the day should not attend any after-school or evening activity. In order to participate in these activities, a student must arrive at school no later than 10:45 a.m. and finish the remainder of the day. Any student violating this policy will be subjected to appropriate disciplinary action. Exceptions to this rule can be made with prior administrative approval.

ACCIDENTS AND INSURANCE

The school is responsible only for immediate first aid. The Board of Education does not pay for any medical or hospital bills incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills.

The student should report any accident, no matter how minor, to a teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified. Schools have no insurance to cover the loss or damage to student's property such as musical instruments, coats, damage to vehicles on school grounds, etc.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

A federal law titled the "Asbestos Hazard Emergency Response Act (AHERA)" requires that all schools be inspected for asbestos-containing building materials, subsequently developing management plans. The Management Plan includes information regarding inspection activities,

reinspection, response action plans, post response actions, and so forth. This plan is available for public inspection during regular working hours. To make an appointment, call our Asbestos Planning Manager, G. Edward Dyer, at 943-5014 at least one day in advance.

ARTICLES NOT ALLOWED IN SCHOOL

Any object, which presents a safety hazard or interferes in any way with the educational operation of the school, is prohibited. Examples of these items may be constituted as weapons, knives, pagers (beepers), glass bottles, animals, video games, playing cards, dice, radios, sound players, televisions, tapes, chains, CD and tape players, cameras, yo-yos and cellular phones.

Students are permitted to bring book bags to school, but they are to be maintained in their assigned locker and not brought into the classroom. Coats and jackets must also be kept in lockers. Students are advised not to bring large sums of money or valuable items.

BICYCLES AND SKATEBOARDS

Students are not permitted to bring bicycles, roller blades or skateboards to school.

DISTRIBUTION OF MATERIALS, ETC.

All materials for distribution to students must be approved by the principal. This includes all school displays, posters, notices and other information.

DRILLS

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

SAFETY PROCEDURES

All outside doors will be locked during school hours except the door adjacent to the office.

Safe School Helpline: 418-6423 Ext. 359

STUDENT DRESS CODE

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

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

1. Parents and students maintain responsibility for their dress and personal appearance.
2. When any dress or grooming interferes with cleanliness, health, welfare or safety of students, or when any dress or grooming disrupts the educational process by being distracting, offensive, indecent, or inappropriate to the educational process, it is prohibited.
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and personal appearance for participants in their program or activity. The principal and/or athletic director must approve clothing for student participants in school-sponsored extracurricular activities.
4. The administrators, with the assistance of the faculty, have the responsibility of uniformly administering the dress code.
5. An administrator, for the purpose of school spirit days or other special school-wide events, may modify the dress code.
6. Violation of the dress code could result in removal from class until the violation can be resolved and/or disciplinary action taken.

Clothing, jewelry, tattoos, and other personal items are not permitted which specifically or generally contain, promote, glorify or refer to:

- Alcohol, drugs, tobacco
- Sexual innuendo or sexually suggestive contents
- Profane, vulgar or lewd symbols or slogans
- Gangs or cults, antisocial or harassing behavior
- Hate, violence, death, suicide, gore and/or blood

Clothing with rips, tears, or holes is inappropriate for school.

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

GRADES 6-8 SHIRTS, BLOUSES, TOPS

- Shall be appropriately sized and must be long enough to cover the midriff at all times.
- Sleeveless shirts and blouses should not have oversized armholes or open sides exposing undergarments or skin.
- May not be halters, crop, midriff, tank, strapless, backless, spaghetti strap or muscle shirts.
- May not be revealing and/or see-through, made of open-mesh material, spandex or lycra.
- The neckline must be high enough not to show cleavage.

OUTER GARMENTS

- Coats, jackets and windbreakers must be placed in lockers.
- 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 and skirts must fit at the waist. (“Sagging” and/ or exposure of the undergarments not allowed.)
- Slacks, pants, and 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, bandanas and sweatbands.
- May not wear sunglasses.

HAIR AND MAKE-UP

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

JEWELRY & PERSONAL ITEMS

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

SHOES/FOOTWEAR

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

DRESS FOR PHYSICAL EDUCATION

- Students are required to wear gym shoes to each class.

EXCUSED FROM PHYSICAL EDUCATION

If a student is ill or injured, a written note from a parent stating the reason the student should be excused will be accepted. Parental requests should not exceed three (3) days during the quarter. A doctor's note is required beyond three days and should specify the dates the student should not participate and the reason.

NUTRITIONAL 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 schoolbased 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 PROGRAM

Students may purchase lunch in the cafeteria. Hot lunches for students are \$2.60 and adults are \$3.35 while Ala Carte items vary in price. 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 middle 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 for the entire year. The system also offers you detailed information on what your student chooses to eat.

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.

BUS SERVICE

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

Students riding district buses are under 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 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 parents will have the opportunity to appear before the superintendent or a superintendent's designee for an informal hearing regarding the incident(s) which lead 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.

STUDENT CONDUCT ON SCHOOL BUSES

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 the bus at the designated stop in an orderly manner.

6. Ride the assigned bus and unload at the regular stop, unless the principal signs a note to give to the driver stating otherwise. A child who is not a regular bus rider must have a permission note from his/her principal.

7. Use of abusive language will not be tolerated at any time, including profanity.

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 the request of the driver.

15. Horseplay, tripping, and unnecessary bodily contact will not be permitted.

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

UNACCEPTABLE BEHAVIOR (posted on each bus)

1. Failure to follow directions

2. Out of seat

3. Eating/drinking/chewing gum

4. Throwing objects on, from or into the bus

5. Tripping/shoving/unnecessary bodily contact

6. Hitting/striking (horseplay)

7. Arm/hand/head out of window

8. Loud talk/boisterous conduct

9. Profane/inappropriate language

10. Destruction of school property

11. Improper crossing

CONSEQUENCES

1st Offense: Discipline report; One copy mailed to parents, 1 copy sent home with student and returned signed to driver, one copy to school, one copy to transportation.

2nd Offense: Friday School assigned. If student does not or cannot attend Friday School, he/she will be suspended off the bus for one day.

3rd Offense: 1-3 day bus suspension, letter to parents, school principal notified.

4th Offense: 3-day bus suspension, letter to parents, school principal notified

5th Offense: 5 day bus suspension, letter to parents, school principal notified.

6th Offense: 10 day bus suspension with recommendation for bus removal, letter to parents, school principal notified (set up meeting to discuss bus removal).

UNACCEPTABLE BEHAVIOR – AUTOMATIC SUSPENSION

1 Drugs/Alcohol/Tobacco – possession/use of

2. Ignitable material – possession/use of

3. Fighting/Striking – (delivering a blow causing pain/discomfort to another/or delivered in anger)

4. Destruction of school property

5. Verbal and/or physical assault to bus driver
6. Other consequences which may cause an unsafe driving condition

EXTRACURRICULAR TRANSPORTATION

Athletes and others representing the school in music performances, etc. must ride the bus to and from the activity, unless the activity is held at school. Students should have prompt transportation arranged to and from practices and rehearsals.

DISCIPLINE

We believe that students have the right to an uninterrupted opportunity to learn at the middle schools. It is the responsibility of all students, teachers, administrators and other staff members to maintain this learning environment. In order to foster and maintain a positive learning environment, all students are expected to obey all district and building rules and policies at all times. It is the responsibility of all staff members to consistently enforce these rules and policies throughout the building.

TEACHER/TEAM DISCIPLINE PLAN

The staff believes student behavioral problems can be prevented when teachers and staff communicate consistent expectations to students. All students will be expected to follow five basic rules:

- 1) Be in assigned places when each period begins
- 2) Be prepared for classroom instruction
- 3) Be courteous to classmates and school employees
- 4) Respect personal and school property
- 5) Follow directions the first time they are given. In addition to the above rules INDIVIDUAL TEACHERS/TEAM will develop their own interventions and review this plan with students and parents at the start of the school year. If school or classroom rules are violated, one of the following intervention actions may be taken depending upon the severity and

frequency of the violation(s). The list is not necessarily a sequential listing of measures to be taken.

- 1) Warnings by teacher and/or administrator
- 2) Parent contact by phone, letter or referral
- 3) Detentions assigned by teacher, team or administration
- 4) Interventions prior to office referral may include:
 - Meeting with parent/student
 - Behavior/Academic contracts
 - Alter student schedule
 - Contact with School Counselor
- 5) After-school detention
- 6) Alternative Assignment
- 7) Emergency Removal
- 8) Suspension
- 9) Alternative School
- 10) Request by the administration for expulsion

DETENTION

Middle School operates a detention system. A detention means that a student may be kept after school. A detention can be assigned by any faculty member or administrator for misbehavior. A student who receives a detention will be given time to arrange for transportation home before serving the detention. Failure to serve a detention may result in more severe disciplinary action. Students are expected to bring study materials.

AFTER-SCHOOL DETENTION

Parents are responsible for providing transportation. Students are expected to report with study materials at the close of the school day. Talking is not permitted. Students who do not report for after-school detention may result in further discipline. If a detention needs to be rescheduled, it is up to the parents to communicate with the assigning faculty member by either sending in a note with the student, e-mail, or phone call before the detention begins on the assigned day.

LUNCH DETENTION

Students assigned to lunch detention will report to the classroom where lunch detention is held at the beginning of the lunch period. Students are expected to bring study materials and work for the entire period. Talking is not permitted. Students may bring a sack lunch or may purchase a school

lunch. Additional days of assignment may be added for failure to report on time or for not following rules.

OUT-OF-SCHOOL SUSPENSION

Students who violate the rules outlined in the adopted code of conduct or who create disruption in the school may be suspended out-of-school. Suspended students will be permitted to make up missed tests and major projects upon return to school. Students should be prepared to take tests upon their return to school. Suspended students will receive credit for their daily work.

Each successive suspension may increase the number of days suspended:

- 1-3 days
- 3-5 days
- 5-7 days
- 7-10 days
- Possible recommendation for expulsion

HALLWAY RULES

1. Pass in an orderly fashion on the right side of the hall.
2. Be polite and considerate of others.
3. Avoid making loud noises (shouting, etc.).
4. Avoid loitering in the halls.
5. Go to lockers at specified time only.

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 the student has questions or concerns about possible harassment, please contact your principal, assistant principal or guidance counselor.

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.

GANGS

Gangs, which initiate, advocate or promote activities which threaten the safety or well being 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, intimidation’s 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.

REMOVAL FROM EXTRACURRICULAR ACTIVITIES

When the behavior of a student participating in an extracurricular activity, be it athletic or otherwise, violates the Student 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 that 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 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 or 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.

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.

BEHAVIOR IN WEST CLERMONT LOCAL SCHOOL DISTRICT EACH STUDENT IS EXPECTED TO:

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

RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome living and learning.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Every student should:

- Be aware of all rules and regulations for student behavior and conduct oneself in accordance with them.

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

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 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.
 - 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 on-going threat of disrupting the academic process, the Superintendent, principal or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. If a teacher makes an emergency removal, it will be submitted to the principal in writing as soon after the removal as is reasonable.

In all cases of normal disciplinary procedures in which a student is removed form 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) Give the student written notice of the intention to suspend him 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 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 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 days but not more than eighty days 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 appeal upon request before the Superintendent or his/her designee to challenge the action or to otherwise explain the student's actions. The notice will state the time and place to appear, which must not be less than three (3) school days or later than five (5) school days after the notice is given. Within 24 hours of the 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 legal custodian to 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 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 ordinance, carrying a concealed weapon, aggravated 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 manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee; In addition, complicity in any of the above acts may be the basis for permanent expulsion.

APPEAL PROCEDURE

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

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:

- A. The student and parent will execute a document agreeing to the community service and accepting the suspension/expulsion if community service is not completed to the Superintendent's satisfaction.
- B. Community service shall be performed at the place and time designated by the Superintendent.
- C. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student or parent.
- D. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion.

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

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 disruptions, or who are exhibiting other academic or behavior problems.”

WEST CLERMONT CODE OF CONDUCT

1. Truancy.
2. Chronic misbehavior which disrupts or interferes with any school activity.
3. Fighting.
4. Damage or destruction of school property on or off of school premises.
5. Theft or possession of stolen goods.
6. Use, possession, sale or distribution of a firearm – A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns.
7. Use, possession, sale or distribution of a dangerous weapon other than a firearm or explosive, incendiary or poison gas – A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 ½ inches in length (18 U.S.C. section 930).
8. Use, possession, sale or distribution of any explosive, incendiary or poison gas – Any destructive device, which would include a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a

projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.

9. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
10. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
11. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance
12. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
13. Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.), inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance. (Any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance.)
14. Turning in false fire, tornado, bomb, disaster, or other alarms.
15. Refusing to take detention or other properly administered discipline.
16. Falsifying of information given to school personnel.
17. Disrespect to a teacher or other school authority.
18. Disregard of reasonable directions or commands by school authorities including school administrators and teachers
19. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate and intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical

handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited

20. Firearm look-alike – 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 educational 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:

- a. Abusive conduct or violation of the conditions of use set forth or in the Computer/On-Line Services.
- b. Transmission of unlawful information on the network.
- c. The improper access, misappropriation or misuse of information/files of other users.
- d. The use of obscene, abusive, or otherwise offensive or objectionable language in either public or private messages.
- e. 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.

DISCIPLINE PROCEDURES

In the event education and intervention strategies do not reach every student and they are reported to school officials for substance use/abuse, this discipline policy will be followed:

A. POSSESSION AND USE

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

1. on school grounds or at the school buildings at any time;
2. off the school grounds or 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. 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.

C. TRANSMITTAL OR SELLING

The student shall not transmit or sell any narcotic, drug, hallucinogenic drug, inhalant, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or psychoactive mind-altering substance and look-a-likes 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

The following procedure is to be used in dealing with students violating the transmittal or selling code.

- a. The student will be suspended for ten (10) school days in accordance with established student due process procedure and will be recommended to the Superintendent of Schools for expulsion from school.
- b. The parents will be notified and informed of their child's involvement, the consequences and their due process rights.
- c. The appropriate legal agency with jurisdiction will be notified for prosecution purposes.
- d. The appropriate school personnel to be notified include the Superintendent or his/her designee, treasurer, counselors, teachers, school nurse and the transportation director.

SEARCH AND SEIZURE

Pursuant to Section 3313.20 (C), Revised Code, the Board of Education has adopted a policy permitting the principals of this school district to:

1. Search any pupil's locker and the contents thereof if the principal reasonably suspects that the locker or its contents contain evidence of a pupil's violation of a criminal statute or of a school rule.
2. The Board hereby declares that lockers are the property of the Board of Education and these lockers and the contents thereof are subject to random searches at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.
3. The principal of any school may search at any time the locker and contents thereof of any pupil if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board and if a search of lockers and the contents thereof is reasonably necessary to avert the threat or apparent threat.

INTERROGATION AND SEARCH OF LOCKERS AND DESKS

Lockers and desks remain the property of the school district. Since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit any building administrator to search any locker and its contents as the administrator

believes necessary. A statement of the policy will be posted in every building. In addition, when there is reason to believe that a student has in his/her locker or desk an illegal or dangerous item or contraband, the student may be confronted by school officials and asked voluntarily to acknowledge the presence of such item and to surrender it. Should the student refuse, school officials may then open the locker or desk and seize the illegal or dangerous item. The student should be given the opportunity to be present during such search and seizure (if search of the person or personal items such as purses, briefcases, pockets, etc). Students have the right to be secure in their person's 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 retained by school officials and proper law enforcement officials contacted. When there is clear and reasonable cause to believe that a student has concealed on his/her person or in a purse, briefcase, pocket, etc., one of the above items but its presence does not present an imminent danger, school official should give the student the opportunity voluntarily to acknowledge its presence and consent to a search and seizure. If such acknowledgment and consent is refused, officials may at their option notify the student's parents or the police, taking due measure to prevent the destruction of evidence.

INTERVIEW OF 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 case 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.

DANGEROUS WEAPONS POLICY

The Board of Education of West Clermont Local School District is committed to providing the students of the District with an educational

environment which is free of the hazard of firearms, knives and other dangerous weapons.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored event. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored event, the Superintendent shall expel that student from school for a period of one calendar year. If necessary, any such expulsion shall extend into the school year immediately following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis after careful consideration of the relevant facts and circumstances in accordance with state law. However, community service cannot be used as an alternative to expulsion. The definition of a firearm shall include any weapon (including a starter's gun) which will or is designed to, or may be readily converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon and any firearm muffler or silencer or any destructive device. The definition of a destructive device includes, but is not limited to, any explosive, incendiary, or poison gas; bomb, grenade, rocket, missile, mine or similar device.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school, with the same expulsion implications as noted above. The definition of a knife includes, but is not limited to, any sharp cutting instrument consisting of a sharp blade.

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 in the nation.

Because we recognize the damage which results from harmful substance use/abuse, the West Clermont Board of Education accepts the shared role with the community by participating in education, intervention and support of treatment programs. The Board will establish an education program to make students and school personnel aware of the dangers of chemical use/abuse, a disciplinary procedure for users according to

Board Policy, and a process to provide assistance to those students who need treatment. This policy will establish a step by step procedure for school personnel to follow in cases where students are involved in, or are suspected to be involved with, harmful substances. 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.

STUDENTS WITH DISABILITIES

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

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

B. If there is a relationship between the incident and the student's disability, the school may:

- 1) convene the IEP team to consider a change of placement to a more restrictive setting;
- 2) obtain the parents' agreement to a change of placement; or
- 3) obtain an injunction to remove the student from school due to potential dangers to the student or others.

Conflict

BULLYING

Bullying behavior by any student in the West Clermont Local School District is strictly prohibited, and such conduct may result in disciplinary

action, including suspension and/or expulsion from school. "Bullying" shall mean any overt acts by a student or group of students directed against other student/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Bullying means any written, verbal or physical act taking place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school personnel and administrators. Any report of suspected bullying behavior would 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.

CONFLICT RESOLUTION

Conflicts can be caused by a disagreement about facts or feelings. While we must accept conflict as a natural and inevitable part of living, we need not accept violence as a response to conflict. Conflicts can be solved peacefully without fighting, name-calling or hurting the feelings of others.

A school environment conducive for all students to learn must be free of all forms of violent and disruptive behavior, including physical and verbal abuse, sexual harassment and all forms of discrimination. Creating safe environments for students and teachers requires schools, students, parents and communities to work together using prevention strategies.

WHAT CAUSES CONFLICT?

Bullying, gossip and rumors, broken friendships, jealousy, possessions and who owns them, racism and other differences such as sex, culture and religion.

WHAT ARE UNSUCCESSFUL WAYS TO DEAL WITH CONFLICT?

Avoid the other person or pretend the problem doesn't exist – The problem or situation will never really be settled. Avoiding conflicts makes some people worry and bottle up feelings. Attack the other person – Criticizing, put-downs, name-calling and violence result in hurt feelings or injured bodies. The problem still isn't solved.

WHAT ARE SUCCESSFUL WAYS TO DEAL WITH CONFLICT?

Calm down – Stop arguing, name-calling, etc. Take time to cool off by counting to ten or find a quiet place to be alone for a few minutes.

Name the problem – Be specific about what's bothering you. Let both sides say what's wrong.

Think of solutions – Together, write down every idea you can think of for solving problem, even the silly ones.

Weigh ideas – Consider every idea. Think about their consequences (results).

Ask yourself – What will happen if we do this? Who else might be affected by what we choose to do?

Chose a plan – Pick the best idea, then carry it out. Later, talk about whether the plan is working or not. If the plan has not worked, try another plan.

In the end, both sides must be willing to forgive and forget any mean things that might have been said or done.

IF YOU HAVE A CONFLICT BE SURE TO SEE A TEACHER, COUNSELOR OR ADMINISTRATOR.

COMPUTER/ON-LINE SERVICES

DISTRICT TECHNOLOGY MISSION STATEMENT

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

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.

Disciplinary Action

This policy is applicable to any member of the WCLSDNet community and refers to all information resources whether individually controlled, shared stand alone or networked. Disciplinary action, if any, for students, staff and other users shall be consistent with the district's standard policies and practices. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to. Violations can constitute cause for revocation of access privileges, suspension of access to school district computers, other school disciplinary action and/or appropriate legal action. Exact disciplinary measures will be determined on a case-by-case basis.

RULES FOR CELLULAR TELEPHONES & ELECTRONIC COMMUNICATION DEVICES

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

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

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

The use of cellular telephones and other ECDs that contain built-in cameras is prohibited, at all times, in locker rooms, bathrooms and/or locations in which inappropriate or privacy violating images may be obtained.

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

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

ENFORCEMENT AND PENALTIES

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

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

- First offence: Student's cell phone will be confiscated and returned to the student at the end of the school day.

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

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

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

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

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

RULES FOR CONFISCATING CELL PHONES

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

1. The staff member will ask the student to turn off the phone and hand the phone to them (if the student does not comply, they will be immediately sent to an Administrator or the main office for disciplinary action).
2. The staff member will not turn on or view the contents of the phone.
3. The student will be sent to an Administrator, or their designee, who will notify them of their discipline for violation of school rules concerning cell phone use.
4. The phone will be transported to the office where the phone will be placed in an envelope and sealed.
5. On the envelope, the Administrator or their designee will record the date and time at which the phone was placed in the envelope along with their signature confirming the reception of the phone.

6. The Administrator or their designee will determine if there is any reasonable suspicion that the cell phone has been used in a way that possibly violates state or federal laws and may at their discretion turn said cell phone or other device over to local or state authorities for further investigation. If they feel that there is no probable cause the phone will be stored at the school until a parent or legal guardian of the student retrieves it.

7. To retrieve the phone, a parent or legal guardian of the student will need to come to the main office of the school between the hours of 7:45a.m. and 2:45p.m. The School may ask the person to provide written positive identification and make a copy of the ID for its records.

8. The parent or legal guardian will be given the envelope. They will then be required to open the envelope and record the date and time they received the phone and provide their signature. The school, as evidence of a completed chain of custody, then retains the envelope.

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