

# **WELCOME TO THE WESTLAKE CITY SCHOOL DISTRICT!**

This elementary Parent/Student Handbook provides information about policies and procedures that govern our schools. Please read this handbook and discuss the appropriate information with your child.

Many individuals are responsible for planning and delivering our excellent educational program. They include: Board of Education members, administrators, teachers, secretaries, tutors, nurses, teacher assistants, counselors, custodians, maintenance workers, psychologists, bus drivers, speech and language therapists, librarians, cafeteria personnel. Our success is also dependent on the cooperation and active involvement of our parents. Working together, Westlake students receive an outstanding start in their elementary years.

## **VISION STATEMENT**

The Westlake City School District will provide a dynamic, student-centered, 21<sup>st</sup> century learning environment. Our district will be characterized by high achievement, actively engaged learners, mutual respect, shared knowledge, pursuit of new skills and capabilities, collaborative learning, willingness to take action, a team commitment to data-driven continuous improvement, and tangible results.

## **MISSION STATEMENT**

### **WE EDUCATE FOR EXCELLENCE...**

Empowering all students to achieve their educational goals,  
to direct their lives, and to contribute to society.

## **DISTRICT PHILOSOPHY**

The Westlake City School District will provide for each student, regardless of color, national origin, race, sex or creed, the opportunities to obtain a quality education. The district will offer meaningful learning experiences in an environment conducive to intellectual, social, physical and vocational growth. The staff, in partnership with the family and community, will assist students in acquiring skills necessary to lead a productive, socially responsible and personally satisfying life.

## **TABLE OF CONTENTS**

Attendance Policies and Procedures .....	2
Emergency School Closing .....	3
Student Health and Safety .....	4
Bus Safety .....	6
Guidance and Counseling .....	8
Special Services .....	8
Testing and Student Records .....	9
Student Conduct.....	10
Student Conduct on School Vehicles.....	22
Related Academic Information .....	32
Miscellaneous .....	33
Index .....	36

# ATTENDANCE POLICIES AND PROCEDURES

Regular attendance by all students in the Westlake City School District is very important. In many cases, irregular attendance is the major reason for poor schoolwork. Therefore, all students will be urged to make doctor appointments, do personal errands and so forth, outside of school hours. (BOE Policy JED)

## APPROVED ABSENCE

Excused absence from school must be in accordance with the state attendance law and may include: personal illness, death in the family, necessary medical or dental care, religious observance, or emergency circumstances approved by the principal. Students will be permitted to make-up work missed because of an excused absence.

## PLANNED ABSENCE

Students should not miss more than a total of ten school days for planned absences for travel within the 48 contiguous states. Five extra days beyond the total of ten will be granted for travel outside the contiguous states. Any absence in excess of this timeline shall require student withdrawal for the term of the absence.

Westlake Board of Education policy requires that the principal receive written notice at least two school days before a planned absence (family vacation, family business, etc.). In accord with the Planned Absence Policy, class assignments will be provided. In order to maintain continuity of instruction and enable the student to quickly be reintegrated into the class, it is expected that the assignments will be completed when the student returns to school. The assignments, in so far as possible, address the curricular objectives to be covered during the period of the child's absence. It must be recognized, however, that class discussions, experiments, activities with manipulatives, group activities, simulations, field trips, etc. cannot be recreated. Also, based upon the child's individual needs, additional assignments may be provided upon return.

## REPORTING PROCEDURE FOR ABSENCE

The following information must be provided when reporting an absence. Calls must be received by 8:15 a. m. on the days of the absence. E-mail should not be used to report student absences.

**Student's Name**  
**Date of Absence**  
**Teacher's Name**  
**Reason for Absence**

### Calling An Ill Child's Absence Into School

Please assist our health services in tracking communicable disease by reporting your child's confirmed diagnosis; e.g., strep throat, chicken pox, pink eye, flu, etc., when you call your child's absence into the attendance line. If your child has not been seen by a physician, but is still suffering from symptoms, report any/all of the following symptoms to the absence line:

- ✓ fever
- ✓ headache
- ✓ cough
- ✓ sore throat
- ✓ body aches
- ✓ diarrhea and/or vomiting

**Bassett Elementary 835-6331**  
**Hilliard Elementary 835-6345**

**Dover Elementary 835-6320**  
**Holly Lane Elementary 835-6333**

## **ARRIVAL AT SCHOOL**

Students who are not transported by school bus should arrive at school no earlier than 8:00 a. m. The tardy bell rings at 8:15 a.m. (Afternoon kindergarten begins at 12:00 p.m. and students should arrive as close to that time as possible.)

## **DISMISSAL FROM SCHOOL**

When students are to leave school in other than the usual manner (i.e. bus riders who wish to walk, or when students are going some place other than home), a note signed by a parent/guardian must be provided to the classroom teacher.

***NO STUDENT IS PERMITTED TO RIDE A BUS TO WHICH HE/SHE IS NOT ASSIGNED.***

Students who participate in regularly scheduled activities after school will need only one note for the duration of the activity. (If an early dismissal is necessary, see Release During School Day.)

## **TARDINESS**

Any child arriving after the start of the instructional day (8:15 a.m. *or* 12:00 p.m. for afternoon kindergarten) is considered tardy. Tardiness will be recorded on the nine-week report card. *For safety reasons, parents must accompany their child to the office to obtain a tardy slip.*

## **RELEASE DURING THE SCHOOL DAY**

If a child is to be excused from school during the school day, the parent/guardian must call or send a note to the school office. The note must indicate the time, date, and reason for release and who will pick up the child. The child must be signed out in the office on the day of the appointment.

## **MAKE-UP WORK**

Make-up work for students will be provided for those absent for any reason for more than two days. Parents wishing to pick up work may do so by calling the office before 10:00 a.m., (or request in writing at least two days before planned absence), thus giving the teachers an opportunity to gather the necessary materials during their planning period or at the end of the day so that classes are not interrupted. Make-up work may be obtained in the office after school.

# **EMERGENCY SCHOOL CLOSING**

## **BEFORE SCHOOL OPENS**

In the event of inclement weather or other circumstances that require the schools not to open, the Superintendent will make the decision to cancel school. School cancellation notices will be broadcast by local television, radio stations, and the ALERTNOW System. If no message is broadcast by 7:30 A.M., please assume that school is in session. For all school closing information call 871-7300, or check the Westlake City Schools homepage at [www.wlake.org](http://www.wlake.org). Please **do not** call the individual schools.

## **AFTER SCHOOL HAS BEGUN**

Other than in extreme circumstances, Westlake elementary schools will not be dismissed early due to weather conditions. In the event that an emergency situation develops and it becomes necessary to evacuate a building, procedures exist that allow students to be sent home. Information from the Emergency Medical Authorization Form regarding early dismissal will be used if parents/guardians are not at home.

# STUDENT HEALTH AND SAFETY

## EMERGENCY MEDICAL FORMS

Each school is required by Board of Education Policy (JHC) to have on file for each student an Emergency Medical Authorization Form providing information from the parent/guardian on how he/she wishes the school to proceed in the event of a health emergency involving a student and a release for the school in case emergency action must be taken. This form must be returned to school by the end of the first week of school.

## MEDICATION

For the protection of the children, the administration of medication at school is discouraged. When no alternative is available, school personnel will be permitted to administer medication with a signed Parent Consent and Physician Order Form. The consent form must contain specific directions for the administration of medication. The Parent Consent and Physician Order Form are available in the school office and on our website: [www.wlake.org](http://www.wlake.org). **Please note: Medication must be transported to and from school by the parent/guardian.**

## INOCULATIONS

Students in kindergarten through grade 12 must submit evidence of immunization as required by the Ohio Department of Health and the Westlake Board of Education (BOE Policy JHCB) within 15 days after admission or face exclusion from school. Required inoculations include diphtheria, tetanus, pertussis, poliomyelitis, measles (rubeola), rubella, mumps and Hepatitis B vaccine. For the 2011-2012 school year Chicken Pox vaccine is required for Grades K-1. Grades 7-8 are required to have 1 booster dose of Tdap or Td prior to entry.

## ILLNESS/INJURY

In the event that a child becomes ill or injured during the school day, he/she will be sent to the school clinic and parents will be contacted as deemed necessary by school personnel.

## RETURN TO SCHOOL AFTER A FEBRILE ILLNESS

Oral or rectal temperature over 100°F is considered a fever. In most mild childhood illnesses, (2-5 days), the fever is lowest in the morning hour, begins to rise in the afternoon, and reaches its height in the evening. When the child begins to recover, the temperature may be normal in the morning, but fever may be present that afternoon. Keeping your child home one full day fever-free is encouraged.

## COMMUNICABLE DISEASES

In order to protect the health and safety of students, staff, and the community at large, the Westlake Board of Education follows all state statutes and Board of Health regulations, which pertain to contagious disease. (BOE Policy JHCC)

The following specific information may be helpful to you during the school year:

- |                     |   |
|---------------------|---|
| <b>Chicken Pox:</b> | Students must remain at home until all vesicles are scabbed – usually a minimum of seven days.  |
| <b>Pink Eye:</b>    | Immediate medical attention and exclusion until inflammation, itching, and discharge has ceased.  |
| <b>Ringworm:</b>    | Students, under a doctor's care, may continue in school while the affected area is covered.. A note must be provided from a physician confirming treatment. |

<b>Pediculosis: (Head Lice)</b>	Students with head lice will be excluded from school until all nits, dead or alive, are removed from their hair. Students will not be permitted to re-enter school until cleared by the school nurse. Parents are asked to notify the school when they become aware that their child has head lice.
<b>Strep Throat:</b>	Students will be excluded for 24 hours from the time treatment begins. Students not visibly ill, but being tested, should remain home until results of the culture confirm or dismiss the presence of the disease. Students having both short and long cultures for Strep throat should wait for both results before returning to school. The exclusion period is the only means of controlling possible spread of the organism in the classroom.
<b>Measles, Mumps, or Rubella:</b>	Report physician's confirmation of disease to school immediately.
<b>Impetigo:</b>	Impetigo is manifested in blister-like lesions, which later develop into crusted, puss-like sores. Students are excluded from school until seen by their physician for treatment and the lesions are no longer draining.
<b>AIDS:</b>	Acquired Immune Deficiency Syndrome – The Westlake City Schools has established a policy and implementation procedures to deal with AIDS (BOE Policy JHCC-R).

## **BIKE RIDERS AND WALKERS**

Students riding bicycles to and from school and those children assigned to buses who prefer to walk must have a signed release form from their parents/guardians. Such forms are available in the school office. Bicycles are to be locked in the bicycle rack provided. Students must wear bike helmets. To ensure the safety of the students, no bicycles are permitted at school from December 1 through March 15<sup>th</sup>. Students are not permitted to use roller skates, roller blades, skateboards, or scooters to travel to and from school. These items are not allowed at school at any time.

## **FIRE AND EMERGENCY DRILLS**

Each teacher will give students specific instructions about procedures to follow during such drills. When the fire alarm sounds, students not in a classroom should exit at the nearest door. To ensure the safety of all students, it is mandatory that order and silence be maintained throughout the drill procedures. In the event any building exit is blocked, teachers will give students emergency instructions. During tornado drills, students will report to assigned areas. Order and silence must be maintained.

## **MEGAN'S LAW**

Since 1997, convicted sexual offenders must register with the County Sheriff. The Sheriff is responsible for making the citizens of Cuyahoga County aware of serious offenders living in the community. One means of doing this is with the web site maintained by the Sheriff's Office. This site can be found at [www.cuyahoga.oh.us/sheriff/](http://www.cuyahoga.oh.us/sheriff/). The Sheriff's Office also provides, upon request, e-mail notification whenever an offender registers within one mile of a specified address. Parents should monitor this website periodically to maintain accurate and up to date information of serious sex offenders living in the neighborhood.

# **BUS SAFETY**

## **TRANSPORTATION GUIDELINES**

The Westlake City School District is proud to offer a quality transportation program for its students. The service is a privilege. In order to maintain the safety and quality of our program, we need the support and cooperation of our students and parents. **PLEASE REFER TO “STUDENT CONDUCT ON SCHOOL BUSES” ON PAGE 23.**

## **STUDENT RESPONSIBILITIES**

1. Directions should be followed the first time they are given.
2. Behavior on school buses should follow the same guidelines as behavior in the classroom.
3. Students should board and leave the bus at their designated stop.
4. Students should not cross the street to enter or exit a bus until the driver motions them to do so.
5. Students must be absolutely silent at railroad crossings and whenever the bus driver tells them it is necessary.
6. Students should not bring items onto the bus that cannot be held on their lap. Ohio law forbids animals, glass or liquids on school buses. (*Ohio Revised Code 4511.76*)

## **PARENT RESPONSIBILITIES**

1. Parents are responsible for reviewing transportation guidelines with their children.
2. The safety and discipline of students as they go to and from the bus stop is the parents' responsibility.
3. Children should arrive at the bus stop at least five minutes before the scheduled pickup time. Our buses operate on a schedule that does not allow us to wait for tardy students. If your child's bus is more than 15 minutes late, call the Transportation Dispatcher at 440-835-6349.
4. Parents are financially responsible for any damage done by their children to a bus or to property at a bus stop.
5. School district responsibility for students begins when the school bus arrives to pick up students and ends when students have reached a driver-designated Point of Safety. Student problems en route to the bus stop or while waiting for the bus are the responsibility of the parent.
6. Please do not discuss transportation issues or problems with bus drivers who are completing a route. Concerns or problems should be directed to the Transportation Department at 440-835-6313.

## **BUS DISCIPLINE POLICY**

Safety is the first priority of the Westlake City Schools. Appropriate bus conduct is necessary to ensure the safety of students and the driver. Continued inappropriate behavior will result in suspension and/or expulsion from the bus. In the event of suspension or expulsion, due process will be followed.

## **VIDEO CAMERAS ON BUSES**

Many of the district's school buses are equipped with digital video cameras. These cameras record both student and driver. Safe transportation is the Transportation Department's priority, therefore the video recordings are to ensure both student and driver safety.

## **PUPIL TRANSPORTATION MANAGEMENT POLICIES**

Pupil transportation policies have been developed cooperatively by administrators and transportation personnel. Policies are designed to ensure the safety and welfare of all school bus passengers. The Westlake City Schools Bus Behavior Code (as cited by Ohio Revised Code 3301-83-08):

1. Pupils should arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in an orderly fashion at the driver-designated Point of Safety.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an assigned seat so the bus may safely resume motion.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
16. Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the transportation office. All such information is strictly confidential.

# **GUIDANCE AND COUNSELING**

## **PHILOSOPHY**

The guidance philosophy of the Westlake City Schools is based on the recognition of the dignity, worth, and needs of the individual. Guidance is a cooperative venture, which includes students, counselors, teachers, administrators, parents, and all those who provide special services. Our purpose is to provide each child with the opportunity for growth as an individual according to his/her interests, needs, and potential. We believe that each individual is a dynamic human being who differs physically, emotionally, socially, and intellectually from his/her peers but may have similar characteristics in common with all others.

## **SERVICES**

The Westlake City Schools elementary guidance and counseling program is an integral part of the total elementary school experience. The school counselors work in cooperation with teachers, staff, administrators, and parents to provide optimum learning for each student. The elementary guidance and counseling program is preventative in nature and has been designed to benefit all children. A main feature of the program is group guidance, which is built on sound principles of growth and development. Please feel free to contact one of the counselors listed below when you have concerns about the social, emotional, or academic needs of your child.

Mrs. Sandee Erdman	Bassett	250-1436	Mrs. Bobbi English	Hilliard	250-1155
	Dover	250-1366		Holly Lane	250-1401

# **SPECIAL SERVICES**

## **SPECIAL EDUCATION**

Special education programs serve children who are identified as disabled (ages 3 – 21) as per The Individuals with Disabilities Education Improvement Act – re-authorized in July 2004. Students have available to them a range of services to meet their needs, including supplemental services, individual/small group instruction, special class learning centers, and collaborative teaming support with regular education personnel. In some cases, out-of-district placements are sought for children with low incidence disabilities whose needs cannot be appropriately met within the school district. When students are placed outside the district for appropriate services, the Westlake City Schools are responsible for tuition and transportation.

## **WESTLAKE’S INSTRUCTIONAL NETWORK FOR GIFTED STUDENTS (W.I.N.G.S.)**

### **Resource Room**

Students in all four elementary buildings in grades 1-4 who meet the W.I.N.G.S. criteria are offered a minimum of 225 minutes of contact time with a certified gifted intervention specialist. The format of the service is a resource room pull-out occurring during the school day. Curriculum focuses on Project M3, a math program developed by the University of Connecticut, and a language arts curriculum developed by The College of William and Mary. Both curriculums are developed specifically for gifted children. In addition, the students focus on the areas of communication, critical thinking and research skills. The instructional design consists of large and small group activities as well as individual work.

### **Enrichment Materials**

Enrichment materials are available at the request of the classroom teacher through the coordinator for gifted services. These materials are designed for high achieving students in the general classroom who would benefit from the challenge beyond the regular curriculum. Materials available include student directed and multidisciplinary activities with an emphasis on higher levels of thinking. Students can use these materials either in their classroom or at home.

### **READING INTERVENTION SERVICES**

Title I Reading Intervention is a targeted assistance program which serves children in grades Kindergarten through sixth grade in small groups. Student eligibility is based on a multi-criteria system of measureable assessments. Intervention is standards and research-based and is individualized to meet the needs of the student. Progress is monitored by the reading specialist and classroom teacher to determine growth and progress toward meeting grade level standards and benchmarks in reading.

### **PROJECT LINK**

Project Link is the school age childcare program provided by the Westlake City Schools to Westlake residents. Project Link is in session each instructional day from 6:30 A.M. – the start of the school day and again from the conclusion of the school day until 6:00 P.M. Program and enrollment information is available online at [www.wlake.org/link](http://www.wlake.org/link), in each school office or by contacting the Project Link office at 440-835-6306.

### **OTHER SERVICES**

Speech and Language pathologists are available to work with students who have speech/hearing problems. Tutoring in English as a second language (ESL) is provided to children whose native language is not English.

## **TESTING AND STUDENT RECORDS**

### **TESTING SERVICES**

Students in grades K-4 participate in required assessments as determined by their teacher, the district or the State in order to identify learning strengths, needs and progress. All elementary students participate in the administration of AIMSweb (Academic Intervention Measurement System) beginning in kindergarten and continuing as need throughout their elementary experience.

Other assessments include:

In kindergarten, students take the Kindergarten Readiness Assessment – Literacy (KRA-L)

In grade 3, students take the Ohio Achievement Assessments in reading (Fall and Spring) and math (Spring only).

In grade 4, students take the Ohio Achievement Assessments in reading and math (Spring only).

## **PROGRESS REPORTS**

Elementary progress reports are issued four times a year. A variety of evaluation measures will be used and accurate records kept to substantiate the evaluation. (BOE Policy IKA) Scheduled parent-teacher conferences are held in conjunction with the first nine-week grading period. Additional conferences may be requested as needed throughout the school year.

## **INTERIM REPORTS**

Interim reports are issued for students who may be experiencing difficulty.

## **ACCESS TO STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the Westlake School District to maintain thorough educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with law, yet be guarded as confidential information.

Upon request, all records and files that are included in the student's cumulative folder will be available to parents, guardians, or the student if he/she is over 18 years of age. This request must be in writing to the school principal and will be granted within seven calendar days. Since no records are to be removed from the school, an administrator, teacher or other qualified school personnel must be present to explain any of the tests or other material. (BOE policy JO, JO-R)

# **STUDENT CONDUCT (Zero Tolerance) File: JFC**

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board

directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

Adoption Date:	May 23, 2002	Revision Date:	May 24, 2010
Revision Date:	May 22, 2006	Revision Date:	

Legal Refs.: Gun-Free Schools Act; 20 USC 8921  
The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Children's Internet Protection Act;  
(P.L. 106-554, HR 4577, 2000, 114 Stat 2763)  
ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662

Cross Refs.:	AC, Nondiscrimination	JG, all subcodes
	EBC, Emergency/Safety Plans	JGA, Corporal Punishment
	ECAB, Vandalism	JGD, Student Suspension
	EDE, Computer/Online Services	JGDA, Emergency Removal of Student
	JFCA, Student Dress Code	JGE, Student Expulsion
	JFCEA, Gangs	
	JFCF, Hazing and Bullying	Student Handbooks
	JFCJ, Dangerous Weapons in the Schools	
	JFCK, Use of Electronic Communication Equipment by Students	

**STUDENT CONDUCT**  
**(Zero Tolerance)**  
**FILE: JFC-R**

File: JFC-R  
STUDENT CONDUCT (Zero Tolerance)

**SECTION 1**

These examples of misconduct will generally result in the following penalties that are cumulative for any offense in this section. The principal may modify this sequence based on circumstances.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
1 <sup>st</sup>	Up to 3-day Suspension and/or Saturday Alternative School or Extended school day
2 <sup>nd</sup>	5-day suspension
3 <sup>rd</sup>	10-day suspension and recommendation for expulsion
4 <sup>th</sup>	10-day suspension and recommendation for expulsion

**Rule 1 - Misconduct**

A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission process, activity, or function of the school including all curricular and extracurricular activities. Neither shall any student urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school including all curricular and extracurricular activities.

Misconduct prohibited by this rule includes, but is not limited to the above listed examples.

**Rule 2 - Inappropriate Language**

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events. Neither shall any students use profane, vulgar, or other improper gestures, publications, pictures or signs, nor engage in any socially or sexually improper behavior.

**Rule 3 - Truancy and Tardiness**

Students are required by law to regularly attend school. A student shall not be absent from an assigned location for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardies shall be considered truancy. Leaving the school building and/or grounds without permission is truancy.

When the building principal advises the superintendent that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days in any term or semester, the following procedure will apply:

- A. The superintendent will notify, in writing, the student and his/her parent, guardian or custodian that information regarding the student's absences has been provided to the superintendent, and that, as a result the student's driving privileges will be denied. This notification will also state that the student and his/her parent, guardian or custodian may

appear before the superintendent or designee to challenge the information provided to the superintendent.

- B. The notice from the superintendent to the student must set forth the information received and must include the date, time and place of the hearing. The hearing must be scheduled between three and five days after the notification is given unless an extension is requested by the student, parent, guardian or custodian and is granted by the superintendent. If granted, the superintendent must notify the student, and the parent, guardian or custodian of the date, time and place of the new hearing.
- C. At the hearing before the superintendent or designee, the student will have an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Under Ohio law, "legitimate excuse" includes, but is not limited to:
  - 1. enrollment in another school or school district in Ohio or another state;
  - 2. possession of an age and schooling certificate;
  - 3. a bodily or mental condition that prohibits attendance under ORC 3321.04 or
  - 4. participation in a home instruction program in accordance with ORC 3321.04.
- D. If a habitually absent student does not appear at a hearing before the superintendent or designee, or if the student does not convince the superintendent or designee that the absences are legitimate, the superintendent must notify the registrar of the Bureau of Motor Vehicles (BMV) and the County Juvenile Judge. Such notification must be given to the registrar of the BMV and the Juvenile Judge within two weeks of the receipt of the information regarding habitual absences, or if a hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of the BMV and the Juvenile Judge must comply with ORC 3319.321 and the Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

The registrar of the BMV is required to suspend the temporary instruction permit or driver's license of any student who is the subject of such a notice. If a temporary permit or license has not yet been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

The denial of a student's driving privileges will remain in effect until the student reaches age 18 or until the denial is permitted for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in the jurisdiction where he/she resides.

#### Rule 4 - Unauthorized Sale or Distribution

Distribution or selling unauthorized materials on school property, or attempting to distribute or sell such items, is not permitted.

#### Rule 5 - Forgery/False Reports

No student shall cheat, lie, prefabricate, deceive, use crib notes, receive or disseminate answers to a test, or falsify records. Neither shall any student forge, falsify, distort or misrepresent (in verbal or written form) dates, times, addresses, grades, signatures or other data contained in any communication to or from the school. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.

### Rule 6 - Academic Dishonesty

No student shall fraudulently, dishonestly or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty by providing information or by any other means. For purposes of this Policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed work product, examination questions and examination answers. Any student who misappropriates or plagiarizes someone's work, assists another in such misappropriation or otherwise engages in academic dishonesty shall not obtain credit for the work in question and shall be subject to other disciplinary action.

### Rule 7 - Trespass/Loitering

- A. No student shall enter upon school grounds or enter any school building to which the student is not assigned, either during or after school hours, except with express permission of the building principal or for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school have been invited to attend or participate.
- B. A student who is already the subject of an emergency removal, a suspension or an expulsion shall not enter upon any District property without the express permission of the principal.
- C. Loitering is defined as a student's presence in a restricted area at an authorized time. This includes the student parking lot; no student is to be in the parking lot during school without an administrator's permission.

### Rule 8 - Repeated Violations of School Rules

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals or other authorized school personnel.

### Rule 9 - Failure to Comply with Directives/Insubordination: Violation of Rules

- A. Students shall comply with the directives and orders of teachers, student teachers, educational aides, substitute teachers, principals or other authorized school personnel during any period of time when they are properly subject to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered "insubordination" for anyone to disobey or fail to comply with directives relating to this code by authorized school personnel.
- B. Students shall comply with all school rules and regulations which are a part of this Code and which shall be posted on school bulletin boards. It is the responsibility of each student to familiarize himself/herself with all school rules and regulations.

### Rule 10 - Use of Flame Producing Devices

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

### Rule 11 – Hazing/Bullying

No student shall harass, persecute or participate in any act(s) or attempt to threaten, act or participate in any act(s) that injures, degrades, disgraces or tends to injure, degrade or disgrace any student. Hazing and/or bullying are banned in any form.

Hazing is defined as acting or coercing another, including the victim, to participate in 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. Bullying is defined as a form of habitual aggressive behavior that is hurtful or deliberate. Permission, consent or assumption of risk by any individual subjected to hazing and/ or bullying will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy.

#### Rule 12 - Harassment and Sexual Harassment

No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, disability, status as Vietnam-era veteran or special disabled veteran. For the purpose of this Code of Conduct, the term “harass” includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (orally or in writing) abuses another. No student shall retaliate against any other student, school employee, community member or school visitor for assisting with the investigation of a complaint of harassment.

Students are specifically prohibited from sexually harassing any other student, school employee, community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact.

Any student who believes that he/she has experienced any form of harassment including sexual harassment should report this conduct immediately to his/her building principal, guidance counselor or a teacher.

A member of the administration will meet with the student to discuss the complaint and to develop a clear understanding of the student’s statement of facts. An administrator will then attempt to meet with the charged party to obtain his/her response to the complaint. The administrator also will attempt to meet with individuals identified by the charging party or the charged party to substantiate the position of the charged party or charging party. Based on this evidence, the administrator will make a decision regarding the need for discipline.

All complaints of harassment will be treated as “confidential” and information will only be released on a “need to know” basis.

No student shall be retaliated against for reporting harassment or assisting in the investigation of a harassment claim. Students should report charges of retaliation to the administrator investigating the complaint.

#### Rule 13 - Gambling

No student shall engage in or promote games of chance, place a bet or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

#### Rule 14 - Transportation

No student while under the authority of a school bus driver may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists.

### Rule 15 - Driving/Parking

Any student driving to school must keep his/her vehicle under control at all times, follow established safety procedures, and comply with school parking regulations. Failure to follow these guidelines may result in the student's driving privileges being withdrawn. While parked on school property, student vehicles are subject to routine patrols and exterior inspections that may be conducted without the student's consent, and without a search warrant. The inside of student vehicles may also be searched when school officials have reasonable suspicion to believe that illegal or unauthorized materials are contained therein.

### Rule 16 - Accomplice

No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition of this section includes but is not limited to serving as a "look out" for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who a student knows has violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy) or any illegal, prescription or counterfeit drug. In administering discipline under this Section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

### Rule 17 - Electronic Devices

No student shall use radios, televisions, cellular phones, devices that can produce a photographic image, I-pods, pagers, laser pointers or any other electronic equipment on school grounds during school hours that interfere with the educational program or the operation of the school. Because of their potential disruptive and distracting nature to the operation of the school, electronic devices as specified above may not be carried with students during the school day and must remain in the student's locker or checked with the office. Electronic devices used or carried in violation of this rule may be confiscated and returned only when their appropriate use is assured.

### Rule 18 - Failure to Accept Discipline or Punishment

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

### Rule 19 - Misconduct During Extracurricular Activities

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations or policies which govern participation in an extracurricular activity which rules, regulations or policies are provided to participants and made part of this code. Students attending any school-sponsored or related activity shall not behave in any manner that, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity.

### Rule 20 - Extortion

No student shall use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money or anything of value from another on school grounds, at school-

sponsored or related school functions, off school grounds or any other time the student is subject to school authority.

Rule 21 - Gang Activity

Subject to any applicable legal and constitutional limitations, no student's dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:

- A. cause school officials to have reasonable suspicion that such behavior, apparel, activity, acts or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- B. present a physical safety hazard to the student in question, other students, staff members or other employees;
- C. create an atmosphere in which a student's, staff member's or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem whether on school or personal property or on one's person.

Rule 22 - Any Other Conduct Which Disrupts or Interferes with the Educational Process

Students may be disciplined for any other misconduct that, although not detailed herein, is determined by school authorities to disrupt or to interfere with the educational process.

**SECTION II**

These examples of misconduct that are cumulative will generally result in up to a 10-day suspension along with a possible recommendation for expulsion and/or police and court referral due to the more serious nature of these offenses.

Rule 23 - Damage, Destruction, or Theft of School or Private Property, Vandalism

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function or event off the school grounds. The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive or, any form of computer piracy, any improper usage of the Internet or other on-line agencies.

Pursuant to ORC 3109.99 and ORC 3109.091, a student and/or their parent or legal guardian shall be held financially accountable to the Westlake City Schools for any damage, destruction or theft caused by their child.

OFFENSE

CONSEQUENCE

- |                 |  |
|-----------------|--|
| 1 <sup>st</sup> | Up to a 10-Day Suspension and/or Court Referral with Possible Recommendation for Expulsion |
| 2 <sup>nd</sup> | 10-Day Suspension and Recommendation for Expulsion   |

Rule 24 - Weapons, Dangerous Instruments, Fireworks and Explosives

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments include any object that is used or may be used to inflict physical harm or property damage. (Note: Bringing firearms to school shall result in a one-year expulsion from school, see Board Policy JGE. Bringing a knife onto school property may also result in a one-year expulsion, see Board Policy JGE).

No student shall possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives or munitions, nor shall any student ignite or explode fireworks, explosives or munitions at school-sponsored or related functions or activities on or off school grounds or at any other time the student is subject to the authority of the school.

This prohibition applies to firearms, explosive (including fireworks, lighters, matches), knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon or dangerous object (including normal school supplies like pencils or compasses) that a reasonable person might consider, under the circumstances, capable of harming a person or property.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
1 <sup>st</sup>	Up to a 10-Day Suspension with Possible Recommendation for One-Year Expulsion from School
2 <sup>nd</sup>	10 Day Suspension and Recommendation for One-Year Expulsion from School

Rule 25 - Assaulting/Hitting/Threatening

A student shall not cause physical injury or behave in any way that could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any Board-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate touching.

A student who assaults a school employee or other student whether on or off school property, or at a nonschool-sponsored or related activity, function or event may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
Threatening: 1 <sup>st</sup> Offense	Up to a 10-Day Suspension with Possible Recommendation for Expulsion
2 <sup>nd</sup> Offense	10-Day Suspension and Recommendation for Expulsion
Assaulting: 1 <sup>st</sup> Offense	Up to a 10-Day Suspension and/or Referral to Court and/or Recommendation for Expulsion

Rule 26 - False Alarms

The act of initiating a fire alarm or initiating a report warning of a fire or catastrophe such as a tornado without cause.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
----------------	--------------------

1 <sup>st</sup>	Up to a 10-Day Suspension and/or Police Contact and/or Court Referral and Recommendation for Possible Expulsion
2 <sup>nd</sup>	10-Day Suspension, Police Contact, Court Referral and Recommendation for Possible Expulsion

Rule 27 - Bomb Threats

The act of initiating a report warning of a bomb on school property, on Board of Education owned vehicles, or at Board of Education sponsored or supervised activities.

OFFENSE

CONSEQUENCE

1 <sup>st</sup>	10-Day Suspension, Police Contact, Court Referral and Recommendation for Expulsion of up to one year
-----------------	--

Rule 28 - Arson

The willful and malicious burning of or attempt to burn any property of the Board of Education.

OFFENSE

CONSEQUENCE

1 <sup>st</sup>	10-Day Suspension, Police Contact, Court Referral, Recommendation for Expulsion
-----------------	---

Rule 29 - Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants

During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, apply or be under the influence of any mood-altering chemical of any kind, including alcohol. "Possession" includes, with limitation, retention of a student's person or in a student's purse, wallet, locker, desk or automobile parked on school property. "Under the influence" is defined as manifesting signs of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior which is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and inhalants. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student's name and with directions for proper use. Prescription medications shall be kept in the school office. All other procedures outlined in school policy should also be followed.

- A. Legal authorities will be informed.
- B. The substance will be turned over to legal authorities.
- C. The student will be suspended and/or expelled from school.
- D. The student will be referred to an Insight Group.
- E. The student may be referred to an outside agency for an assessment. If this assessment is in conjunction with the 5/10 suspension option, then the student must follow through with the assessment recommendation.
- F. A first incident of selling, supplying or transmitting mood-altering chemicals shall be treated as a second offense as defined below.

OFFENSE

CONSEQUENCE

1 <sup>st</sup>	5/10 option and/or referral to an assessment with the recommendation being followed. Five
-----------------	---

days of out-of-school suspension are in effect with the remaining 10 held. If not the 5/10 option, then a 10-day out-of-school suspension and/or a police contact and/or a court referral and/or a recommendation for expulsion.

2<sup>nd</sup> 10 days out-of-school suspension and a police contact, court referral and a recommendation for expulsion.

### Rule 30 - Look-Alike Drugs

A student shall not use, conceal, sell, purchase, accept or transmit any substances that are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse. (Medications prescribed by a physician must follow the Board-adopted policy regarding student medication.)

A. A counterfeit controlled substance is defined as:

1. any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
2. any unmarked or unlabeled substance that is represented to be a controlled substance;
3. any substance that is represented to be a controlled substance or is a different controlled substance and
4. any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

B. No students shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 29 (Alcohol/Controlled Substances/Drugs/ Narcotics/Inhalants).

C. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.

D. No student shall knowingly make, offer to sell, give, package or deliver a counterfeit-controlled substance. Violations of this provision will be treated in the same manner as Rule 29 (Alcohol/ Controlled Substances/Drugs/Narcotics/Inhalants).

### Rule 31 - Drug Paraphernalia

A student shall not possess, use, transmit or conceal any item that is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

### Rule 32 - Fighting

Students involved in fighting on school property, Board-owned vehicles or in attendance at any Board-sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended.

OFFENSE

CONSEQUENCE

- |                 |  |
|-----------------|--|
| 1 <sup>st</sup> | Up to 10-Day Suspension  |
| 2 <sup>nd</sup> | Up to 10-Day Suspension with a Possible Recommendation for Expulsion |
| 3 <sup>rd</sup> | 10-Day Suspension and Recommendation for Expulsion                   |

Rule 33 - Use of Tobacco

The use of any tobacco products by students is prohibited. This applies to all extracurricular activities both on school property and away from school. Use includes possession; smoking is defined as holding a tobacco product, whether lit or unlit or having held it and tossed it aside.

OFFENSE

CONSEQUENCE

- |                 |   |
|-----------------|---|
| 1 <sup>st</sup> | 3-Day suspension or 3-Day in-school assignment and mandatory attendance at an educational seminar sponsored by the American Lung Association, American Cancer Society or another like health organization approved by the Board of Education, and issued a ticket under O.R.C. 2151.87. |
| 2 <sup>nd</sup> | Up to a 5-Day Suspension, and issued a ticket under O.R.C. 2151.87  |
| 3 <sup>rd</sup> | 10-Day Suspension and/or Recommendation for Expulsion, and issued a ticket under O.R.C. 2151.87   |

Rule 34 – Disruption of School

Students shall not engage in any activity/conduct that creates a disruption to the learning environment or endangers students, employees or visitors to the school in any way. This includes but is not limited to any act by a student or groups of students that induces panic or riotous behavior.

The superintendent shall publish to all students a policy outlining these and any other District rules regarding student conduct and the sanctions, which may be imposed for their breach. Said policy shall also be posted in a central location in each school and shall be made available to students upon request.

Adoption Date: May 23, 2002  
Revision Date: May 15, 2003  
Revision Date: May 20, 2004  
Revision Date: April 27, 2005

Revision Date: May 22, 2006  
Revision Date: April 23, 2007  
Revision Date: April 14, 2008

# STUDENT CONDUCT ON SCHOOL VEHICLES

File: JFCC (Also EEACC)

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the vehicle and after the student leaves the vehicle at the end of the school day.

Students on a school vehicle are under the authority of, and directly responsible to, the vehicle driver. The driver has the authority to enforce the established regulations for vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school vehicle riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

The Board's policy regarding suspension from school vehicle riding privileges must be posted in a central location in each school building and made available to students upon request.

Regulations regarding conduct on school vehicles, as well as general information about the school transportation program, are available to all parents and students.

Adoption Date:	May 23, 2002	Revision Date:	January 25, 2010
Revision Date:	April 27, 2009	Revision Date:	October 25, 2010

Legal Refs.: ORC 3327.01; 3327.014  
OAC 3301-83-08

Cross Refs.: JFC, Student Conduct (Zero Tolerance)  
JG, Student Discipline  
Student Handbooks  
Staff Handbooks

# STUDENT CONDUCT ON SCHOOL BUSES

FILE: JFCC-R

File: JFCC-R (Also EEACC-R)  
STUDENT CONDUCT ON SCHOOL BUSES

The School Board provides students - both public and nonpublic - transportation based on eligibility. Transportation service is a privilege and, as such, demands certain responsibilities and behaviors from the passengers.

## Rules and Obligations of Students

All rules as stipulated are to be enforced by the school vehicle driver (with common sense) with consideration for the nature of the situation and the student.

The rules are important with respect to student safety (the degree of eminent danger such an act could pose), respect for authority and the personal rights of others.

All Westlake City School District Student Code of Conduct rules apply while students are loading, unloading, waiting for, or riding school vehicles (Policy JFC & JFC-R). In addition, the following rules specific to bus safety will be followed:

1. All students will enter or leave a school vehicle in an orderly fashion (no pushing or shoving).
2. All students will be absolutely quiet at all railroad crossings and other areas designated by the driver.
3. All students are forbidden from changing seats, once seated.
4. All passengers are forbidden from throwing or propelling in any way, any object while in a school vehicle, or at a school vehicle or out of a school vehicle.
5. All students are to refrain from hanging any object or any part of their body outside a school vehicle.
6. All students must, upon a signal from the driver, cross at least 10 feet in front of the school vehicle.
7. All students will refrain from crossing behind the school vehicle.
8. All students will refrain from committing acts of vandalism to a school vehicle. Such acts would include but not be limited to defacing, taking, breaking or altering in any way the physical condition of the interior or exterior of a school vehicle or to the personal property of others on the vehicle. In such cases where culpability is established for any of the above, the student responsible and his/her parents will be required to make restitution.
9. All students will refrain from causing, committing, participating in, encouraging or inciting any disruption on a school vehicle or at a school vehicle stop by virtue of their verbal or physical behavior.
10. All students will comply with the instructions of the driver or other personnel in authority in the District.
11. All students will ride the school vehicle they have been assigned and refrain from loading or unloading at a stop other than the stop they are assigned.
12. All students will refrain from eating or drinking and/or littering on a school vehicle.
13. All students will refrain from loud talk or noisemaking. Talk at a normal level is permissible.
14. Students will refrain from bringing animals of any kind on a school vehicle.

15. Students will refrain from delaying the departure of a school vehicle by being frequently or habitually late to the designated stop or departure point.
16. Students will refrain from spitting on, at or out of the school vehicle.
17. Students may not use cell phones on school vehicles unless granted permission by the adult supervising an extra-curricular event.

Discipline

The Board authorizes the superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. Prior to being suspended from riding the bus, the student shall receive written notice of the alleged offense and have an opportunity to be heard before the appropriate school administrator. The parents and Transportation Department shall receive written notification of the bus privilege suspension. The suspension may be appealed in writing to the Director of Business Affairs within five days. The Director of Business Affairs may affirm, modify or rescind the suspension.

Depending on the particular circumstances, the building administrator may consider suspension of the student from school in addition to suspending bus riding privileges. Suspension of school will be in compliance with Board of Education Policies JFC, JFC-R, JGD, JGD-R, JGE and JGE-R.

Procedures for Implementation

1. An immediate verbal reprimand to the student followed by a written statement and a completed bus conduct report form (see attached) from the driver to the transportation supervisor.
2. The principal of the school that the student attends will be notified so that the principal or designee can review the bus misconduct report and review the response of the student.
3. Based upon the review of the misconduct report and student response, the building administrator may suspend the student’s bus riding privileges. The administrator is responsible for notifying the transportation department and the student’s parents of the decision.
4. Suspensions from transportation privileges and/or suspension from school will be assessed for any infraction of transportation rules and regulations. Normally suspensions will be assigned in the following sequence. However, serious misconduct may result in a longer bus suspension or suspension from school.
  - A. First suspension – up to 3 school days
  - B. Second suspension – up to 5 school days
  - C. Third suspension – up to 10 school days
  - D. Fourth and subsequent suspensions – up to the remainder of the current school year or into the next school year.
5. The building principal and transportation director will maintain a record of all bus infractions.

Adoption            May 23, 2002  
Date:

Revision Date:    May 22, 2006

Revision Date:    March 19, 2007

File: JFCC-R (Also EEACC-R)

Page 2 of 2

Westlake City School District

# STUDENT SUSPENSION

FILE: JGD

File: JGD

## STUDENT SUSPENSION

All students who legally reside within the District and meet state and Board eligibility requirements are entitled to attend the Westlake City Schools and it is the goal of the Westlake City Schools to provide these students with a quality education. Although exclusions from the Westlake City Schools are reserved for only the most serious or persistent offenses, students who exhibit incorrigible behavior which is beyond the educational facilities and professional expertise of the school staff and/or students who violate the Student Code of Conduct, as set forth herein, are subject to suspension and/or expulsion in accordance with ORC 3313.66, ORC 3313.661 and the procedures specified below. These procedures shall not be construed to require notice and a hearing in the case of normal disciplinary procedures in which a student is removed from curricular or extracurricular activities for less than 24 hours and is not subject to suspension or expulsion.

### 1. General

Whenever a student violates the Student Code of Conduct or Board Policy, the superintendent, building principal or assistant principal may suspend a student from school or class attendance for a period not to exceed 10 days. If, at the time, a suspension is imposed there are fewer than 10 school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part of this suspension to the following school year. In addition, the superintendent or building principal may require a student to perform community service in conjunction with or in place of suspension.

### 2. Academic and Discipline Consequences of Suspension

Students who have committed offenses warranting suspension have forfeited their right to fully participate in the educational process. Therefore, although a student is expected to complete all coursework assigned during the period of his/her suspension and upon his/her return may turn in projects that were assigned before the suspension or take tests which covered materials before the suspension, the student may not participate in any curricular or extracurricular activities during the suspension period and will not receive credit for that work unless the principal finds the existence of extenuating circumstances.

During the period of suspension, a suspended student will not be permitted to attend any school function or activity whether on or off school property or during or after school hours. If the suspension days fall into two different school weeks, a student will also be prohibited from attending school functions or activities scheduled for the weekend between those two different weeks.

Adoption Date: May 23, 2002

Revision  
Date:

May 15, 2003

Legal Refs.: ORC 3313.66; 3313.661; 3313.662

# STUDENT SUSPENSION

FILE: JGD-R

File: JGD-R  
STUDENT SUSPENSION

1. When the superintendent, principal or assistant principal becomes aware of the alleged misconduct which may be the basis of the student's suspension, he/she shall give the student written notice of the intention to suspend him/her and the reasons for the intended suspension.
2. If the student denies the charges or wishes to present mitigating information, he/she shall be given the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or superintendent's designee and challenge the reasons for the intended suspension or otherwise to explain his/her actions. There need be no delay between the time notice is given and the time of the hearing.

The procedures to be followed during the hearing will be determined by the hearing officer (principal, assistant principal, superintendent or superintendent's designee). Since it is an informal hearing, the student need not be given the opportunity to secure a representative, confront and cross-examine witnesses or call his/her own witnesses. The hearing officer will determine what additional information he/she requires to determine the accuracy of the written charges and from what sources that information may come.

3. If the hearing officer determines that a suspension is warranted, the superintendent or principal shall, within one school day after the time of the student's suspension, notify in writing the parent, guardian or custodian of the student and the CFO/Treasurer of the Board of the suspension. Oral notification may also be made. The notice shall include the reasons for suspension and shall notify the parent, guardian or custodian of his/her right to appeal the suspension and to be represented in all such appeal proceedings. The student shall also be notified of his/her right to appeal the suspension.
4. When a student is suspended for any of the following reasons, the student and his/her parent, guardian or custodian will be notified that the student may also be subject to permanent exclusion from school in accordance with ORC 3313.662:
  - A. Illegal conveyance or possession of deadly weapons or dangerous ordnance on school premises in violation of ORC 2923.122.
  - B. Carrying concealed weapons in violation of ORC 2923.12 on property owned or operated by the school or at a school activity.
  - C. Selling or offering to sell or possessing a controlled substance on property owned or controlled by the school or at a school activity in violation of ORC 2925.11 (other than a "minor drug possession offense").
  - D. Aggravated murder in violation of ORC 2903.01, murder in violation of ORC 2903.02, voluntary manslaughter in violation of ORC 2903.04, felonious assault in violation of ORC 2903.11, aggravated assault in violation of ORC 2903.12, rape I in violation of ORC 2907.02, gross sexual imposition in violation of ORC 2907.05, or felonious sexual penetration in violation of ORC 2907.12 on property owned or controlled by the school or at a school function if the victim at the time of the act was a school employee and

- E. Complicity in any of the above-described violations regardless of whether the act of complicity was committed on property owned or controlled by the school or at a school activity.
5. Appeal - Within five school days of the notification of the student's suspension, the parent, student, guardian, or custodian may appeal the suspension. The request to appeal shall be submitted in writing to the superintendent. The superintendent (or superintendent's designee) shall serve as the hearing officer; a designee shall serve in his/her place. The hearing officer shall schedule a hearing as soon as possible but not more than five school days after the receipt of the appeal request. The parent, guardian, student or custodian may request that the hearing be held in executive session and has the right to be represented during all appeal proceedings. Not more than two individuals, in addition to the parents, guardian or custodian, may be designated as representatives unless for good cause shown there is need for additional representatives. The superintendent or designee shall act upon a suspension only at a public meeting if so requested.

The Board or its designee shall make a verbatim record of the hearing and all witnesses are sworn. The student may be excluded from school during the appeal process. After reviewing all of the information, the hearing officer may affirm the suspension, may reinstate the student or otherwise reverse, vacate or modify the order of suspension. The hearing officer's decision shall be in writing and transmitted to all involved parties. If the suspension is vacated, all references to the suspension shall be expunged from school records.

The decision of the superintendent or superintendent's designee may be appealed to a Court of Common Pleas in accordance with Chapter 2506 of the Ohio Revised Code.

This procedure shall not be construed to apply in the case of normal disciplinary action where a student is removed from one or more curricular or extracurricular activities for a period of less than 24 hours and is not subject to suspension.

Adoption Date: May 23, 2002

## **EMERGENCY REMOVAL OF STUDENT**

**FILE: JGDA**

File: JGDA  
EMERGENCY REMOVAL OF STUDENT

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student and CFO/Treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the superintendent/designee.

If the superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

Adoption Date: May 23, 2002

Legal Refs.: ORC Chapter 2506; 3313.66; 3313.661; 3313.662

Cross Refs.: ECAB, Vandalism  
JFCJ, Dangerous Weapons in the Schools  
JGD, Student Suspension  
JGE, Student Expulsion

## **STUDENT EXPULSION**

**FILE: JGE**

File: JGE  
STUDENT EXPULSION

The superintendent may expel a student from school for violation of rules and regulations as set forth herein. Generally, expulsions shall be for a period not to exceed the greater of 80 school days or the number of days remaining in the semester or term in which the incident takes place that gives rise to the expulsion. If there are fewer than 80 days remaining in the school year, the superintendent may apply all or any part of the expulsion to the following school year. If the expulsion is for a violation of the Dangerous Weapons in the school policy (JFCJ) or making a bomb threat (JFC), the expulsion may be for a period of one year, subject to the conditions outlined therein.

Exclusion from school attendance by expulsion is the most severe remedy available to the schools for disciplinary infractions. Expulsions will, therefore, be reserved for those situations where the student's actions pose a significant danger to the health or welfare of other students, school employees, visitors or community members, or where the student displays a pattern of undisciplined behavior which is beyond the demonstrated resources of the school to correct and which is disruptive of the orderly operation of the schools. Where a student exhibits a pattern of behavior that, if continued, will cause the superintendent to consider a recommendation for expulsion, the parents, guardian or custodian shall be notified.

All students legally residing within the District and meeting state and Board of Education eligibility requirements are entitled to attend the Westlake City Schools. Students who exhibit incorrigible behavior which is beyond the educational facilities and professional expertise of the staff to deal with successfully within the school setting may be denied the right of school attendance. Students who violate the school disciplinary code as set forth herein are subject to suspension and/or expulsion in accordance with Ohio Revised Code 3313.66, 3313.61 and the procedures specified below. These procedures shall not apply to normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to suspension or expulsion.

#### Academic Consequences of Expulsion

Since the goal of the Westlake City Schools is to provide each student with a quality education, exclusion from school by expulsion will be reserved for only the most serious or persistent offenses. Students committing offenses warranting expulsion have forfeited their right to participate in the educational program during the period of their expulsion. Unless mandated by IEP or law, teachers are not required to assign work to students under expulsion. While students are expected to complete all coursework assigned during the period of expulsion, no credit shall be received for this work unless the principal finds the existence of extenuating circumstances.

In addition, students shall not receive academic credit for any postsecondary courses or any portion of which were taken during the period of expulsion. The superintendent shall send a written notice of the expulsion to any college in which the expelled student is enrolled under the postsecondary enrollment program at the time the expulsion is imposed. The notice shall indicate the date the expulsion is scheduled to expire.

#### Admission of Students Expelled in Other Districts

The superintendent is authorized to temporarily deny admittance to the Westlake City Schools of any student who would otherwise be entitled to enroll in the District if the student has been expelled from the schools of another district and the period of expulsion has not expired. The student and his/her parent will have an opportunity for a hearing before the superintendent or his/her designee to determine the admittance or non-admittance of the student. Any appeal of the superintendent's decision shall be to a court of a competent jurisdiction.

Adoption Date: May 23, 2002

Revision

September 22, 2008

Date:

Legal Refs.: ORC 3313.66, 3313.661

Cross Refs.: JGDA, Emergency Removal of Student JGD, Student Suspension

# **STUDENT EXPULSION**

**FILE: JGE-R**

File: JGE-R  
STUDENT EXPULSION

1. When the principal becomes aware of student misconduct that may be the basis for a recommendation for expulsion, he/she shall carefully review this information. The principal may conduct such investigation or gather information from whatever sources in such a manner as he/she believes appropriate.
2. If, after reviewing the entire record, the principal determines that expulsion should be considered, he/she should transmit a recommendation for expulsion (with supporting documents) to the superintendent.
3. The superintendent will transmit to the parent, student, guardian or custodian of the student written notice of the intention to expel the student. The notice shall include the reasons for the intended expulsion, notification of the opportunity of the student and his/her parent, guardian, custodian or representative to appear before the superintendent to challenge the reasons for the intended expulsion, or to otherwise explain the student's actions and notification of the date, time and place to appear. The time to appear shall not be earlier than three days and not later than five days after the notice is signed unless the superintendent grants an extension of time at the request of the student or his/her parent, guardian, custodian or representative. If an extension is granted after given the original notice, the superintendent shall notify the student and his/her parent, guardian, custodian or representative of the new date, time and place to appear. Oral notification is also allowed.
4. The superintendent shall determine the procedures to be followed at the hearing.
5. If, after consideration of all the information presented, the superintendent determines that an expulsion is warranted, the superintendent shall, within 24 hours after the time of a student's expulsion, notify in writing the parent, student, guardian or custodian of the student and the CFO/Treasurer of the Board of such expulsion. The notice shall include the reasons for the expulsion and shall include notification of the right of the student or his/her parent, guardian or custodian to appeal such action to the Board, to be represented in all such appeal proceedings, to be granted a hearing before the Board or its designee in order to be heard against such expulsion, and to request that such a hearing be held in Executive Session.
6. If the superintendent expels a student for more than 20 school days or for any period of time where the expulsion will extend into the following semester or school year, the superintendent shall also provide the student and his/her parent, guardian or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behaviors that contributed to the incident that gave rise to the expulsion. The information shall include names, addresses and phone numbers for appropriate public and private agencies.

7. The superintendent of Schools shall initiate expulsion proceedings pursuant to this policy with respect to any pupil who has committed an act warranting expulsion as specified in Policy JEGA even if the pupil has withdrawn from school for any reason after the incident that gives rise to the hearing but prior to the hearing or decision to impose the expulsion. If, following the hearing, the pupil would have been expelled for a period of time had the pupil still been enrolled in the school, the expulsion shall be imposed for the same length of time as on a pupil who has not withdrawn from the school.
8. When a student is expelled for any of the following reasons, the student and his/her parent, guardian or custodian will be notified that the student may also be subject to permanent exclusion from school in accordance with ORC 3313.662:
  - A. Illegal conveyance or possession of deadly weapons or dangerous ordnance on school premises in violation of ORC 2923.122.
  - B. Carrying concealed weapons in violation of ORC 2923.12 on property owned or operated by the school or at a school activity.
  - C. Selling or offering to sell or possessing a controlled substance on property owned or controlled by the school or at a school activity in violation of ORC 2925.11 (other than a "minor drug possession offense").
  - D. Aggravated murder in violation of ORC 2903.01, murder in violation of ORC 2903.02, voluntary manslaughter in violation of ORC 2903.04, felonious assault in violation of ORC 2903.11, aggravated assault in violation of ORC 2903.12, rape in violation of ORC 2907.05 or felonious sexual penetration in violation of ORC 2907.12 on property owned or controlled by the school or at a school function if the victim at the time of the act was a school employee and
  - E. Complicity in any of the above-described violations regardless of whether the act of complicity was committed on property owned or controlled by the school or at a school activity.
9. Appeal-Within 10 school days of notification of the student expulsion, the parent, guardian, student or custodian may appeal the expulsion. The request for appeal should be submitted to the CFO/ Treasurer of the Board. The CFO/Treasurer shall schedule the hearing at the next regularly scheduled Board meeting unless such meeting is within three days of the receipt of the request for the hearing or is not scheduled for a long period of time. In the former case, the hearing shall be held at the next scheduled Board meeting unless the student's parent, guardian or custodian specifically requests in writing and the Board agrees that the three-day minimum be disregarded. In the latter case, the parties may agree to another suitable date so as not to unduly delay the appeal hearing.

The student may be represented in all such appeal proceedings and shall be granted a hearing before the Board in order to be heard against such expulsion. At the request of the student or his/her parent, guardian, custodian or attorney, the Board may hold the hearing in executive session but shall act upon expulsion only at a public meeting. (The request for executive session must accompany the request to appeal). The Board may, by a majority vote of its fullest membership, affirm the order of the expulsion or may reinstate such student or otherwise reverse, vacate or modify the order of expulsion.

The President of the Board shall determine the procedures to be followed during the hearing. A verbatim record shall be made and witnesses sworn. The student may be excluded from school during the appeal process.

The decisions of the Board of Education may be appealed to the Court of Common Pleas in accordance with Chapter 2506 of the Revised Code.

Adoption Date: May 23, 2002

## **RELATED ACADEMIC INFORMATION**

### **ART**

All students will need a paint shirt (such as an old adult t-shirt) to wear during art activities.

### **BOOKS/FINES/FEES**

The Board of Education supplies textbooks to all students. With the privilege of their use comes the obligation for their care. Books must be kept in good condition. Students will be charged a fee for any damage or loss of school books, materials, equipment, or school property loaned to them. The late return of borrowed materials from the school library may be subject to appropriate fees.

### **HOMEWORK/ASSIGNMENTS**

Most student work is completed during the school day. Other work, including homework, may be assigned and started during class to be finished as homework. Students are expected to complete all assignments and required work. Problems concerning incomplete work will be handled on an individual basis. Parents can assist by providing a quiet place to study and by providing a regular time each evening for homework to be done. Checking a student's assignments nightly and providing guidance are ways parents can be supportive of their child's academic growth. Students are expected to be completely prepared for each school day.

### **PHYSICAL EDUCATION**

All students are to wear clean gym shoes and appropriate clothing for physical education classes. Participation in physical education class is required unless a student has an excuse from home for a specific date or unless the student has been ill during the day. In the event that a student attends school but is to be excused from physical education class for an extended period of time (more than ten school days), a written statement from a physician will be required. If at any time a student suffers a more serious injury or illness as defined by requiring the attention of a physician, a statement from the doctor will be required indicating one of the following:

1. The student may not participate in physical education classes for a specified period of time.
2. The student may have limited participation with specific stated restriction on activity and duration.
3. The student can take physical education classes as usual.

## **MISCELLANEOUS**

### **ASSEMBLIES**

A variety of valuable educational programs are scheduled every year for elementary students. During such assemblies, students also learn social skills and demonstrate these skills by exhibiting appropriate behavior.

### **CAFETERIA**

Food and milk may be purchased in the cafeteria. Students are responsible for their own money. If a student forgets his/her lunch, a basic lunch will be provided; however, the student must pay the next day. All food must be eaten in the cafeteria. Tables, chairs, and floor areas must be clear of trash and arranged in an orderly manner before dismissal. Students may talk quietly during lunch but must remain seated until dismissed. No glass containers are permitted. The District has implemented an electronic point-of-sale cash register system in our cafeterias. This system allows money, either cash or check, to be paid in advance to a student's account and used to pay for food offered in the cafeteria. The District has also implemented an on-line system called EZPay. This system offers parents the opportunity to pay for their child's lunch account(s) and receive Account Low Balance notification without having to put money on a student's lunch account. Parents may use Visa, Master Card, Discover, American Express credit and/or debit card for this transaction for a small fee of \$1.50 per transaction. The district is unable to take credit card payments at buildings; this option is available over the internet. The district will accept cash and checks. Parents should establish an online account by going to the district website ([www.wlake.org](http://www.wlake.org)) then click on the EZPay tab at the top. Complete the registration page and add the child's name and ID number. ID numbers may be obtained by contacting the school office. No low balance letters will be sent or emailed. Parents must check for low balances online.

### **CAFETERIA SAFETY MEASURE FOR STUDENTS WITH NUT ALLERGY**

In the interest of safety, students in grades 1-6 who have a known history of reaction to nut products have a nut-free table available to them in the cafeteria at lunchtime. Choosing to sit at this table at lunchtime is voluntary. Classmates may also sit at this table providing they do not have peanut products in their lunch.

Students who sit at the other unrestricted cafeteria tables are permitted to bring peanut butter sandwiches and other foods containing nut ingredients in their packed lunch from home.

### **CARE OF MATERIALS**

Westlake City Schools provide the educational materials necessary for all students. Students are responsible for the care and return of books and other equipment used. Replacement costs will be charged for lost or damaged equipment. Students are responsible for keeping their desks and lockers in order and for keeping rooms, halls, and restrooms clean.

### **COMPUTER**

Students must sign the Acceptable Use Policy to access the Westlake City Schools Network.

### **DRESS CODE**

No clothing with inappropriate language or pictures (tobacco, beer, etc.) will be worn to school. Hats or hoods may not be worn in the school building. No revealing clothing is permitted. This includes mesh shorts or shirts, short shorts, or clothing with bare midriffs. Pants should be of correct size and worn at the waist.

## **FIELD TRIPS**

Several field trip experiences normally are scheduled for elementary students. These trips are curricular based. Parents will receive advance notice of all trips, including the date, time, and purpose. A permission slip for each trip will be provided for parent/guardian signature.

## **GUM AND CANDY**

Candy and snacks are restricted to lunch periods, parties, or as treats if provided by a teacher. Gum chewing is prohibited on school premises.

## **LOST AND FOUND**

All clothes, supplies, and lunches should be clearly marked with the student's name. Items may be retrieved from the lost and found box. Personal possessions of greater value (watches, glasses, etc.) may be claimed in the school office. Unclaimed items will be donated to charitable organizations at the end of every school year.

## **PARENT COMMENT/COMPLAINT PROCEDURES**

Communication is always the key to a successful learning experience. Communication should always begin with the parent and the teacher. Should a situation arise where consensus cannot be reached then administrative avenues may be pursued. The official complaint form may be obtained from either the central office or from the principal's office. (BOE Policy KLD-R).

## **PETS**

Students are not permitted to bring pets to school unless requested by the teacher and approved by the principal. Because of allergies and risk of injury, pets are not permitted on school property during arrival and dismissal times.

## **PTA**

Parent Teacher Associations maintain active involvement in the schools. Participation in the PTA is encouraged. Contact the school office for further information.

## **ELECTRONIC EQUIPMENT**

Radios, I-pods, hand-held games, beepers, laser pointers, pagers, cellular phones or other electronic equipment are not to be in a student's possession during the school day or while at school activities unless requested by the teacher.

## **RECESS**

Students are expected to participate in outdoor recess and wear appropriate clothing such as coats, hats, gloves, and footwear. All clothing should be clearly labeled with the student's name. Each day the building principal will make a decision as to whether recess will be outdoors or indoors based on an assessment of weather conditions or other health or safety precautions. Play areas will be designated according to weather conditions. Students should play away from the building. Only one person may occupy a swing at a single time. Aggressive physical contact and other dangerous acts such as piggyback riding, tackle football, ice sliding, and rock and snowball throwing are prohibited. Bikes, roller skates, skateboards, rollerblades, and scooters are not permitted on the playground during school hours. Students who abuse recess rules may be denied recess privileges. Students who are recovering from a recent illness and who present a parental note to be excused from outdoor recess will be assigned a quiet activity in a designated area.

## **RESTROOMS**

Improper behavior, damage, or waste of restroom materials is prohibited. Students are expected to keep areas clean and litter free. Books, pencils, and other materials are not to be taken into the restrooms.

## **RETURNED CHECK FINES/FEES**

Westlake City Schools will assess a \$30 fee for any check returned because of non-sufficient funds, stop payment or account closure. This fee will be in addition to the amount of the returned check. Payment to settle accounts will only be accepted in the form of cash, money order, or bank certified funds. The school district will not accept further personal checks until the above debt has been satisfied.

## **TELEPHONES**

Student use of office or classroom telephones should be limited to emergencies and cleared by office personnel or the classroom teacher.

## **THIRD PARTY INFORMATION**

On occasion doctors or psychologists ask school personnel to complete forms relative to a child's academic, social or emotional progress. In order to comply with these requests, we must have on file a completed "Release of Information Form" signed by the student's parent/guardian (these forms are available in the school office). Once the doctor's form is completed, school district procedure requires that we forward the information directly to the requesting professional. No additional copies of these forms will be made at school.

## **VISITORS**

Visitors will be required to use the buzzer/camera system located at the building's main door to gain entrance, stating their name and the purpose of their visit. Once "buzzed in", visitors must report to the main office to sign in, state their reason for the visit, and secure a visitor's identification badge. Visitors must also sign out and return their badge before exiting the building.

## INDEX

Absence .....	2
Arrival at School .....	3
Art .....	32
Assemblies .....	33
Attendance/Absence .....	2
Bike Riders and Walkers .....	5
Book/Fines/Fees .....	32
Bus Safety .....	6
Cafeteria .....	33
Cafeteria Safety Measure for Students with Nut Allergy .....	33
Care of Materials .....	33
Communicable Diseases .....	4
Computer .....	33
Conduct .....	10
Dismissal from School .....	3
Dress Code .....	33
Electronic Equipment .....	34
Emergency Medical Forms .....	4
Emergency School Closing .....	3
Expulsion (Procedures) .....	28
Field Trips .....	34
Fire and Emergency Drills .....	5
Gifted Program – WINGS .....	8
Guidance and Counseling .....	8
Gum and Candy .....	34
Homework .....	32
Illness/Injury .....	4
Inoculations .....	4
Lost and Found .....	34
Make-Up Work .....	3
Medication at School .....	4
Megan’s Law .....	5
Parent Comment/Complaint Procedures .....	34
Pets .....	34
Physical Education .....	32
Progress/Interim Reports .....	10
Project Link .....	9
PTA .....	34
Reading Services .....	9
Recess .....	34
Records (Student) .....	10
Release During the School Day .....	3
Restrooms .....	35
Return to School after a Febrile Illness .....	4
Returned Check Fines/Fees .....	35
Special Education .....	8
Special Services .....	8
Suspension (Out of School) .....	25
Tardiness .....	3
Telephones .....	35
Testing Services .....	9
Third Party Information .....	35