

# Western Elementary (4-6)



Student Handbook  
2018 - 2019

# WESTERN LOCAL SCHOOLS | 2018-2019 CALENDAR

- 14 Teacher In-Service/  
Open House
- 15 Waiver Day/PD Day
- 16 First Day for Students/  
Begin 1st Nine Weeks

AUGUST '18						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13				17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- 18 President's Day (No School)

- 3 Labor Day

SEPTEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21		23
24		26	27	28	29	30
31						

- 15 Waiver Day/PD Day
- 22 End 3rd Nine Weeks (43)
- 25 Begin 4th Nine Weeks

- 5 Waiver Day/PD Day
- 8 Columbus Day  
(No School)
- 19 End 1st Nine Weeks (46)
- 22 Begin 2nd Nine Weeks

OCTOBER '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18		20
21		23	24	25	26	27
28	29	30	31			

APRIL '19						
S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 18 P/T Conference  
(1:00-8:00pm)
- 19-22 Spring Break  
(No School)
- 23 Waiver Day/PD Day

- 8 P/T Conference  
(1:00-8:00pm)
- 9 P/T Conf. Make Up  
(No School)
- 12 Veterans Day  
(No School)
- 21-26 Thanksgiving Break  
(No School)

NOVEMBER '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
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25	26	27	28	29	30	

MAY '19						
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12	13	14	15	16	17	18
19	20	21	22			25
26	27		29	30	31	

- 23 End of 4th Nine Weeks (43)  
Last Day for Students
- 24 Teacher In-Service
- 27 Memorial Day  
(No School)
- 28 P/T Conf. Make Up  
(No School)

- 17-31 Winter Break  
(No School)

DECEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE '19						
S	M	T	W	Th	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 1 Winter Break (No School)
- 18 End 2nd Nine Weeks (48)
- 21 Martin Luther King, Jr.  
Day (No School)
- 22 Begin 3rd Nine Weeks

JANUARY '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17		19
20	21		23	24	25	26
27	28	29	30	31		

JULY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**WESTERN ELEMENTARY SCHOOL  
ADMINISTRATION AND CONTACT INFORMATION**

**WESTERN LOCAL BOARD OF EDUCATION**

Mr. William Hagg	President
Mr. Brad Mar Hoover	Vice-President
Mrs. Kristen Campbell	Member
Mrs. Debra Grooms	Member
Mrs. Sherry Hall	Member
Mr. Rocky Lambert	Treasurer

**ADMINISTRATION**

Mr. Brock Brewster	Superintendent
Mrs. Bethany Whitt	Principal
Mr. Peter Dunn	Special Programs Coordinator
Mrs. Beth Alexander	Director of Special Education

**PHONE NUMBERS**

Elementary Office	(740) 493-2881
Fax	(740) 493-1059
School Board Office/Superintendent	(740) 493-3113

**WEB SITE ADDRESS**

<http://www.westernlocalschools.com>

**SCHOOL CLOSING\***

When school must be canceled School Messenger will be utilized. Please make sure current phone numbers are on file in the office. Announcements will also be made on local radio stations and television news stations.

**\*PLEASE DO NOT CALL THE SCHOOL\***

## ***2018 - 2019 Western Elementary Faculty and Staff***

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### **Principal**

Bethany Whitt

### **Secretary**

Lori Wessel

### **EMIS / Special Programs Secretary**

Debra Jones

### **Guidance Counselor**

Crystal Guilkey

### **School Nurse**

Holly Tackett

### **School Psychologist**

Audra Haaf

### **Speech Services**

Meredith Dunham

### **Reading Coach**

Andrea Ferneau

### **Fourth Grade**

Jenny Lawson (Reading/Writing)

Andrea Leeth (Science/Social Studies)

Beckah Williams (Math)

### **Fifth & Sixth Grade**

Randy McClay (Science 5 & 6)

Alexandria Hamilton (Social Studies 5 & 6)

Carla Wayland (Math 5)

Tina Riggs (Reading & Writing 6)

Bobbi Savely (Math 6)

Vicki Triplett (Reading & Writing 5)

### **Cross-Category Class**

Cindy Rhoades

Chris May

Debbie Park

### **Special Programs**

Shawn Morgensen

Tim Remington

### **Computer Instruction**

Jennifer Morgensen

### **P.E. Instruction**

Eric Courtright

### **Library Services**

Shannon Knisley

### **Band / Music Instruction**

John Cooper

### **Art Instruction**

Wendy Ellis

### **Technology Services**

Lynn O'Dell

### **Cafeteria / Food Service**

Esther Brewster

Toni Chandler

Carolyn Cox

Michelle Gragg

Sandy Helton

### **Bus / Cafeteria Supervisor**

Amy Haggy

### **Maintenance Supervisor**

Wayne Grooms

### **Custodial Services**

Emily Henderson

Vera Myers

Tracie Tong

Our Mission:

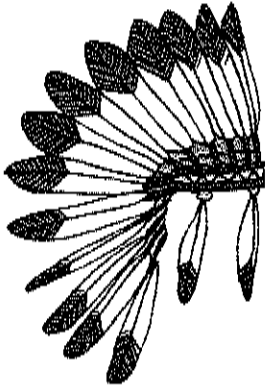
*We will strive every day to provide high quality educational experiences that prepare and inspire students to achieve.*

Our Vision:

*We envision schools and families, community members and partnering agencies working together to educate and inspire students toward future success and productive citizenship.*

Our Motto:

*Every Student...Every Day...Whatever It Takes!*



*Western Local School District*  
7959 State Route 124  
Latham, OH 45646  
(740) 493-3113  
*Brock D. Brewster, Superintendent*

Dear Parent and/or Guardians,

Legislation passed by the Ohio General Assembly requires that school districts provide parents and/or guardians a description of the district's bullying policy. The Western Local School District has adopted the current bullying policy as outlined in H.B. 116 which includes cyberbullying and incidences which may occur on school buses.

The Western Local Board of Education and the administration and staff of Western Local Schools are committed providing a safe, positive, productive, and nurturing educational environment for all of its students. The board-adopted bullying policy applies to all activities within the district, including school buses and activities sponsored by the district that may occur off school property.

As specified in board policy, harassment, intimidation, or bullying is defined as:

- A. Any intentional written, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other student(s);

*"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.*

- B. Violence within a dating relationship

Violations of this bullying policy are subject to the code of conduct for students or board policy if the violation is by an adult employee.

Because it isn't practical to include the entire policy in this handbook, I strongly encourage parents, guardians, and students to review the Western Local Board of Education's policy 5517.01 that can be found on the district webpage at [www.westernlocalschools.com](http://www.westernlocalschools.com) under the about tab located at the top of the district homepage. Scroll to the bottom of the page and click on the link that says *bylaws and policies*. The bullying policy can be found under section 5000 (students) and then proceed to section 5517.01.

If you have questions or concerns, please feel free to contact me at [brock.brewster@westernlocalschools.com](mailto:brock.brewster@westernlocalschools.com) or by phone at (740) 493-3113.

Sincerely

Brock D. Brewster  
Superintendent

# WESTERN ELEMENTARY SCHOOL WIDE RULES

*Be Ready*  
*Be Respectful*  
*Be Responsible*

## Hallway Rules

Single File  
Walk on the right side  
Quiet  
Hands to self

## Cafeteria Rules

Remain seated until dismissed  
Hands to self  
Raise hand if you need something  
Food and drinks must be left in the cafeteria  
Use good manners/inside voices

## Playground Rules: 4 – 6

Use equipment appropriately  
Keep body and hands to self  
Must ask to go outside the fence  
Use appropriate language  
Line up quickly and quietly the first time the whistle is blown

## Classroom Rules

Raise your hand before speaking  
Be prepared for class  
Hands to self and visible during class  
Listen and use quiet voices  
Treat others as you wish to be treated

## Consequences

1. Warning
2. Loss of recess
3. Lunch detention
4. Parent contact
5. Principal referral

\*\*\* May skip steps based on severity of offense

## GENERAL INFORMATION

### ADMISSIONS PROCEDURES:

Parents and students should report to Western Elementary office with the following:

1. Birth Certificate
2. Parent/guardian
3. Immunization Record. Ohio law requires that all children entering school must present a shot record, which is up to date with the following: immunization against polio-myelitis, diphtheria, tetanus, rubeola, and rubella.
4. Current and past year grade cards
5. PROOF OF RESIDENCY
6. Custody Papers if applicable

Parent(s)/Guardian(s) must be residents of the Western Local School System or student must be placed by the court or in a Special Program provided for in a cooperating district.

In case of a legal separation of parents, the parent having legal custody must provide the school with a legal document to be filed at the school. In the case of guardianship of a minor, a court order must be provided giving a specific legal guardianship. Parents will be given time to provide the school with the above documentation.

The parent/guardian should complete the following forms:

1. Admission Form
2. Emergency Medical Form
3. Records Release Form
4. Missing Children's Law Form
5. Permission of Student Recognition
6. Permission of Internet Use
7. Notice of Student Handbook

### SCHOOL HOURS:

Regular school hours for classes are 8:00 A.M. – 3:00 P.M. School staff is present for supervision of students from 7:45 A.M. – 3:05 P.M. **All students arriving before 7:45 must report to the cafeteria.**

Students are not to be on school property at other times unless under other adult supervision as teachers are not on duty.

### GUIDANCE PROGRAM:

The Guidance Counselor is an integral part of the total educational program. The Guidance Counselor assists students in their educational, career, personal social and emotional development. Teachers, students, and parents are free to call upon the services of the counselor



whenever they feel the need of information or advice that may assist the improvement of a situation. A parent or guardian must provide consent for ongoing individual and small group counseling. Students experiencing a crisis may self-refer. Conferences with counselors are encouraged for students, their parents or guardians, and teachers when assistance or guidance is needed.

### **PROMOTION-RETENTION:**

Consideration for the promotion or retention of a student in the primary school should be determined by a variety of factors in addition to the academic standing of the student. Each case shall be judged on an individual basis. Promotion or retention is a means of determining how the best interest of the student will be served.

Students may be recommended to be retained no more than twice in the primary grades by county office policy. Retention may be on a consecutive year basis. Students who meet the criteria may be placed in the next grade level. Placement in a grade level will not be considered on a temporary basis.

Teachers shall give consideration of the following:

#### **Primary Consideration:**

1. Functions one or more years behind in two or more academic levels at any grade level.
2. Functions one or more levels below grade level expectancy in Reading or Math at the primary level.
3. Failing two or more academic areas at any grade level.
4. Failing Reading in the first grade,

#### **Secondary Consideration:**

1. Social Behaviors
2. Age of student
3. Social and emotional functioning level of student
4. Maturity of student
5. Physical and health factors

When there is reasonable doubt concerning the student's promotion, such as borderline achievement, the parent, teacher, counselor and Principal should be involved in the decision. Parental consent will be considered in such cases.

Parents of students who are recommended for retention should be pre-notified. A conference may be conducted with the parent. The counselor and Principal may be involved in the conference.

## **COMMUNICATION:**

It is important to establish and maintain a cooperative, working communication between school and home. Report Cards, Interim Reports, and Progress Reports are methods of communicating academic progress to the home. You should also expect periodic newsletters, updates, and letters from the teacher or principal with important information. Parent-Teacher Conferences are another opportunity to maintain good communication. Regular communication with the school can assist in avoiding major problems and misunderstandings. Also notify the office of any changes in address, phone numbers, transportation, or custody.

## **CHANGE OF ADDRESS/PHONE:**

Students who change their residence, mailing address, or telephone number after enrollment should report the change promptly to the administrative offices so that the records may be corrected for our One-Call System and in case of an emergency at the school. Business phone numbers of parents should also be recorded in the administrative offices.

## **PARENT CONCERNS:**

When parents have concerns regarding the school program and/or their child's success at school, they should make an appointment to meet with the appropriate staff member on the school campus to discuss the concern. This person is usually the child's teacher, but in some cases it might be the school counselor or other staff members. All teachers have a conference period during the day. If parents are not able to come at this time, a time before or after school can usually be arranged. If the concern cannot be resolved in this manner, the parent should make an appointment to meet with the Principal. Most problems can be resolved when the parents and staff meet to listen and problem-solve together.

## **ITEMS FROM HOME:**

Students should not bring items of value from home to school. This includes: toys, fidget spinners, trading cards, cell phones, audio/video equipment, jewelry, and so forth. These items may be lost, stolen, broken, etc. and the school assumes no responsibility for them. These may be a disruption to the educational climate and may be confiscated by school personnel and kept until the parent/guardian claims it. The item(s) are to be taken home from school and not brought back. Students are not permitted to bring toys, fidget spinners, trading cards, or items which may be considered to be associated with violence (ie: toy guns, knives, throwing stars, action figures which are associated with violence and so forth). These will be confiscated and disciplinary action will be taken. Items which could cause injury to others such as; yo yos, hard baseballs, softballs, bats, leather or hard surface footballs and so forth, are not permitted. Children have been hit with these types of objects and have been injured. They are a danger on school grounds and the bus. We want to provide a safe area for your child while at school.

## **STUDENT/PARENT CELL PHONE OR MOBILE DEVICE CONTRACT:**

- Students will be permitted to have cell phones in their possession throughout the school day. However, students are **not allowed** to use a cell phone during the instructional school day, including lunch and recess.
- Students **MUST** have their cell phones turned off during the school day. Cell phones will not be visible during the school day.
- The only exception to the above policies is as follows: Technology including, but not limited to, laptop computers and cell phones intended and actually used for instructional purposes will be permitted, with the teacher's permission and supervision and the permission of the administrator. The discipline actions of a student observed using a cell phone is as follows:
- **First Offense:** The phone will be taken by a school staff member and given to the principal. The student is then allowed to pick up his/her phone at the end of the school day in the office.
- **Second Offense:** The phone will be taken and the parents will be contacted. The student will be allowed to pick up his/her phone at the end of the school day in the office.
- **Third Offense:** The phone will be taken and the student will be prohibited from possessing his/her phone at school for the remainder of the year. Parents will be contacted and the student will be allowed to pick up his/her phone at the end of the school day in the office.
- **Should a student not have this signed contract on file, he/she will lose the opportunity for a warning and have the cell phone privilege revoked for the remainder of the school year.**
- Maintaining the integrity of the learning environment is the top priority.

## **ATTENDANCE POLICY FOR WESTERN ELEMENTARY**

Regular attendance is the primary responsibility of the student's parent or guardian and the student. The building administrator will make all final decisions as to the disposition of all attendance problems. Students who display excessive absence or tardiness and do not improve their attendance through normal school notices will be referred to the Pike County Attendance Officer. Students absent for more than ½ Day, are not eligible to participate in extra-curricular school activities for that day.

"Perfect Attendance" at the conclusion of each grading period and for the purpose of recognition at Awards Day at the end of the year shall be defined as a student having zero days of absence as well as zero days of tardiness and/or early dismissals. An exception may be granted by the principal if the absence or tardy/early dismissal is deemed as school business.

## **TARDINESS AND EARLY DISMISSAL:**

If during the school day a student arrives late (**after 8:00 a.m.**) they must check in at the office prior to going to class. If a student leaves early the parent or guardian must sign the student out

through the office. Please keep in mind that if students are being called from class on a regular basis they are missing valuable instruction time. Therefore, students will not be called out of class at the end of the school day for early dismissal except for an emergency or an appointment. Parents may sign their student out in the designated area and wait for their student at dismissal time.

### **ABSENCE PROCEDURES:**

State law and Western Local Board of Education policy requires parents/guardians to notify the school the day their child is absent. The parent or guardian is to telephone the school in the event a student is absent. This call is to be made as soon as possible but **no later than 9:00 a.m.**, but does not guarantee an excused absence. Calls not received by 9:00 AM will prompt a phone call from school's automated system. *Even if a phone call is made, a parent note or medical excuse must be sent to the office upon students return.*

Upon your child's return to school, a written note should be presented stating the student's name, reason for the absence, date of absence, and parent/guardian signature or a doctor excuse. This note is to be given to the Principal or her designee to determine if an excused absence will be granted. If a student does not bring in a note within two days of the date of return, the student will receive an unexcused absence.

### **CATEGORIES OF ABSENCE:**

- A) Excused:** An excused absence is that condition or situation over which the student, parent, or guardian has no control, and is listed in the excused classification of absences. An excused absence will allow the student to make up class work which he/she missed. It is the responsibility of the student to make up class work which he/she missed. It is the responsibility of the student to see the teacher for missed work and he/she will have the same number of days to complete make-up work as the number of days he/she missed. Failure to make-up required work will result in a grade of zero for that requirement.

#### **Examples of Excused Absences:**

1. Personal illness
2. Death or funeral of immediate family member.
3. Illness in immediate family which demands student's aid.
4. Doctor or dentist appointments that cannot be scheduled any other time.
5. Compulsory legal affairs.
6. Community Service
7. Religious Holidays - any student of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.

**A Maximum of 7 absences may be excused with parent note. (Excluding those excused by a doctor).**

- B) Unexcused:** An unexcused absence is a situation in which the student does not have permission to be absent from school or has exceeded the number of excused absences permitted. In such cases a parent will be notified and appropriate action will be taken. An unexcused absence will eliminate the privilege of make-up work resulting in a grade of zero for that requirement.

**Examples of Unexcused Absences:**

1. Truancy
2. Shopping trips
3. Non-urgent absences
4. Unconfirmed illness
5. Pleasure trips
6. Hair cuts
7. School suspensions or expulsions

- C) Vacations:** In all cases advanced notice is mandatory. A request for an excused absence will take into consideration the following: Past student attendance, grades, willingness and opportunity to make-up work. Vacations granted during the school year will not exceed five school days.

## PIKE COUNTY ATTENDANCE POLICY

**General Statement: Students are issued *SEVEN PARENTAL EXCUSES* during a school year.**

ATTENDANCE PROBLEM	SPECIFIC PROCEDURES
A. Student accumulates 18 hours of unexcused absences or 3 tardies greater than 15 minutes.	<ol style="list-style-type: none"> <li>1. The Pike County Attendance Officer shall be notified.</li> <li>2. The Pike County Attendance Officer shall mail a "First Response Warning Letter" to the parents/guardian.</li> </ol>
B. Student accumulates 30 hours of unexcused absences or 5 tardies greater than 15 minutes.	<ol style="list-style-type: none"> <li>1. The Pike County Attendance Officer shall be notified.</li> <li>2. The parents/guardian shall be summoned by the School Administration to attend a "<i>Parental Conference Hearing</i>" with the Pike County Attendance Officer and School Administration.</li> </ol>
<p>C. Student accumulates 38 or more hours of unexcused absences in a school month, or 65 hours in a school year (RC3321.191) refer to reference C1 and C2.</p> <p>Student accumulates 50 hours of unexcused absences refer to C2.</p> <p>Seven tardies greater than 15 minutes in a school year refer to C2.</p> <p>Failure to attend Parental Educational Classes refer to C3.</p>	<ol style="list-style-type: none"> <li>1. The parents/guardian will be required to participate on the Absence Intervention Team organized for their child. If the parent refuses or does not actively participate with the Absence Intervention Team, they may be mandated to attend Parental Educational Class.</li> <li>2. The parents/guardian and/or student may be mandated to attend Parental Educational Classes. The Pike County Attendance Office will send a registered/certified letter notifying the parent/guardian of the class schedule.</li> <li>3. Failure of the parents/guardian and/or student to attend the "Parental Educational Classes" may cause a charge of "<i>Parental Educational Neglect</i>" (ORC 2912.222) to be filed against the parents/guardian.</li> </ol>
D. Student accumulates 30 consecutive hours in a school month, 42 hours in one school month, or 72 hours in a school year (RC 2151.011).	<ol style="list-style-type: none"> <li>1. The parents/guardian may be cited according to ORC 2919.24(A)(2) in Juvenile Court.</li> </ol>
E. If on the 61st day <i>after</i> implementation of an absence intervention plan: (1) the student was absent without legitimate excuse for the specified number of hours to be a habitual truant(RC2151.011); (2) meaningful attempts were made to re-engage the student by school district and, (3) the student refused to participate, or not make meaningful progress on the absence intervention plan (RC 3321.13).	<ol style="list-style-type: none"> <li>1. The student will be in violation for being a Habitual Truant from school and will be cited into Juvenile Court. (ORC 2151.022(B))</li> </ol>

## **GRADES AND RECORDS**

### **GRADING AND REPORTING PRACTICES:**

Western Elementary will use a standards-based report card in grades K-6. The standards-based report card gives us a tool to accurately communicate to parents and guardians the progress their child is making on learning the standards for each grade level.

Student Progress in each standard will be reported as “Proficient”, “Developing”, or “Below”. “Proficient” means student met the standard; “Developing” – approaching the standard; and “Below” – has not met the standard.

Parents should expect to receive periodic progress reports from their child’s teacher throughout the year as well as specific report mid-way through each grading period. Results from diagnostic and achievement assessment will also be made available to parents and legal guardians.

### **ACHIEVEMENT TEST AND ASSESSMENT DATA:**

All students will take Periodic Assessments to monitor their progress toward meeting grade level standards. State Achievement Tests will be administered as directed by the Ohio Department of Education. Results from these assessments will be used to guide instruction and intervention services. These assessments include, but are not limited to, State Achievements Test, Formative, Summative, & Informal Quarterly Assessments, and Diagnostic Assessments connected with course curriculum.

### **ACADEMIC INTERVENTION SERVICES:**

Western Elementary provides a variety of intervention services. These services are provided based upon the individual student’s academic need as determined by classroom teachers and intervention teams.

### **STUDENT RECORDS:**

The right of confidentiality and protection from improper disclosure will be in accordance with the Family Educational Rights and Privacy Act of 1974.

## **TRANSPORTATION**

The school district provides bus transportation to all qualified students in the district. In the event that a bus not run in the morning (usually because of inclement weather or hazardous road conditions) and the parent/guardian transports a student to school, then the parent/guardian

should also make arrangements for their arrival back home at dismissal time as that bus may not run the return route as well.

### **BUS REGULATIONS:**

1. All passengers are under the direct authority of the bus driver.
2. Students are expected to respond to the authority of the bus driver.
3. Students shall refrain from:
  - a) Acts that may endanger any bus passenger
  - b) Acts that distract the driver's attention
  - c) Acts of fighting or bothering another student in any manner
  - d) Being out of seat
  - e) Creating excessive noise
  - f) Throwing of any items from or within the bus
  - g) Making unmannerly remarks to bus passengers or from the bus
  - h) Not sharing a seat with another student
  - i) Creating or causing damage or defacing an part of the bus
  - j) Eating or drinking on the bus
4. All sections of the Student Discipline Code apply to bus conduct.
5. Drivers shall report acts of misconduct to the principal for possible disciplinary action.
6. Students suspended from the bus are expected to attend school.

### **BUS PASSES:**

Bus passes will be issued for authorized stops only. The student must present a note to the office with the student's full name and include the address in which the student is to ride the bus too and be signed by a parent/guardian. It should be dated and a current phone number **MUST** be included for verification. The student will then receive a pass to give to the bus driver to allow them to ride the appropriate bus. Bus passes will not be issued to ride home with a friend unless both parties have a note from their parent/guardian.

All students will ride buses unless written permission is on file in the office for alternate means of transportation. Changes in transportation will only be made with a note signed by the parent or guardian. If an emergency arises, a bus pass may be issued by the office. Requests for transportation changes over the phone will only be accepted in the event of emergency or crisis.

*\*Phone calls for bus passes will not be accepted after 2:00 p.m.*

### **FIELD TRIPS:**

At various times throughout the year, students will be expected to participate in field trips sponsored by their teacher. Specific information regarding each educational trip will be supplied in advance by the teacher in charge. Field trips are an educational and learning reward for those students who demonstrate good work habits and social skills. Grades may be adjusted for non-



participation in academic field trips. Some may be excluded because of disciplinary action resulting from student misconduct.

### **OTHER POLICIES AND PROCEDURES**

#### **VISITORS:**

Western Elementary strives to be welcoming and friendly to all our visitors and guests. However, for the safety of the students, **ALL visitors must report to the office** upon entering the building and will be given a "Visitor Pass".

Volunteers must comply with the district volunteer guidelines which include a background check before helping in a classroom. Volunteers must sign-in at the office before going to a class room. All chaperones must have a current background check from the Bureau of Criminal Investigation (B.C.I.) and F.B.I. on file in the office. Background checks are only good for one (1) year.

#### **TELEPHONES:**

School telephones are not for personal use. **In case of illness or an emergency all calls must be approved by office personnel.**

#### **MEDICATION:**

All medicine **must** be brought in to the school by a parent or legal guardian and stored in the nurse's office. A consent form must be signed by parent and doctor. We are not legally permitted to and will not give medication, prescribed or over-the-counter, to your child unless we receive a doctor's order. Medication will only be administered through the school nurse and may require special forms to be completed ahead of time.

#### **STUDENT ILLNESS OR INJURY:**

If your child becomes ill or injured while at school, the staff will do our best to attend to your child for minor illness or injury through our school nurse. It may be necessary for you to make arrangements to have your child picked up. Please be sure that there is a listing of emergency contact numbers in the office.

#### **SELLING OR SOLICITING:**

No person or organization is permitted to use school premises for selling or soliciting without written permission from the principal.

## **LOCKERS:**

Lockers are assigned the first week of school to fifth and sixth grade students. Keep the lockers clean and free from obscene material. **Do not give your locker combinations to other students** or share or change lockers with other students. Keep in mind that you are just using these lockers. They are the property of the school, can be searched at any time, and will be used in the future, so take good care of them.

## **WITHDRAWAL AND/OR TRANSFER:**

Parents should make request for student withdrawal through the office by filling out a **Clearance and Withdrawal Form**. Students shall turn in all books and workbooks the last day of their attendance. School records will be sent to the enrolling school upon request from the new school.

## **CAFETERIA COSTS AND PROCEDURES AND OTHER FINANCIAL OBLIGATIONS**

## **SCHOOL BREAKFAST AND LUNCH:**

Great news for you and your student! All enrolled students of **Western Local Schools** are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2018-2019 schoolyear. No further action is required of you. Your child will be able to participate in these meal programs without having to pay a fee or submit an application.

## **TEXTBOOKS:**

All textbooks are provided at public expense for all students. In turn, the students are responsible for returning all books issued to them at the end of the semester or year showing no more than normal wear. Fines will be assessed in all cases where books show evidence of carelessness. The fine will be that of a replacement book. A second book will be issued to the student. If the lost book is recovered and returned in good condition within a reasonable time period, the payment may be refunded.

## **FINES:**

Parents and Legal Guardians are responsible for paying any charges assessed to the student due to lost or damaged school property. School property may include, but is not limited to text books, work books, class materials, equipment, library books, buildings and structural property. Students may be assessed additional fines for non-payment of school debts. Grade cards, permanent records, release to the trade school, and diplomas all may be withheld until the full amount of the debt is repaid or a payment schedule has been established.

## **CONDUCT AND DISCIPLINE**

### **THE STUDENT'S ROLE IN CONDUCT AND DISCIPLINE:**

All students are expected to follow the rules and regulations of the Western Board of Education, the school administration, and the teacher. Students are required to be courteous and polite and contribute to good school climate. Students should become familiar in expected behaviors and the consequences for violating the student code of conduct. This Code of Conduct and Discipline is applicable on all school premises, including busses, hallways, playgrounds, classrooms, restrooms, and all school-related functions.

### **PARENT'S ROLE IN DISCIPLINE:**

Discipline is the primary responsibility of the parents. It is the parents' obligation, by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward school. To insure student success, parents should be familiar with the student code of conduct and discipline, encourage students to respect the learning environment of others, and communicate regularly concerning their child's progress.

### **THE TEACHER'S ROLE IN DISCIPLINE:**

One of the goals of the classroom teacher is to create an atmosphere conducive to learning. Classroom rules, procedures, and discipline policies are set to promote that environment. These policies will be posted and explained. Teachers have a variety of methods of handling interruptions to education. These methods may include warnings, assigned seating, loss of recess, written assignments, notices to parents, and in serious offenses or habitual minor offenses referral to the principal. All discipline should be fair and consistent and in accordance with Ohio Revised Code and Board Policies.

### **THE PRINCIPAL'S ROLE IN DISCIPLINE:**

The role of the principal in discipline is three-fold. First, enforce the student code of conduct, as established by the Board of Education, in order to maintain an environment conducive to learning. Second, provide fair and consistent discipline that discourages misconduct and encourages appropriate behaviors. Third, provide communication measures among staff, parents, and administration in regards to student offenses, disciplinary measures, behavior modification strategies and discipline procedures. When necessary the use of outside agencies (Pike County Sheriff's Department, Children's Services, Counseling and Rehabilitation Providers, and other support services) may be used in order to support these endeavors.

## **TYPES OF DISCIPLINARY ACTION**

The discipline plan includes actions that can be interpreted as serving three functions: deterrent, punishment, and rehabilitation. It must be emphasized that disciplinary action taken is not directed at the student but the behavior of the student.

There are several disciplinary measures that will be used for violations of this code. Detentions, in-school suspensions, out-of-school suspensions, or expulsions are the basic actions that will be used. However, one-on-one counseling, warnings, isolation from other students, written assignments, etc. are other alternatives faculty and administration may use at times to discipline student's behavior.

### **Detention/Lunch Detention:**

The administration can assign students to detention for violations of the Misconduct Code. Tardiness, unacceptable behavior, failure to bring appropriate study materials, and failure to report to detention will result in another form of discipline.

### **In School Suspension:**

The administration can assign students to in-school suspension for violations of the Misconduct Code. In any event, the program will begin after home room and end at the end of the school day in the area assigned by the Principal. While serving in-school suspension, students will have one restroom break in the morning and afternoon. They shall eat lunch in their designated area. Contact with other students is prohibited. Tardiness, unacceptable behavior, failure to bring appropriate study materials, and failure to report to in school suspension could result in another form of discipline. Teachers cooperate by making sure that assigned students will have ample school work to complete.

### **Removal from School:**

Major disciplinary actions such as suspensions or expulsions from school, from class, or from riding buses should be used only in the most serious or persistent recurring cases. While it is legally possible for a Principal to suspend a student up to a total of ten (10) school days per violation, only the Superintendent has the authority to expel a student from school. A school Superintendent may expel pupils for a period of up to eighty school days, even extending through the next school year if deemed necessary.

### **Due Process:**

In the event of suspensions, expulsions, or removals from school, due process will be in accordance with Section 3312.66 of the Ohio Revised Code. In most cases the Western

Elementary School administration encourages in-school assignment because the student will receive credit for completed classes. When out-of-school suspension must be used, the student may not attend school or school sponsored activities and no class work may be made up. An out-of-school suspension is counted as an unexcused absence.

**Appeals:**

Suspensions may be appealed. If the suspension was issued by the Principal, the appeal is made to the Superintendent. The student will serve the suspension upon notification. If appeal reverses the suspension, the record will be expunged and the student will have the right to make up all work.

**Referral to Local Police Authorities:**

Students who violate a criminal law may be referred to the local police authorities in addition to action which may be taken by school authorities.

**Searches:**

The administration reserves the right to search a student's locker, book bags, garments, pockets, and purses. Searches may be conducted when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school or is in possession of items detrimental to the health and welfare of others. The student's personal dignity shall be respected when such searches become necessary. At no time will a student's clothing be altered, removed, or the body handled. Female students and their belongings will be searched by female staff members; likewise male students and their belongings will be searched by male staff members.

**WESTERN ELEMENTARY  
STUDENT DISCIPLINE AND CONDUCT CODE**

A Violation or attempted violation, even though not accomplished, of any rule may result in disciplinary action. The disciplinary action may include suspension of privileges, detention, suspension, emergency removal, and/or legal action. All rules apply to all activities in any school building, or on the premises thereof, including during school-provided transportation and after school activities.

**1. ALCOHOL AND DRUGS:**

A student shall not possess, conceal, use, transmit, sell or be under the influence of any illicit drugs including narcotics, hallucinogens, amphetamines, barbiturates, marijuana,

mind altering chemical substances, or alcoholic beverages of any kind. This also includes look-alike drugs or any "counterfeit controlled substance" and pharmaceuticals. No student shall possess or conceal any drug related paraphernalia or apparatus, nor white out or other common substances that could be used as an inhalant. This policy also includes possession and/or distribution of any over the counter medication such as aspirin, Tylenol, etc.

- 1<sup>st</sup> Offense:** Up to 10 day suspension and/or unruly charges filed in Juvenile Court
- 2<sup>nd</sup> Offense:** 10 day suspension and/or unruly charges filed in Juvenile Court and/or expulsion
- 3<sup>rd</sup> Offense:** Expulsion

**2. THE USE OF TOBACCO:**

Students shall not use or possess tobacco in any form anywhere on or about school property. This rule applies during all school functions and while riding aboard school vehicles. Lighters and matches are forbidden to be carried. The following adopted board policy remains in effect:

**Section 8:9820**

- A. Tobacco shall not be used on school property nor while the student is representing the school as a participant.**
- B. All students are to be advised of the following disciplinary measures for offenders:**

**3. FIRE, ARSON, TAMPERING WITH FIRE ALARM EQUIPMENT:**

Students shall not willfully or maliciously burn, or attempt to burn, any part of a building or property of Western Local School District, or property either public or privately while at school or a school activity, nor will they tamper with any fire alarm or any firefighting equipment. Students shall not possess or use any lighter or matches while on school property, or at school related events.

**4. COMMUNICATING A THREAT, MENACING, ASSAULT AND/OR FIGHTING:**

Students shall not behave in such a way as to cause fear, physical injury, or threat of physical injury, to any other person, or damage, or threaten to damage any other person's property. This article covers both school personnel and students.

**5. FALSIFICATION OF INFORMATION:**

It is prohibited for any student to report or provide false information about another student or event. Students who provide false information will face disciplinary action.

**6. DANGEROUS WEAPONS:**

Students shall not possess, use, or threaten to use any instrument or weapon generally classified as dangerous or potentially dangerous, by virtue of its use or its intended use. Such weapons and instruments include, but are not limited to, knives, fireworks,

explosives, guns, ammunition, clubs, ball bats (when away from the athletic fields), brass knuckles, box cutters, or any other device which could, whether by design or by use, cause physical injury to another person. Western Local School District is in full compliance with the Federal Gun-Free Schools Act of 1994.

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

**7. DISORDERLY CONDUCT/DISRUPTION OF SCHOOL:**

Students shall not engage in actions wrongfully causing inconvenience, annoyance, anger, or alarm to a teacher, school official, or another student in any of the following ways: threatening, fighting, engaging in wild behavior, making excessive noise, being offensively coarse or vulgar by word or actions, using profanity, needling other students in a way likely to incite them into a disorderly response, without justification creating an offensive condition, and creating a condition that is dangerous or is potentially dangerous to the safe or orderly function of the educational process. Use of squirt guns, snowballs, water balloons, shaving cream or like activity can be considered disorderly conduct.

**8. PROFANITY AND VULGAR LANGUAGE:**

Students shall not use any form of profanity, written or verbal. Included in this prohibition is the use of obscene gestures, signs, pictures, clothing, or publications which could be offensive to others.

**9. FAILURE TO COMPLETE ASSIGNED DISCIPLINE:**

Students shall complete detention, lunch detention, and /or in-school suspension assignments at the designated time.

**10. INSUBORDINATION:**

Students shall not regard or refuse to obey any reasonable directions or commands given by school officials. Violations of any rules, directions, or disciplinary procedure, shall also constitute insubordination. Persistent disobedience of reasonable instructions may be considered a more serious offense.

**11. HARASSMENT/BULLYING:**

Conduct which has the effect of creating a hostile, intimidating, discriminatory or offensive environment is strictly forbidden. Harassment for purposes of this regulation includes sexual harassment (including, but not limited to, suggestive or lewd talk, unwanted advances or physical contact), racially based harassment (racially motivated words, gestures, images, or actions that intimidate or offend), or other forms of behavior, including hazing as defined in ORC 2903.31, that are designed to intimidate or offend, whether based on race, gender, religion, color, ethnicity, age, experience or disability.

**12. ANTI-HAZING POLICY:**

Hazing has been defined as doing any act or coercing another to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing

mental or physical harm to any person. Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times.

**13. TRUANCY AND/OR TARDINESS:**

Students shall not be truant from school or class, and shall not be repeatedly tardy. Students are expected to report to school and to class on time. Habitual tardiness or truancy from school can result in attendance records being submitted to the County Truancy Officer for possible action, as well as possible action administered from the school including detention, Saturday School, suspension, or expulsion.

**14. DAMAGE, DESTRUCTION, OR THEFT:**

Students shall not cause or attempt to cause damage, destruction, or theft, to any property (public or private) including building grounds, equipment, or materials at any time.

**15. FORGERY:**

Students shall not falsely use, in writing, the name of another person, or falsify times, dates, grades, addresses, or other information on school forms or correspondence directed to the school.

**16. PUBLIC DISPLAY OF AFFECTION:**

Students shall not engage in open displays of affection considered to be improper in the context of school, including, but not limited to holding hands, kissing, and hugging.

**17. IMPROPER ATTIRE:**

Attire at all school related functions must conform to the school's dress code (see below).

**18. STUDENT DRESS AND GROOMING:**

Some clothing and accessories are in bad taste and disruptive. It will be the judgment of the administration in determining disruptive clothing and general appearance.

1. Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines are examples and do not cover all situations. Students shall not wear halter tops, garments with spaghetti straps, or strapless garments. Garments that are "see through", cut low, or exposes one's midriff are not acceptable. Shirts must be capable of being tucked in. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Undergarments, including boxer shorts, must not be visible. **Shorts and skirts may be worn but of an appropriate length, preferably mid-thigh.**
2. Students may not wear hats, caps, head gear, sunglasses or **flip flop** shoes in the building. Students are permitted to wear slide shoes.
3. Saggy pants are prohibited. Pants shall be worn at the natural waist and may not drag the ground. **Holes in jeans/pants must be below the fingertip.**
4. No student shall wear or exhibit shirts, buttons, pins, etc. with obscene/objectable language, or items which represent or promote the use of alcohol, drugs, sex or tobacco.
5. Students shall have no visible body piercing other than the ears. Tongue piercing is also prohibited.



6. No overcoats worn inside the building.
7. Students shall not wear chains, arm/wrist bands with spikes, or any article that could be hazardous to the welfare of others or considered by administration to be distracting to the learning environment.
8. No hair spray, cologne, deodorant, make-up, etc. in the classroom.
9. No unnatural hair color or patterns (ie: pink, blue, orange, purple, green, yellow, and certain shades of red, etc.) **No Mohawks.**
10. **Pajamas are not to be worn to school.**

***\*\*Principals have the right to determine if a garment is inappropriate.***

#### **19. INTERNET PRIVILEGES:**

An Acceptable Use Policy (Computer Network) will be given to all students. This agreement must be signed by both the student and his/her parents/guardians prior to any access to the Internet. Computers and Internet access are supplied strictly for the function of meeting the educational mission of the school. Students should realize that network use is logged and is subject to administrative monitoring or review at any time. Any actions that might harm the computer equipment or software, or any accessing of inappropriate material, or any misuse of the network in any way, will result in disciplinary action. Students who violate this rule will immediately lose all network privileges and possibly risk expulsion from computer class and /or suspension or expulsion from school.

#### **20. CHEATING:**

Students may not engage in any activity that may be considered deception, fraud or cheating in tests or class work. Academic cheating is defined as participation in any activity, including plagiarism, in which a student knowingly misrepresents or assists another student to misrepresent his or her actual achievement in any course. Students caught in the act of cheating before the act has been completed will also be thought of as cheating. Cheating is not limited, but may include the following:

- \* Copying from another student's test or helping another student during a test
- \* Providing or accepting information regarding specific test content
- \* Submitting another person's work as one's own
- \* Stealing copies of tests or answer keys
- \* Copying another student's homework assignment, test, quiz, project, report, etc
- \* Allowing another student to copy a homework assignment, test, quiz, project, report, etc
- \* Presenting materials taken from sources, such as books, periodicals, newspapers, or the internet, without appropriate documentation
- \* Changing answers on a test, assignment, or project after grading
- \* Using programmable calculators in a manner not specified by the teacher

In the event a student is caught cheating, that student will receive all of the following disciplinary actions:

- \* 0 credit for that work
- \* Parent or Legal Guardian will be called
- \* Student will be referred to the Principal for disciplinary action

**21. ELECTRONIC DEVICES AND COMMUNICATION EQUIPMENT:**

Students may not bring or use at school any electronic devices such as radios, video recorders, ipods, etc.

**22. BEVERAGE AND FOOD VIOLATIONS:**

Students are not permitted to consume beverages of any type in the halls. *Students are allowed to have water in the classrooms.* Liquid containers of any type are prohibited in the building. Students are not permitted to consume candy and/or other food items in the hall and classes. Sales of such items in the building are prohibited unless permission is obtained from the principal. No chewing gum is allowed.

**23. GANG ACTIVITY:**

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, and intimidation or related activities which are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

**24. EXTORTION:**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law and is prohibited by the Student Discipline Code.

**25. AIDING AND ABETTING VIOLATION OF SCHOOL RULES:**

Students assisting other students in the violation of any school rule will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**26. GAMBLING:**

Gambling in any form is strictly prohibited at Western Local Schools.

**27. OTHER UNDESIRABLE BEHAVIOR:**

Since it is impossible to outline each specific offense which may occur, students who display behaviors that are considered disruptive to the mission of the school will be assigned an appropriate penalty for the infraction.

## **Surveillance Cameras:**

At Western Local Schools, a digital surveillance system is used to monitor student conduct, enforce the code of conduct, and maintain an optimal learning environment. These cameras will be used by administration to detect and verify student misconduct. Violations recorded by the surveillance camera are subject to the same discipline procedures as those witnessed by first hand. The camera has the potential and probability of showing students, other than the perpetrator of misconduct, therefore student privacy rights must be upheld and surveillance images will not be available to the public. In the event that surveillance images are requested by the courts as evidence, those images will be subject to the policies and procedures of the court and not the responsibility on the school.

We will not:

- Apply pesticides during school hours
- Release student directory information

Parent's right to know:

- District parent involvement policy
- Child's educational program
- Staff credentials

Civil Rights Compliance Officer: 1-800-278-7101 / [cvc.ohio.gov](http://cvc.ohio.gov)