

*Western Reserve Elementary
Student & Parent Handbook*



2020-2021

*We are WR:
Continuing our proud tradition of excellence*

WELCOME

TO OUR STUDENTS AND PARENTS:

Welcome to Western Reserve Elementary. WRE is a part of a community that cares deeply about its children. Teachers, support staff, parents and community volunteers work together to contribute to the success of our school. The staff at Western Reserve Elementary is energetic, hard-working and creative. They work together as a team and are constantly sharing and learning. Parents are actively involved and can be seen in the halls, in the classroom, in the library, and supervising special activities. They stand behind all that we do and their support is invaluable. Everyone works together in the best interest of the children and this spirit can be seen throughout the school.

Western Reserve is a great place to learn. The teachers spend a great deal of time getting to know each child to better meet their social and academic needs. Evidence of student work can be seen throughout the hallways and classrooms. Highly Qualified Teachers are responsible for the progress of all students. Using the Ohio Learning Standards as our guide, we provide an education based on high expectations for all children.

Happy children can be seen in the halls of WRE. The children are enthusiastic and love to learn. They are full of stories about exciting things that they've done and their hopes for the future. Western Reserve students are also respectful and responsible. The school uses the Character Counts program and students are recognized for their caring, respectful, and responsible behavior.

Our hope is that you will feel our school spirit and pride at Western Reserve Elementary every time that you enter the building.

Sincerely,

Western Reserve Elementary Staff

SCHOOL ADDRESSES, PHONE NUMBERS, AND FAX

Western Reserve Local Schools
Board of Education
3765 US 20 East
Collins, Ohio 44826
419-660-8508

Western Reserve Elementary School
3851 US Route 20 E.
Collins, Ohio 44826
P: 419-660-9824
F: 419-660-8566

Western Reserve Middle/High School
3841 US Route 20 E
Collins, Ohio 44826
P: 419-668-8470
F: 419-663-5916

Please visit the school and district web page at:
www.western-reserve.org

NOTICE

Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act.

The superintendent shall serve as the compliance officer whose responsibility it will be to ensure the Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law.

The superintendent reserves the right to appoint, in his/her place, a designee as he/she chooses.

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Bullying and Other Forms of Aggressive Behavior

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, 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 the other student(s).

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated.

Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, act of harassment, intimidate, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Western Reserve Local School District School Calendar 2020-2021

3765 US 20 • Collins, Ohio 44026 • Phone: 419-660-8508 • Fax: 419-660-8429



August 2020

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

6

December 2020

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

16

April 2021

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19

Make Up Days:
For students, any calamity days over ten will be made up during Easter Break March 29 thru April 1. Any additional days will be made up in June.

September 2020

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

21

January 2021

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

19

May 2021

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

20

End of Quarter Days:
10/21 End of 1st Quarter
12/22 End of 2nd Quarter/1st Semester
3/26 End of 3rd Quarter
6/3 End of 4th Quarter/2nd Semester

October 2020

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

22

February 2021

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

19

June 2021

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

4

Test Dates:
State testing dates will be determined by the Ohio Department of Education. The Western Reserve website will be updated when they become available.

November 2020

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

18

March 2021

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

20

8/24 – Teacher Work Day
8/25 – Staff Professional Day
8/26 – Staff Professional Day
8/27 – First Day of School
9/7 – Labor Day NO SCHOOL
9/28 – Staff Professional Day
11/4 – Parent Teacher Conferences *Evening
11/5 – Parent Teacher Conferences NO SCHOOL
11/6 – NO SCHOOL Staff/Students
11/25-11/27 – Thanksgiving Break
11/30 – Staff Professional Day
12/23-1/1 – Christmas Break
1/18 – MLK Jr. Day NO SCHOOL
2/5 – Staff Professional Day
2/15 – President’s Day NO SCHOOL
3/29-4/5 – Easter Break
4/23 – Staff Professional Day
5/31 – Memorial Day NO SCHOOL
6/3 – Students Last Day
6/4 – Teachers Work Day

“Home of the Roughriders”
www.western-reserve.org

WESTERN RESERVE ELEMENTARY SCHOOL

Mrs. Jennifer L. Cornelison	Principal
Mrs. Mary K. Schaeffer	Assistant Principal
	Director of Curriculum, Assessment, & Instruction
Mrs. Autumn Thomas	Secretary
Mrs. Elaine Dauch	Secretary

Faculty & Staff 2020-2021 School Year

Kindergarten	Mrs. Rhi Buck	Room 101
	Mrs. Katie Stang	Room 103
	Mrs. Zoe McCoy	Room 106
First Grade	Mrs. Rebecca Conklin	Room 114
	Mrs. Casey Dragon	Room 116
	Miss Amy Feliciano	Room 113
	Miss Jessica Ritz	Room 115
Grade 2	Mrs. Sarah Boss	Room 122
	Mrs. Tracy Harvey	Room 124
	Mrs. Gayle Kovach	Room 117
	Mrs. Amanda Woodrum	Room 119
Grade 3	Mrs. Shannon Bauman	Room 127
	Mrs. Kathy Gastier	Room 129
	Mrs. Stephanie Wetzel	Room 126
Grade 4	Mr. Tim Babcock	Room 213
	Mrs. Michelle Knittle	Room 215
	Mr. Tim Bray	Room 212
Grade 5	Ms. Rachel Scott	Room 224
	Mrs. Meaghan Schrader	Room 222
	Mr. Bob McDonald	Room 217
Primary Academic Support	Mrs. Darnel Patrick	Room 112
Reading Specialists	Mrs. Lisa Babcock	Room 125
	Mrs. Laura Tooman	Room 218

Intervention Specialists	Mrs. Lindi Eddington	Room 225
	Mrs. Jennifer Cairns	Room 130
	Miss Bethany Harris	Room 214
	Mrs. Kate Smith	Room 216
	Mrs. Cindy Tanner	Room 128
Preschool	Mrs. Julie Blankenship	Room 102
Speech	Miss Joyce Seitz	IPO
OT	Mrs. Debbie Hreha	IPO
Art	Mrs. Wendy Marett	Room 108
Physical Education	Mrs. Megan Tansey	Gym
Music/Band	Ms. Debra Henry	Room 152
Library	Mrs. Meg Stevens	Media Center
School Counselor	Mrs. Jan Jump	Elementary Office
School Psychologist	Kristen Gerpe	Elementary Office
Custodians	Mr. Barney Yaussy	
	Mrs. Libby Hammond	
	Mrs. Darlene Woods	
	Mr. Rob Gibson	
Educational Assistants	Mrs. Lisa Barrier - Preschool	
	Mrs. Linda Butler	
	Mrs. Linda Crawford	
	Mrs. Diana Griffin	
	Mrs. Barb Horton	
	Mrs. Amanda Springer	
Food Service	Mrs. Katrina Canfield	
	Mrs. Margaret Nickoli	
	Mrs. Lisa Alliman	
	Mrs. Lona White	
	Mrs. Stephanie Prince	

SCHOOL PROCEDURES

SCHOOL ATTENDANCE

School Hours:

K-5 School Day 9:00 a.m.- 3:20 a.m.

Building Open 8:45 a.m.-4:30 p.m.

Western Reserve Elementary School Phone (419) 660-9824

Attendance and Absence:

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Parents should call the Western Reserve Elementary School office, (419) 660-9824, to report a student's absence before 9:15 a.m. **This notification should be followed up with a written note, to be turned into the main office within three days of the absence.**

Reasons for which students may be excused include, but are not limited to:

1. Personal illness of the student (a written physician's statement verifying the illness may be required);
2. Illness in the family necessitating the presence of the child;
3. Necessary work at home due to absence or incapacity of Parent(s)/Guardian(s) (applies to students over 14 years of age only);
4. Death in the family;
5. Quarantine for contagious disease;
6. Religious reasons;
7. Absence during the school day for professional appointments

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

- a. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;
- b. The student shall report back to school immediately after his/her appointment if school is still in session.

8. As determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

Student Vacations During the School Year

The Board of Education recognizes that times have changed in that some companies are giving vacations other than the summer months so that all employees may be accommodated. Parents of students that have their vacation granted to them during the school term by the company they work for may take their children according to the following conditions:

- A. Only one vacation of five (5) school days permitted during a given school year.
- B. All work should be made up by the student(s) prior to going on vacation **or** within a week of return.
- C. Written request from parents at least two (2) weeks in advance. (Teachers must have time to carefully prepare anticipated work.)
- D. No student(s) will be excused during mandatory state testing.

Student absences for family vacations will be unexcused during state testing

The testing window for 2020-2021 is as follows:

Grade 3	English Language Arts- Fall	October 19 – October 30
Grades 3-5	English Language Arts- Spring	March 22 - April 23
	Math, Science, Social Studies	March 29 - May 7

Students and parents will receive grade-specific testing dates and details before testing begins

E. Students are responsible for all classroom work not covered in make up work. It shall be the student(s) responsibility to check with the teacher(s) to determine items not covered in pre-vacation make-up work.

(See Policy Manual 5221 VACATIONS)

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the Principal/Administrator. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

If a student is absent for any other type of vacation, s/he will be considered inexcusably absent from school and subject to truancy regulations. The student may be given approximate assignments and materials and pages to be completed.

The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

Attendance and Grades

Students are expected to be in school on a regular basis and, when absent, to complete all missed assignments. Students who accumulate unexcused absences place their academic standing in serious jeopardy. Students receiving an unexcused absence may be permitted to make up work missed.

GENERAL INFORMATION REGARDING ATTENDANCE

1. **Absence Slip:** When a student returns to school following an absence he/she is required to bring a note from his/her parent or legal guardian. This note must be submitted to the office within three (3) days after the absence and it must contain the following information: student's name, date of absence, specific reason for absence, and signature of parent or guardian.
2. **Doctor's Excuse:** When a student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year due to medical excuse, an absence intervention plan may still need to be developed.
3. **Early Dismissal:** Requests are due to the office in the morning. Parents must sign the student out.

4. **Excessive Absences:** When a student is absent from school with or without legitimate excuse for 38 or more hours in one school month, or 65 or more hours in a school year, administration shall notify the child's parent or guardian to schedule a meeting with the Intervention Team.
5. **Excused Absence:** Students receiving an excused absence will be provided the opportunity to make up all missed work with credit. It is the student's responsibility to contact the teacher to obtain missed assignments. The minimum amount of time allowed for make up work, will be: Number of consecutive days absent plus one school day
6. **School Activities:** Absences which result from any school sponsored activity (field trip, assembly, athletic event, college visitation (3 in a year) or in-school suspension) will be considered as "in attendance" not as "absent."
7. **Tardy to School:** All students who are tardy to school must be escorted to the office and signed in by parent.
8. **Truancy:** A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for **30** or more consecutive **hours**, **42** or more **hours** in one month or **72** or more **hours** in a school year.
9. **Unexcused Absence:** An absence from school will be considered unexcused when the school has not been properly notified, no written excuse is received within three (3) school days after the student returns to school and/or the reason provided does not conform to the excused absence policy. **Note: Cutting classes** (without proper authorization) will be considered an unexcused absence subjecting a student to both the truancy provisions and discipline under the student code of conduct.
10. **Perfect Attendance Awards:** Western Reserve Elementary School will recognize perfect attendance for those students with no absences or tardies on their record.

Truancy and Absenteeism

Definitions (from Ohio's Resource Guide to Reduce Chronic Absenteeism)

Chronic Absenteeism: Missing 10% or more of the school year for any reason- excused absences, unexcused absences, and absences due to out-of-school suspensions. Students who are chronically absent are missing a significant amount of important classroom time.

Habitual Truancy: Ohio Revised Code defines habitual truancy as "any child of compulsory school age who is absent without a legitimate excuse for **30** or more consecutive **hours**, **42** or more **hours** in one month or **72** or more **hours** in a school year.

Excessive Absences: Ohio Revised Code defines excessive absences as a child of compulsory school age who is "absent with or without a legitimate excuse from the public school the child is supposed to attend for **38** or more **hours** in one school month, or **65** or more **hours** in one school year."

When the School determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the School to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or administrator of the District, the designated individual must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or administrator, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding “habitual truants,” the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include **all of the following actions if applicable:**

1. providing counseling for a habitual truant;
2. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
3. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
4. notification to the registrar of motor vehicles or
5. taking appropriate legal action.
6. assignment to an alternative school

The schools’ designee provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year, within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

Beginning with the 2017-2018 school year, when a student’s absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be established within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student’s school or District, a representative from the student’s school or District who knows the student and the student’s parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student’s parent. If the student’s parent is unresponsive, the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children’s services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student’s parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student’s parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of

instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

Beginning with the 2017-2018 school year, the attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

- 1. the student's absences have surpassed the threshold for a habitual truant;**
- 2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and**
- 3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.**

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

Arrival and Dismissal:

The safety of your child is a priority. Please adhere to all arrival and dismissal guidelines. Car riders are to arrive at school at 8:45. They are to be dropped off at the sidewalk next to the parking lot in front of the building. There is to be no parking in the drop off lane. After 9:00 a.m. students will be considered tardy. Please do not drop off your child before 8:45 a.m. Students are not allowed to ride bicycles, scooters, skateboards, or roller blades to get to or from school. **Students are not allowed to walk to or from school.**

Car riders will be dismissed at 3:20. Parents who will be picking up students or sending another person to pick up students at the end of the day **must** send a note with the student that morning. ***We cannot accept requests over the phone for car rider changes. For the safety of our students, all changes must be made in writing.*** Parents who pick their student up every day may send one note to cover the whole year. They will be issued a permanent pass. Permanent passes may only be used by the person listed on the pass. Please call the school before 2:00 p.m. should an emergency arise and you were unable to write a note that morning. Students will not be released to anyone other than a parent without a note. Parents who have sent a note or called the school must come to the office and get a pass to pick up their student at dismissal. **No students will be dismissed from the classroom. All car riders will be picked up in the auditoria. Students will not be allowed to walk to the parking lot without an adult.**

Early Dismissal:

Students may not leave school during regular school hours without the expressed approval of the administration, which at all times acts with consideration of the welfare of the student. Repeated requests for early dismissal will be counted as absences.

Request for permission to be dismissed early should be sent to the teacher. Parents must report to the office prior to picking up their child and sign out. **Children will be released from the office. They will not be dismissed from classrooms.** This policy is for the protection of your child.

Emergency Dismissal:

We ask you to complete emergency dismissal information on our emergency form so arrangements may be made for your child in case we must dismiss school early because of an emergency. There may be times during the school year when it becomes necessary to dismiss school early. Examples of such emergencies may include bad weather, no electricity, water line break, etc.

During these emergencies, school personnel will not be able to make arrangements with every parent to pick up their child(ren) or have the parent tell us where the child is to go.

Parents should be advised to make arrangements so their child or children may get into their house or stay with a friend/relative in case of early dismissal or other emergency.

Your child may need information concerning keys to your home, to who they should call when they get home, and/or the need for safety if they arrive home before you. In some cases it may be necessary to have your child sent on a different bus such as to a grandparent, relative, etc.

If any emergency closing of school occurs, all school activities and events held in the building will be canceled for that day.

Emergency School Closings/Delay Announcements:

Emergency school closings are normally caused by severe weather. Area radio and television stations carry our school closings. If severe weather or an emergency situation causes a school closing or two hour delay, an automated One Call notification will be placed to contacts listed on the student emergency contact list.

Every attempt will be made to have the information on the radio and T.V. as soon as possible. If school is to be closed because of severe weather, a report will be on the following radio and T.V. stations:

Radio

WLKR/WKFM – Norwalk – 1510 AM/95.3 FM
WLEC/WCPZ – Sandusky – 1450 AM/102.7 FM

Television

Channel 3
Channel 5
Channel 7
Channel 43
Channel 8

Student Drop Off and Pick up Area:

Students cannot be dropped off or picked up in bus zones. The safety of our students is a vital concern during the unloading and loading of our children into vehicles. **Please pick up students in the auditoria at dismissal. Students will not be allowed to walk to cars without an adult. Dismissal from special and/or after school programs will always be from the auditoria or lobby area as well. Adults are asked to remain in that area until students are released.**

HEALTH AND SAFETY

Custody Decrees:

Some children do not live with both biological parents. Custody decrees must be on file in the office. Non-custodial parents are entitled to report cards and other reports upon written request.

Emergency Medical Forms:

Parents/guardians are required to complete emergency medical forms at the beginning of each year. It is important to identify an adult who will assume responsibility for the student in case of illness or emergency. **Please keep the school informed of any changes.** Students will not be released to adults who are not listed on the emergency medical form without permission of the parent/guardian. **Emergency medical forms will be sent home before school begins and are due the first day of school. Students whose medical forms are not turned in within five (5) days of the first school day will not be permitted to attend.**

Head Lice/Nits:

Western Reserve Schools maintain a nit free policy. Your child will be screened for lice/nits on a regular basis. If lice or nits are detected during the screening process, the child will be removed from class and parents/guardians will be called. Students are to be treated and returned to class the next day. **Children who**

have been removed from class are not allowed to ride the bus until school personnel have checked the child's hair to be certain there are no nits. The principal will readmit the student if:

1. The student has been treated with shampoo effective in killing lice.
2. All nits have been removed from the hair.

Parents who have a continuing problem with lice/nits are to contact the principal.

Health Records:

The State of Ohio requires that each student have certain immunizations. The Huron County Health Department provides these for a nominal fee. If these required immunizations are not up-to-date, the child will not be permitted to attend school.

The Huron County Health Department is at 180 Milan Avenue, Norwalk. Their phone number is (419) 668-1652. Please call to check on time and location of their clinics, as they will be located in areas throughout the county.

The current immunization regulations are as follows:

Five doses – DTaP/DT/Tdap/Td – 5 doses, if the fourth dose was administered prior to the 4th birthday.

Four doses – Polio Vaccine – 4 doses if the third dose was administered prior to the 4th birthday.

Two doses – MMR

Three doses – Hepatitis B

Two doses - Chicken pox (Varicella) [One dose for Grades 11-12]

Students whose immunizations are not current by the fifteenth day of school will be excluded from school.

Illnesses:

Please report all contagious diseases to the school office in order that the proper steps may be taken within the school to prevent the spread of the disease.

If your child becomes ill or is injured at school, you will be called and asked to come for him/her.

Interviewing Students at School:

Caseworkers of Huron County Job and Family Services and investigators of Family Court shall investigate allegations of child abuse. This is pursuant to the responsibility given Huron County Children Services for the investigation of abuse and neglect charges under the authority of the juvenile laws of the State of Ohio.

Outdoor Recess:

Weather and health permitting, we expect all children to go outside for recess. Please make sure your child is dressed according to the temperature. Children recovering from an illness will be permitted to remain inside at recess time upon written request from parents. Students remaining inside will be supervised.

Pets/Animals:

Pets and animals are not allowed at school without authorization of the principal. Pets that are brought to school with the principal's permission should be in a cage. **Pets are never allowed on the playground while students are present.**

Safeline:

If you ever want to report a dangerous or threatening situation, it is always best to tell your parents, principal, teacher or a staff member right away. However, if you are afraid to tell someone in person, you can call this number between 4:30 P.M. and 7:00 A.M., and leave an anonymous, but detailed message. **877- 419-7233.**

Safety Drills:

Fire drills are conducted monthly to prepare pupils for leaving the building orderly and quickly. Monthly drills, including winter months, are required by law. The teachers will explain procedures and exit routes.

Tornado drills are also conducted according to prescribed plans in preparation for severe storms or tornado warnings. **Lockdown drills** are conducted to prepare students for emergency situations. **Rapid Evacuation**

drills are conducted to prepare students in the event that an emergency requires leaving the Elementary building.

Use of Medication:

The total responsibility for dispensing or administering any medication rests with the parent/guardian. Only medication in its original prescription bottle, labeled with the date of the prescription, student's name, and exact dosage will be dispensed at school. No medication, prescriptions or over the counter medicines will be administered at school without the written authorization of the physician and parent/guardian. Students are not permitted to carry or self-administer medications. An adult should bring in any necessary medications with the proper physician and parent authorization. This includes but is not limited to inhalers, aspirin, Tylenol, Motrin, nasal sprays, cough syrups, and allergy medications. Students with serious health needs may carry and self-administer certain medications. **Students with asthma may carry an inhaler after obtaining permission from a physician and completing the required permission form. Students with certain allergies are allowed to carry epipens with permission of a physician and completion of the required medical form.**

Visitors:

Visitors are always welcome, but are required to sign in at the office and obtain a visitor's pass. This includes any person (who is not a Western Reserve Elementary student or staff member) entering the building between 7:30 a.m. and 3:45 p.m.

Visitors are not allowed on the playground with students.

Volunteers:

Volunteers are welcome and encouraged. Volunteers need to be pre-approved by the principal and may be required to have a fingerprint check before working with students.

STUDENT INFORMATION

After School Activities:

Parents are to notify the school of any after school activities such as cheer clinics or cub scouts for which students will not be going home. Written permission with exact dates must be given to the office prior to participating in the activity.

Bringing Items to School:

Electronic game systems, Ipods, and other electronic devices shall not be brought to school unless teacher and/or principal approved. Because of the conflicts that arise when students trade or buy collector cards, these types of cards will not be permitted in school. Cell phones should be left at home. In the event that a student brings a cell phone, it must be turned off and remain in a book bag during school hours and on the bus.

Family Rights and Privacy Act:

The Family Rights and Privacy Act provide parents the opportunity to review their child's school records. Requests to review records should be made directly to the principal who will make necessary arrangements.

Fees, Records, and Supplies:

Grade reports will not be handed out if there are outstanding fees. If fees are up to date to the current school year, the fee for the current school year may be paid in quarterly payments. That is usually just \$8 or less per quarter, per child. If you feel that your financial situation may qualify your family for a waiver of book fees, please call the school and ask that a waiver form be sent to you. A listing of fees will be provided for parents shortly after school opens. If there is a problem with fee payments please contact the office so arrangements can be made. **Report cards will be withheld each quarter if student fees, damaged/ missing book fees, or cafeteria charges have not been paid. Unpaid book fees will be carried over to the next school year. Money owed to the cafeteria for unpaid charges will also be carried over to the next school year.**

Supplies

Instructional materials are furnished to our students by the Western Reserve School District. All textbooks are loaned to the pupils and remain the property of the school. Pupils are responsible for all materials entrusted to them and are liable for damage or loss.

Field Trips:

In order to enrich the instructional program and provide a variety of experiences, students will participate in field trips. All students are required to have a field trip permission slip signed by a parent/guardian in order to participate in the field trip. Phone approval will not be accepted as permission. Parents may be asked to chaperone field trips. Some field trips may require a BCI/ FBI fingerprint check. By district procedure, all chaperones need to be pre-approved by the principal. The school cannot be responsible for the supervision of students when parents refuse to allow them to participate in field trips. **Students whose behavior presents a safety or supervision concern may be excluded from the trip.**

Food Services: Breakfast and Lunch

Balanced breakfasts and hot lunches are available each day. The breakfast program begins at 8:45 a.m. Students who are not on free and reduced lunch pay \$1.50. Students may also buy lunch or pack a lunch and purchase milk. All pupils are to eat in the auditoria and are not to leave the school grounds during the lunch period except with permission. Prepayment for breakfast, lunch or milk may be made on the first school day of the week. Please put all such payments in an envelope labeled with your child's name, homeroom teacher, and pin number. Food & Drink: Only bottled water and juice drinks are permitted in school during school hours. No pop, sports, or energy drinks are allowed. Administration may waive the policy for specific accommodations when staff is incorporating it into the educational process.

Elementary Lunch Price: \$2.90 Milk: \$0.50

Meal Charge Procedure

Elementary School

Students are limited to three charged meals. The maximum spending limit for school year 2019-2020 is \$8.70. Any student with a maximum negative balance will be provided a reimbursable meal funded by the "Community Fund" (a special charge account funded by area individuals and churches).

If the charge reaches the maximum spending limit, the parent/guardian will be notified by One Call, email, letter or telephone.

Holiday and Birthday Celebrations/Class Parties

If a child wishes to celebrate his/her birthday in school, he may do so by sharing a treat with his classmates. If he chooses to do this, we request that the treats be kept simple and be available in quantity for all pupils in the class. **In some cases, you may receive a notification that your child's classroom may not have food treats because of severe allergies.** An alternative that might be considered is the presentation of a game to the classroom or a book to the library inscribed with the child's name and birthday date. In any case, the child will be given an opportunity to share his gift with his classmates. It is requested that students do not hand out party invitations to individual classmates at school unless the entire class is invited. The only exception would be, if all the girls are invited or all the boys are invited. **Class Parties are a fun and exciting time for elementary students. We understand the importance of parties for our students, but we are also aware of some health and safety issues associated with these celebrations.** Party parents will be limited to only those assigned to that specific party. Parents will be invited/offered the opportunity to attend one party during the school year. The office personnel do not have the resources to safely process a large number of school visitors.

Library:

Students will visit the library and be permitted to check out books according to the librarian's procedures. Lost books must be paid for before a report card will be issued.

Lockers /Desks:

Student lockers, desks, cabinets and similar property are the property of the Western Reserve Board of Education. They are provided to students as a convenience for student use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

Lost and Found:

Please label your child's supplies (lunch box, notebooks, etc.) and outdoor clothing (sweaters, coats, boots, hats and mittens) with his/her name. These things are easily lost or misplaced and this will help return lost items to the right child.

A lost and found box is kept in the auditoria. The more valuable items such as eyeglasses and watches will be kept in the school office.

Physical Education Program:

Children in K-5 participate in a physical education program. A pair of gym shoes, specifically for indoor activities, is required for physical education classes. White soled shoes are recommended because they do not leave marks on the gym floor or school floor. These shoes should be used only for gym.

Pupil Progress:

The parent-teacher conferences, the grade card, and Progress Book are methods used in reporting a child's progress. Parents are issued passwords to access their child's grades and encouraged to check the site regularly. Parent-teacher conferences are the best method to exchange information about the child. Conferences give the parents an opportunity to meet the child's teachers, learn about the school and the curriculum, and discuss the child's strengths and weaknesses in various areas. You will be scheduled for a conference with your child's teacher(s). You will receive specific information about this at least one week earlier. You will receive grade cards four times each year. You may keep the grade card, but are asked to sign and return the grade card envelope. Some teachers may choose to send home interim reports between grade cards.

Grading Scale

To achieve continuity throughout the district Western Reserve will be using a uniform grading scale. Western Reserve will continue to implement a challenging curriculum that demands quality work.

Kindergarten

- O Outstanding
 - S Satisfactory
 - U Unsatisfactory
 - N Needs more experience
 - I Is improving
 - X Not rated at this time
- + and – May be used with the satisfactory grade.

First and Second Grade

- O Outstanding
 - S Satisfactory
 - U Unsatisfactory
- + and – May be used with the satisfactory grade.

Third - Sixth Grades

A+	100	D+	69-68
A	99-94	D	67-63
A-	93-90	D-	62-60
B+	89-88	F	59-0
B	87-83		
B-	82-80		
C+	79-78		
C	77-73		
C-	72-70		

TRANSPORTATION

BUS PRIVILEGES

Bus Rules:

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

Consequences:

Receipt of a third bus referral for misconduct on the bus will result in suspension from bus transportation. All further referrals will result in suspension from the bus and all buses used for transportation to and from school.

If an offense constitutes a major safety hazard no warning will be given, and the principal will issue a written notification to parents suspending riding privileges.

Bus Transfers:

Parents who will be picking up their child instead of using the bus should send a note with the student the morning of the change. Parents may call the school to verify that the note was received.

Changes will not be taken over the phone unless an emergency arises.

Parents/Guardians are allowed to have two pick up or drop off locations and those locations need to be on the same days each week. Students will receive a bus pass for a regularly scheduled and pre-approved bus change. Permanent changes need to go through the board office. Students will not be permitted to switch busses without preapproval from the board office.

Bicycles, Skateboards, Scooters, and Roller blades

Students are not allowed to ride bicycles to school. This is for the protection of students. Skateboards, scooters, and roller blades are not allowed at school.

STUDENT DISCIPLINE & EXPECTATIONS

A major component of the educational program at Western Reserve Elementary is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. Students are expected to follow staff members' directions to obey all school rules.

The staff expects students to arrive at school prepared to learn. It is the students' responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason this is not possible, the student or parent should seek help from the Western Reserve Elementary staff.

Expected Behaviors:

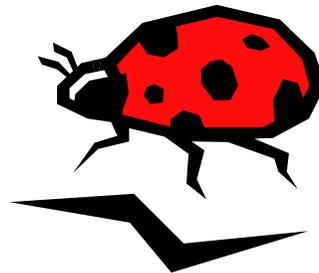
1. Each child is expected to obey school and class rules
2. Respect the rights of others
3. Act courteously
4. Be prompt
5. Complete assigned tasks and homework
6. Help maintain a school environment that is safe, friendly, clean, and productive
7. Act at all times in a manner that reflects pride in self, family, and in Western Reserve Elementary School.

Behavior Guidelines: Expectations throughout the school have been established for the hallway, restrooms, playground, dismissal and lunchroom. Classroom teachers develop classroom behavior plans. School guidelines are: **Be Respectful, Be Trustworthy and Be Responsible.**

Elementary students practice the following process to resolve conflicts if someone is "bugging" them.

DEBUG

1. Ignore
2. Move away
3. Talk friendly
4. Talk firmly
5. Get adult help



For serious problems, students need to go straight to # 5: Get adult help.

Character Counts: Western Reserve Elementary teaches the students the Character Counts characteristics. The six Pillars of Character assist students in making decisions about their behavior.

Trustworthiness

- Be honest
- Don't deceive, cheat, or steal
- Be reliable- do what you say you'll do
- Have the courage to do the right thing
- Build a good reputation
- Be loyal- stand by your family, friends and country

Respect

- Treat others with respect; follow the Golden Rule
- Be tolerant of differences
- Use good manners, not bad language
- Be considerate of the feelings of others
- Don't threaten, hit or hurt anyone
- Deal peacefully with anger, insults and disagreements

Responsibility

- Do what you are supposed to do
- Persevere: keep on trying!
- Always do your best
- Use self-control
- Be self-disciplined
- Think before you act- consider the consequences
- Be accountable for your choices

Fairness

- Play by the rules
- Take turns and share
- Be open-minded; listen to others
- Don't take advantage of others
- Don't blame others carelessly

Caring

- Be kind
- Be compassionate and show you care
- Express gratitude
- Forgive others
- Help people in need

Citizenship

- Cooperate
- Get involved in community affairs; Be a good neighbor
- Stay informed; vote
- Obey laws and rules; Respect authority

Dress and Grooming:

Students are expected to dress appropriately at all times. Any clothing, shoes, accessory, hairstyle, or jewelry that disrupts the educational process, is attention seeking or presents a safety risk is not permitted. **Aerosol cans, colognes, and perfumes are not allowed, as they may present a health risk for some.** Students should dress appropriately for the weather and should wear jackets and winter apparel during winter weather.

The following questions should be considered when dressing for school.

Does my clothing expose too much? (No)

Does my clothing advertise something that is prohibited to minors? (No)

Are there obscene, profane, drug-related, gang-related or inflammatory messages on my clothing? (No)

Am I dressed appropriately for the weather? (Yes)

Students should conform to the following dress guidelines. **Students who do not comply will be required to change the attire or be picked up to change at home.** Unacceptable dress includes the following but is not limited to:

1. Clothes that display/promote alcohol, tobacco, violence, drug related lettering, sexual references, discrimination or use inappropriate language
2. Bare midriff shirts
3. Halter tops or tank tops with gaping armholes.
4. Plunging neckline; shirts must have a modest neckline or be buttoned to a modest height.
5. Platform shoes, sandal type clogs, any shoes without a back, shoes with wheels
6. Dangling earrings, chains, and other jewelry that may present a safety hazard
7. Face piercing
8. Hats or head coverings without expressed permission of principal.
9. See through clothing.
10. Sunglasses
11. Wallet chains or clothing with chains
12. Pants and shorts not worn on the student's waist, sagging pants, writing across the seat of the pants, and/or excessive holes.
13. Unnatural hair color or hairstyle. **Your child will be sent home. If parent is unable to pick student up, they will remain in the office.**
14. Make up, lipstick, colored or glittered lip gloss
15. Extremely short skirts or shorts, even with tights or leggings.
16. Pajama bottoms or lounge pants.
17. Anything else considered inappropriate for school. Please keep in mind the age range of students in the building.

Shorts, when appropriate, may be worn to school. Wearing shorts, however, is a privilege that may be revoked by the building principal at any time if the weather is inappropriate for wearing shorts or the shorts do not meet the above code.

The administration reserves the right to review, assess, and revise these guidelines at any time.

Western Reserve Elementary

Student Code of Conduct:

Parents are encouraged to carefully read the code and review it with their son or daughter.

Under Ohio Law, parents having custody of a minor less than 18 years of age are liable for the student's willful damage to school or private property or the theft of such property. The Board of Education, or any other owner of property, can bring a civil action against the parents to recover compensatory damages.

The Board of Education delegates to school officials the authority to enforce district policies and regulations and school rules governing pupil conduct. The Code of Conduct is in effect during the school day, anytime the student is on school property, at a school activity on or off school property, or on school transportation. An administrator may deal with student misconduct in a variety of ways, including but not limited to: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, placement in In School Suspension, Out of School suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. When a consequence is not served, the administrator has the option of increasing the consequence in length or severity.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Behaviors that may cause an administrator to initiate disciplinary action are :

Rule 1: Aiding or abetting violation of school rules:

If a student assists another student in violating any school rule, both will be disciplined. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 2: Alcoholic beverages, drugs:

A student shall not use, abuse, possess, transmit, or sell alcohol; illegal, prescription, and non-prescription (over-the-counter) drugs; and any paraphernalia or look alike and counterfeit drugs on school property or at any school sponsored function. Students may not inhale, inject, or ingest any substance which may alter physical or mental state. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 3: Arson - Purposely setting a fire:

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 4: Assault:

A student shall not cause, threaten to cause, or participate in any act tending to cause physical or emotional injury to any other person, physically, verbally, in writing or otherwise. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and

recommendation for expulsion. There may also be a referral to proper authorities.

Rule 5: Bullying/Harassment

Bullying and/or harassment will not be tolerated in Western Reserve Local Schools. Please refer to the Western Reserve bullying policy within this handbook. Bullying/Harassment include any verbal or physical harassment or property damage at any time including the bus or bus stop. This also includes students, staff members, or any person who is associated with the school district. Students shall not take part in physical or verbal threats, acts, or participate in any act or acts that injures, intimidates, disgraces, degrades, or intends to injure, disgrace, or degrade another. Conduct constituting bullying/harassment may take different forms, including but not limited to the following:

Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, intelligence, family or appearance.

Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.

Physical: Any intimidating or physical action.

This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Harassment: Sexual

This would include students, staff members, or any person who is associated with the school district. Harassment will not be tolerated in Western Reserve Local Schools. This includes any verbal or physical harassment or property damage at any time. Conduct constituting harassment may take different forms, including but not limited to the following:

Verbal:

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other person associated with the District,

or third parties (visiting speaker, athletic team member, volunteer, parent, etc.)

Nonverbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, to or by a fellow student, staff member, or other person associated with the District, or third parties.

Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity, with or by a fellow student, staff member, or other person associated with the District, or third parties.

This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, recommendation for expulsion.

6: Biological chemicals, agents, or hazardous substances:

A student shall not cause a disruption or obstruction to the school's operation by threat of the release or presence of any biological agent, hazardous substance, or poison, regardless of the circumstance of the threat. Because of the widespread fear that such threats produce it will be deemed to be of the most serious nature and will be punished accordingly. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 7: Class Cutting:

A student shall not deliberately miss class. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 8: Criminal Acts:

Any criminal acts taken at or related to the school will be reported to law enforcement officials and the school will discipline the student. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 9: Damage/ Vandalism:

A student shall not cause or attempt to cause damage to school property or other private property on school premises or at a school sponsored events on or off school property. A student may be required to pay restitution for damages. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 10: Dangerous instruments, weapons, look-alike weapons, fireworks, and explosives, knives, lighters:

A student shall not use, possess, exhibit, handle, sell, transmit, or conceal any object that could be classified as a weapon or dangerous instrument or a look alike weapon. Such weapons and dangerous instruments shall include knives, pocket knives, shells, bullets, lighters and any object, which may be used or is used to threaten or inflict physical harm. Students shall not possess, handle, transmit, sell, conceal, or bring upon school grounds, or to any event fireworks, explosives, or munitions nor shall students ignite, explode, or detonate fireworks, explosives, or munitions. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 11: Disruption of the Educational Process

Behavior which interferes with the teacher's ability to conduct class and violations of classroom/school rules will not be tolerated. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 12: Inappropriate dress:

A student shall not dress or appear in a fashion deemed inappropriate or which interferes with the educational process, the student's health and safety, or that of other students. Students who violate the dress code will be asked to change clothes, comply with the dress code or be sent home. (See dress and grooming) Repeated violations may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 13: Electronic devices/Cell phones:

Beezers, cell phones, battery operated games, Nintendo DS, pagers, CD players, iPod's, MP3 players and other electronic devices and games are not permitted in the building except with the express permission of the principal. All items will be taken from the student and returned to the parent/guardian. Trading (or collector) cards are also not permitted. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 14: Extortion:

A student shall not compel or attempt to compel any student, school employee, or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation. This may result in any of the following: counseling, parent involvement, detention, referral to

school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 15: False alarms:

A false emergency alarm or reporting that endangers the safety forces that are responding, the citizens of the community, and the persons in the building is a serious violation. What may seem like a prank is a dangerous stunt that is against the law. This includes but is not limited to bomb threats, chemical threats, fire alarms and false reports of disruptions. A student may be required to pay restitution. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 16: False reports:

A student shall not be involved in the act of falsely reporting incidents, or making accusations, or giving false testimony to school personnel. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 17: Gum Chewing

Students are not allowed to chew gum while at school. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion.

Rule 18: Forgery:

A student shall not be engaged in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms or correspondence directed to the school. This may result

in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 19: Fighting:

A student may not participate in an act that results in physical fighting between two or more students. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 20: Gambling:

A student shall not play any game for money or other consideration. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 21: Hazing:

A student shall not participate or coerce anyone into any act that tends to injure, degrade, disgrace, or coerce another student, including the victim, to do any act of initiation into any student or other organization, which act causes or creates substantial risk of causing mental or physical harm. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 22: Inappropriate language, improper gestures or inappropriate materials

A student shall not speak, write, possess materials or wear symbols which are profane, vulgar, derogatory, inflammatory, discriminatory, demeaning, or contain

other improper or inappropriate gestures, pictures, publications or signs which are against the educational mission of the school district. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 23: Insubordination:

A student shall comply with the direction of all persons associated with the school district during any period of time. Insubordination includes, but is not limited to: interference with a teacher's ability to conduct class, disrespectful behavior, failure to obey a reasonable request, failure to identify oneself to school personnel when requested, and failure to report to the office when requested. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 24: Loitering:

A student shall not linger or spend time idly about with frequent stops and pauses in restrooms, hallways, the parking lot, or other areas of the like. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 25: Non-Prescription drugs:

Students are not permitted to possess or distribute non-prescription drugs. Non-prescription drugs include but are not limited to Advil, Tylenol, Midol, cough drops, throat lozenges, throat sprays and/or vitamin supplements. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention,

and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 26: Plagiarism and cheating:

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. Altering another student's test data is also cheating. Plagiarism/cheating includes, but is not limited to: copying others' assignments, quiz, or test answers, giving answers, unauthorized computer disks and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved. Plagiarism/ cheating may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 27: Public display of affection:

We respect the right of students to form friendships and build lasting relationships with fellow classmates. School is not the place for public displays of affection including kissing. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 28: Repeated Violations

Repeated violations of the code of conduct may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 29: School bus rules:

A student shall not interfere with or disrupt the operation of a school bus through activities which pose or tend to pose a danger to the safe operation of a school bus.

These activities include, but are not limited to: causing damage, failing to remain seated, throwing objects, shouting, failure to board their bus at their assigned stops, and/or other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.

Rule 30: Theft:

A student shall not take or attempt to take school property or the personal property of any individual. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 31: Threatening:

Any threatening or intimidating statement or action that is directed towards a staff member, student, or other person associated with the District will be considered a violation. Any statement that implies having a weapon at school will be considered a threat. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 32: Tobacco and related products:

A student shall not smoke, chew, possess, handle, transmit, or conceal tobacco or other related products on school premises or property, or at any school activity in or out of the school. This also includes but is not limited to lighters and matches. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 33: Unauthorized use of school or private property/possession of illegal data:

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

No student shall view, store, or transmit any image or text representing nudity or other inappropriate subject matter on any computer monitor, cell phone, or similar data storage device.

Rule 34: Trespassing:

A student shall not enter school grounds or premises of a school building to which the student is not assigned, during or after school hours, except with the express permission of the principal of that building or to attend or participate in a school sponsored event where students from his/her regularly assigned school have been invited to attend. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 35: Truancy:

A student shall comply with the compulsory school attendance laws established by the state of Ohio and outlined in the Ohio Revised Code. When a student is absent from school or any portion of the school day without authorization, it constitutes truancy. In cases of prolonged or repeated absences, a doctor's certificate may be required to verify the absences in question. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative

assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 36: Failure to comply with directives, rules, and regulations:

A student shall not fail to accept discipline and/or comply with the directives or directions of authorized school personnel. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 37: Firearms and guns

No students shall, on school property, in any school vehicle, at any interscholastic competition, extracurricular event, or at any other program or activity sponsored by the school district bring, possess, or carry a firearm or gun. **Violation of this policy may result in suspension or expulsion for up to a year with the superintendent allowed to reduce for mitigating circumstances.**

Rule 38: Unauthorized travel

Students are expected to obtain permission to leave the area of the school in which they are being supervised. Unauthorized travel includes, but is not limited to: leaving a classroom without permission, leaving the auditoria or playground without permission, exiting the building, and leaving the assigned supervised area during a field trip. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 39: Knowledge of dangerous weapons or threats of violence:

Students are required to report knowledge of dangerous weapons or threats of violence or physical harm to the principal. Failure to report such knowledge may subject the student to discipline. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Rule 40: Physical aggression:

Physical aggression will include but not be limited to: shoving, pushing, kicking, hitting, pinching, wrestling, biting, attacking, scratching, or holding. This may result in any of the following: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, after school detention, Saturday detention, and placement in In School Suspension, Out of School Suspension, assignment to NPESC alternative assistance school, and recommendation for expulsion. There may also be a referral to proper authorities.

Suspension and Expulsion ORC 3313.66 Out of School Suspension

The principal or assistant principal may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct. A student must be given both written notice of his/her suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision to suspend may be appealed to the superintendent or his/her designee. A student appealing a suspension is not readmitted to school pending his/her hearing unless specifically permitted by the superintendent. The superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year.

Emergency Removal ORC 3316.66 (C) 1-3

(1) If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent or a principal or assistant principal may remove a pupil from curricular activities or from the school premises, and a teacher may remove a pupil from curricular activities under the teacher's supervision, without the notice and hearing requirements of division (A) or (B) of this section. As soon as practicable after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal.

(2) A pupil in any of grades pre-kindergarten through three may be removed pursuant to division (C)(1) of this section only for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities on the school day following the day in which the student was removed.

(a) A school district or school that returns a student in any of grades pre-kindergarten through three to curricular and extracurricular activities on the next school day shall not be required to follow division (C)(3) of this section with regard to that student.

(b) A school district shall not initiate a suspension or expulsion proceeding against a student in any of grades pre-kindergarten through three who was removed from a curricular or extracurricular activity under division (C) of this section unless the student has committed an act described in division (B)(1)(a) or (b) of section [3313.668](#) of the Revised Code.

(3) If a pupil is removed under division (C)(1) or (2) of this section from a curricular activity or from the school premises, written notice of the hearing and of the reason for the removal shall be given to the pupil as soon as practicable prior to the hearing, which shall be held on the next school day after the initial removal is ordered. The hearing shall be held in accordance with division (A) of this section unless it is probable that the pupil may be subject to expulsion, in which case a hearing in accordance with division (B) of this section shall be held, except that the hearing shall be held on the next school day after the date of the initial removal. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

Due Process Rights

The Board of Education recognizes the importance of safe guarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

Students subject to suspension: A student must be given both written notice of his/her suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision to suspend may be appealed to the superintendent or his/her designee. A student appealing a suspension is not readmitted to school pending his/her appeal hearing unless specifically permitted by the superintendent.

Expulsion

Expulsion is the removal of a student for more than ten (10) days but not more than eighty (80) days. This may carry into the next semester or school year. The exception to the rule is when the student brings a gun or other dangerous weapon to school. In this case, expulsion may be up to one full calendar year. The student and his/her parent, guardian, or custodian will be given prior written notice of the intention to expel the student. The notice shall include the reason for the intended expulsion and notification of the opportunity of the pupil and his/her parent, guardian, custodian, or representative to appear before the Superintendent or his designee to challenge the reasons for the intended expulsion and notification of the opportunity of the pupil and his/her parent, guardian, custodian, or representative to appear before the Superintendent or his designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear. Within 24 hours after the time of a student's expulsion or suspension, the Superintendent or Principal shall provide written notification of the suspension or expulsion to the parent, guardian, or custodian of the pupil, and the Treasurer of the Board of Education. The notice shall include the reasons for the expulsion or suspension and notification of the rights of the pupil or his/her parent, guardian or custodian.