

WELCOME!

The intermediate school staff desires that each student experience success every day of the school year. At the intermediate school, students will face the developmental challenge of becoming more self-directed; more responsible for and invested in their own education. The purpose of this handbook is to help students and parents become aware of and familiar with intermediate school policies and procedures. In some instances, references to specific Board of Education policies will be made. Copies of all BOE policies may be found in the principal's office of each school building, the Board of Education building, Porter Public Library, and on our District website at www.wlake.org.

Parkside and the Westlake City Schools join the 21st century!!!

Looking for information? GO ELECTRONIC!!! Parkside homeroom teachers have their homework and grades on-line via *ProgressBook*. You can check your child's progress and/or homework 24/7!

Our lunch program is also accessible electronically. You can add money to your child's lunch account on-line, check on a balance (and what he/she is eating) – *you can also register to have an e-mail sent to you when your child's account balance is getting low!*

Also available on-line at the district/Parkside website include "Thursday folder" flyers, calendar of events, lunch menus and the "Spotlight" section that features school activities...and more! Check it out at www.wlake.org

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WESTLAKE CITY SCHOOLS VISION AND MISSION

VISION STATEMENT

The Westlake City School District will provide a dynamic, student-centered, positive learning environment. Our district will be characterized by 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.

PARKSIDE INTERMEDIATE SCHOOL PHILOSOPHY

We, the Westlake City Schools, commit ourselves to the intermediate school as an institution in which students may achieve mastery of basic skills and acquire basic knowledge necessary to develop a positive self-image and to foster academic, social, and personal growth. We dedicate ourselves to identify and meet the diverse needs of all the students so that they may understand and help shape their present and future lives.

The Westlake City Schools recognize that the intermediate school student is to be valued for what he/she is – a pre-adolescent, an individual just beginning the transition from childhood to early adolescence; starting to experience the privileges and expectations of increased independence, while still requiring considerable nurturance, structure, and support; and in need of opportunities to learn from mistakes (and successes), recognize limits, and participate in problem-solving processes.

We believe:

- Each child has worth and dignity as a human being and certain unique intellectual, physical, emotional, and social needs.
- Each pupil learns according to his/her physical, emotional, and intellectual strengths.
- Through child-centered growth and learning experiences there should be instilled in each student an appreciation for learning and a better understanding of his total being.
- Home and school are necessary partners in meeting the needs of all of the children.
- We share with the home and community the responsibility for the development of character, as well as the moral and ethical values which are fundamental to each child's education.

RIGHTS AND RESPONSIBILITIES OF WESTLAKE STUDENTS

RIGHTS

All students have the right to:

1. A meaningful education.
2. Wear distinctive insignia unless the manner of expression interferes with the orderly operation of the school program or trespasses on the rights of others or widely disturbs other students.
3. Inspect their tests, grades and school records accompanied by a teacher, counselor or administrator.
4. Symbolic and actual freedom of expression, and verbal expression of their personal opinions. Such verbal opinions shall not interfere with the freedom or well-being of others. The use of profane or obscene language, negative or derogatory comments, or threats of harm to persons or property are prohibited.
5. Be protected from unreasonable searches and seizures.
6. Attend school without fear of intimidation.
7. Consultation with teachers, counselors and administrators.
8. Present petitions, complaints or grievances to school authorities, as well as the right to receive prompt authoritative replies from school authorities regarding the disposition of their petitions, complaints or grievances.
9. Inform the school administration that an instructor is consistently late to class.
10. Anonymity when giving information regarding a wrongdoing.
11. Be informed of their rights and responsibilities, appeal through their teacher, counselor or principal on a decision affecting their school life.

RESPONSIBILITIES

Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in adhering to legitimate rules and regulations. Responsibility is inherent in the exercise of every right. It is impossible to list all student responsibilities, but it must be emphasized that the absence of responsibility means a weakening of rights.

Students have the responsibility to:

1. Attend school and attempt to complete the course of study developed by the student and his/her parents.
2. Report to classes on time with the necessary materials, be prepared for lessons, complete homework, and have a positive attitude towards learning.
3. Be aware of and adhere to school regulations and respect the authority of school officials who enforce the rules. This responsibility extends to a student's conduct to and from school, as well as in the buildings.
4. Develop tolerance for written and verbal viewpoints and opinions of others and to recognize the right of other individuals to form different points of view.
5. Provide information in disciplinary cases should he/she be asked and have knowledge of importance in such cases.
6. Present themselves according to the appearance code of the district.
7. Respect the school property, as well as the property of others.
8. Accept the consequences for any wrong act they may commit, subject to the right of appeal as set forth elsewhere in this policy.
9. Respect the authority of all employees of the Westlake City Schools.

APPEARANCE CODE

The Westlake Board of Education realizes that the dress and appearance of students is the joint responsibility of the schools and the home. While it is not the intent of the Westlake Board of Education to dictate styles of dress, it does accept its responsibility in the area of appearance.

This Appearance Code will apply at Parkside and at all school-related events (e.g., roller skating and other social activities).

1. All clothing will be clean and without holes, tears or rips. It will not constitute a threat to students' health or safety; it will not damage school property. No flip flops or sandals that do not fit snugly will be allowed. Any type of dress or appearance constituting a disruption of the educational process will not be permitted.
2. Shorts or skirts worn to school must be mid-thigh to knee length and with a hem judged as appropriate.
3. Students must refrain from wearing brief and revealing clothing. Students shall not wear tank tops, halter tops, garments with spaghetti straps, or strapless garments. Garments that are "see through," cut low, or expose one's midriff are not permitted. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms.
4. Boys' and girls' hair will be clean and well-groomed.
5. Students may not wear clothing which exhibits sexual or obscene statements, pictures or gestures. Clothing with slogans or trademarks pertaining to alcohol, drugs, tobacco or gangs is not permitted.
6. Students are not permitted to wear hats or any type of headgear such as bandannas in school.
7. Trousers and pants must be worn at the waist level. Oversized pants and shorts that sag below the waist level or that drag on the floor are not permitted.
8. Coats or jackets are to be put in lockers and not worn around the building or in classes.

PROGRESS BOOK: ON-LINE PROGRESS REPORTS FOR PARENTS AND STUDENTS

Progress Book is a valuable on-line progress monitoring tool that parents and students can use to stay informed. It is a personal on-line "grade book" and "assignment book" that parents and students can use to access grades, homework assignments, quiz or test dates, and other valuable information that teachers wish to communicate. All of this information can be easily accessed by visiting Westlake's homepage, clicking on the "little red schoolhouse icon" (labeled Progress Book For Parents), clicking on the Westlake icon, and entering a username and password that is assigned by the school district. Both the username and password remain constant throughout each child's academic career in Westlake City Schools; it will not change from year to year. Once in Progress Book, parents and students can monitor progress in each class. This includes a student's current grade, missing work, upcoming homework, test and quiz dates, and comments from the teachers. Progress Book is an extremely valuable progress monitoring tool for both parents and students. We strongly encourage parents to check homework assignments frequently; student grades are generally updated on a weekly basis. Checking Progress Book regularly is a good way for parents to stay informed of their child's progress and is also a way to make sure that they are staying up to date on their work – it's like a 24/7 progress report!

ATTENDANCE POLICIES AND PROCEDURES

ABSENCE

Students are expected to be in school on time every day unless a medical or other approved reason for an absence exists.

ATTENDANCE TELEPHONE: 835-6328

1. All calls are recorded on voice mail. Please state:
 - a) Name of person calling
 - b) Name of student
 - c) Reason for absence
 - d) Date of absence
2. Parents should report a student's absence no later than 8:30 A.M. Absence calls can be made as early as 3:30 P.M. of the previous day.
3. If the school does not hear from a parent by 9:00 A.M., the school will begin calling numbers from the emergency medical information to ensure the students' safety. If no parent contact is made within 24 hours of the absence, the absence will be unexcused.
4. 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

EXCESSIVE ABSENCE

If a student is absent eight school days in a semester (excused and/or unexcused), communication may be sent to the parents alerting them of the school's concern. Parents may request a conference with an administrator, counselor and/or teaching team.

If a student is absent from school for twelve school days in a semester (excused and/or unexcused), a hearing will take place with an administrator to review the reason for absence. Unless unusual conditions that meet the provisions for attendance in the Ohio Revised Code are documented, the school may pursue more formal actions, including referral to juvenile court (truancy) or Children's Services (parental educational neglect).

ABSENCE: MAKE-UP WORK

1. Work missed as a result of one day of absence is to be obtained and made up by the student. The student is responsible for contacting his/her teacher, or consulting the teacher web page for assignments, and arranging a make-up work schedule upon returning to school. Students will be allowed the same number of days to complete missed work as they were absent (e.g., 4 days absent, 4 days for make-up).

The exception to this format occurs when a student is in school the day previous to a test but absent on the day of the test. In this event, he/she will be expected to take the test on the day he/she returns to school.

2. Teachers will provide assignments for students who miss two or more consecutive school days. Parents should call Parkside by 10:00 A.M. to receive this work later that day.
3. Westlake Board of Education policy requires that the principal receive written notice at least 5 school days before a planned absence (family vacation, family business, etc.). All assignments assigned by the teacher are to be turned in the first day after such an absence. Note that in most instances, the majority of make-up work will be assigned *after* the student's return to school. (BOE Policy JED)

TARDINESS TO SCHOOL

Tardiness is student absence from school during the first two consecutive hours of the school day. Students must be in their assigned seats when the school day formally begins (8:45 A.M.). Each student will be allowed four unexcused tardies per semester without consequences. A consequence will result from each additional unexcused tardiness.

1. Tardiness to school because of a verified early morning medical appointment will be considered an excused tardy.
2. Arrival to school after the second hour of the day will be listed as a half-day A.M. absence.
3. If a student is present for at least the first two hours of the school day and leaves anytime after that point for any reason, the absence will be considered as a half-day P.M. absence.
4. If a student leaves school during the first two hours of the school day and does not return, the student will be considered absent all day.
5. If a student arrives at school with two or less hours in the day, that student will be considered absent for a full day.
6. Tardiness caused by circumstances beyond the student's control should be brought to the attention of the school's administration.

LATE ARRIVAL OR EARLY EXCUSED

1. If a student arrives late for any reason, he/she must report to the office.
2. If a student is tardy, the reason must be confirmed by a parent's phone call.
3. To be excused for part of the day for a medical appointment or other excused reason, the parent needs to call the attendance line (**835-6328**) to indicate what time their student will be picked up. *Please make sure that your child knows what time to meet you in the office.* If students leave during the school day, parents must sign their child out in the main office.
4. A student who needs to go home because of illness during the school day may do so only after a parent has been notified of the need and a building administrator has approved the request.
5. Students may not leave school grounds during the school day.

POSITIVE DISCIPLINE PROGRAM

The goal of Parkside's Positive Discipline Program is to teach, support, and provide accountability and recognition for appropriate school behavior. A special emphasis is on helping our students to become more responsible, self-reliant, and organized. This is accomplished by enacting a set of consequences for negative behaviors and rewards for positive behaviors. The specific types of behaviors we focus on can be categorized into four areas: homework completion, tardy to class/time management, being prepared for class, and behaviors towards staff and peers that are associated with our four building "virtues" (respect, responsibility, tolerance & community).

There are several programs in place to *teach and support* the desired skills and behaviors, including focused instruction on such topics as how to use a locker, and how to behave and manage time when switching classes. Teachers post needed materials for class on a dry erase board in the hallways outside of their rooms, near student lockers. The fifth grade guidance counselor also works with each fifth grade classroom on a weekly basis on organizational and study skills. Each student receives a "planbook binder" that includes the parent/student handbook, basic supplies and a monthly calendar that they are trained to use and refer to (in much the same way that adults use their planners to stay organized). These binders are reviewed on a daily basis, and, especially at the beginning of the year, students are guided as to how to record assignments in their planbook. In addition, all homework and student progress can be monitored by parents at all times on-line via the Progress Book program (more info on Progress Book to follow).

Students are *recognized* and *rewarded* in a variety of ways for displaying appropriate behavior, achievement, and organizational behaviors. "Panther Paw" tickets are handed out school-wide to recognize appropriate behavior (these are entered into a weekly raffle with ten winners who receive an ice cream treat). Many teachers have their own classroom incentive systems as well. Each quarter, students who display behavior that exemplifies that quarter's "virtue" paint the panther paw onto a column in the cafeteria. During 3rd quarter, each classroom selects one of its members to be named a "Parkside Peacemaker" – this selection culminates the 3rd quarter classroom guidance initiative that focuses on the virtue of tolerance and the value of diversity. At the end of each quarter, all students with "clean" discipline records attend a reward activity (this year's end-of-quarter reward activities include a movie, "mini" ice cream social, visit by the Cavs' mascot and Scream Team members, and a cookout lunch).

Student *accountability* is provided in two ways – the "3 strikes" program which addresses organizational and minor behavior issues; and the office referral system, which addresses more serious/frequent misbehavior. The 3 strikes program provides data and accountability in the four categories noted above (homework, tardy, materials, minor behavior problems); students receive a "strike" or check when they do not meet their responsibility. If a student accumulates 3 strikes, they miss a recess; if they accumulate 6 strikes, they miss another recess. At 9 strikes, the student is referred to the assistant principal, who then collaborates with the teaching team and parents to determine an appropriate response – sometimes this is an increased consequence, sometimes it is a support plan...sometimes both. At the beginning of each quarter, the process begins anew, meaning that all students start with a clean record at the beginning of every quarter.

More serious behavioral infractions typically lead to an immediate office referral, at which time an administrator determines an appropriate response. The consequences for the most serious behavioral infractions are identified in a latter section of this handbook entitled "Student Conduct".

PROCEDURES FOR SUSPENSION-The principal or assistant principal will give written notice to the pupil of the intention to suspend and the reasons why. The student will have an opportunity to appear at an informal hearing before the principal or assistant principal to challenge the reasons for the intended suspension, to produce witnesses, or otherwise explain his/ her actions. If the student is to be suspended, he/she will be told of the suspension and its length. The parent or guardian shall be notified of the suspension by telephone, if

possible. An official notice of the action will be mailed to the parent or guardian within 24 hours of the suspension. This notice must include the reason(s) for the suspension, the right of the student and parent to appeal the decision within three to five days, the right to be represented at the appeal and the right to request that the hearing to be held in private. The parent or guardian, together with the student, may be requested to come to school for a conference with the administrator. This conference shall in no instance be later than the date the student is scheduled to re-enter school. (BOE Policy JGD)

SUSPENSION APPEAL PROCEDURES- Appeal from suspension shall be made by the student, accompanied by his/her parent or guardian, to the Superintendent of Schools. Appeals of suspension may be made on the basis of lack of formal due process, or because the assigned suspension length does not agree with this Code of Conduct. Appeals must be submitted in writing within ten days of suspension. (BOE Policy JFA/JGD)

EMERGENCY SCHOOL CLOSING

BEFORE SCHOOL OPENS

In the event of inclement weather or other circumstances, which will require the schools not to open, the superintendent will make a decision to cancel school. School cancellation notice will be broadcast by local television and radio stations, as well as on the district web site. If no message is broadcast by 7:30 A.M., please assume that school is in session.

AFTER SCHOOL HAS BEGUN

Other than in extreme circumstances, Westlake elementary and intermediate 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.

ACADEMIC MATTERS

GRADING

Student grades of A, B, C and N are earned at the end of each quarter. Although there is no standardized Westlake grading policy, generally, 90%-100% = A, 80%-89% = B, 70%-79% = C. 69% and below=N.

PROMOTION AND RETENTION OF STUDENTS

The following excerpt is from BOE policy IKE: “The promotion of each student in the Westlake City School district will be determined individually. The decision to promote or retain a student in a grade may be based on any or all of the following: intellectual ability, academic achievement, physical and/or social development, and environmental factors.” When a student’s academic progress jeopardizes promotion, the student and parents will be notified. The decision to promote or retain will be made by the building principal and may be affected by mitigating circumstances.

REPORT CARDS

Report cards are issued at the end of each quarter. After each of the first three quarters, the cards will be sent home with the students in an envelope, which is to be signed and returned promptly to the student's homeroom teacher. Fourth quarter report cards will be mailed.

Students are evaluated using letter grades (ABCN) with relevant Ohio Academic Content Standards assessed on a 3-point scale (3 = exceeds expectations, 2 = meets expectations, 1 = below expectations). P.E. and General Music are graded at the end of the second and fourth quarters of school, as these classes meet once every four days, thus not allowing sufficient contact time to produce valid grades until the end of each semester. Elective performing groups may also not be graded at the end of the first quarter.

PROGRESS REPORTS

Student academic progress will be available from many teachers on-line via your child's teacher's web page. Therefore, those grades may be checked at any time, along with a check of assignment status/missing work (grades will be updated intermittently throughout the quarter). In instances where grades are not available on-line, mid quarter paper progress reports will be produced and sent home. Students and parents are encouraged to contact teachers if further clarification is necessary, or, in the instance of on-line grades, if a paper copy is required. Parents and students will receive additional information during the first month of school as to how to access on-line grades.

HOMEWORK

Homework is assigned to reinforce learning at school. Students may have homework every day. Completion of homework is good preparation for tests and quizzes. Students should record all homework assignments in their assignment book that they receive on the first day of school.

HOMEWORK POLICY

PHILOSOPHY

The Parkside Intermediate School community recognizes that learning takes place both within and outside of the classroom. Homework is an important part of the student's total educational program and a natural extension of his/her instructional day. Homework provides an opportunity to develop personal study and work habits to serve them in their present and future educational experiences.

The Parkside Homework Policy has been developed in order to create a consistent and meaningful experience for all students, teachers, and parents.

PURPOSE

The purposes of homework at Parkside Intermediate School include:

- A way to increase and enhance student learning
- A vehicle for students to learn time management, organization, and responsibility
- A structure for feedback and communication among students, parents and teachers
- A way to provide a maximum number of meaningful educational activities

TYPES

The following types of homework are pertinent not only to core activities, but also exploratory (General Music, Foreign Language, Art, Health, Physical Education, DARE) and elective (Choir, Orchestra, Band) curriculum

Types of homework assignments include:

- **Preparation:** This type of assignment is intended to help students get ready for the next day's classroom lesson.
- **Reinforcement/practice:** By successfully completing practice assignments, students have the opportunity to review and reinforce skills, knowledge, and information presented in previous lesson(s).
- **Content-related reading:** It is important that students learn to read and respond to *non-fiction* materials; content area texts/related readings are used to help develop these skills.
- **Creative enrichment/extension:** These assignments incorporate higher-level thinking skills such as analysis, synthesis, evaluation and/or application.
- **Ongoing reading as defined by teacher(s):** A student's ability to read is strengthened by reading each day at home.

TIME PARAMETERS

Parents and students can expect homework to be assigned three to five times per week, with an average of no more than 60 minutes of homework per evening. This includes daily assignments and ongoing projects.

Teaching partners (two-person core teams) are expected to communicate with one another so as to assign homework in an amount and pace that falls within the parameters noted above, and are expected to keep in mind that students may receive homework in exploratory and elective classes.

Students and parents are expected to keep in mind that elapsed time devoted to homework refers to time actually spent working on the assignment (versus snacking, chatting, watching TV, etc.).

RECORDING/COMMUNICATION

There are two primary sources for recording and communicating homework assignments (teacher web page and student plan book). Proper use of these two resources gives students (and parents) ample support for managing their homework responsibilities.

Many teachers will list daily homework and ongoing assignments on their web page. Parents and students are encouraged to make regular use of this feature in order to confirm and check that homework is completed (and/or as a back-up if the student has not adequately recorded his/her homework in the student plan book that is supplied to all students on the first day of school).

These two resources serve the following purposes:

- Provides the student with a vehicle for taking responsibility for recording assignments, for organizing proper materials to take home, and for reference when completing tasks
- Provides a tool for teachers and parents to communicate with one another
- Provides the with a means for monitoring homework completion
- Provides a way to promote student accountability

ASSESSMENT

Homework is to reflect the same high standards of legibility, neatness, completeness and content as expected in the classroom. Not all homework is collected or taken for a grade.

Homework is assessed (and/or graded) for one or more of the following purposes:

- To inform the teacher as to individual, or collective, comprehension of subject matter and to guide subsequent instruction
- To inform the student as to their comprehension and/or progress
- To promote student development of responsibility and a sense of accountability
- To contribute towards the course grade (though with a relatively lesser weight than in-class assignments/tests).

Assignments will be assessed and feedback given to students in a timely fashion, according to specific teacher practice and nature/purpose of the assignment.

FEEDBACK TO TEACHERS

Parents are encouraged to provide feedback to teachers regarding the degree of difficulty, length, and other features of homework. Feedback may be given in the plan book, via e-mail, or via phone. Feedback is most helpful when it is:

- *Timely* - feedback beyond the next day is far less helpful to teachers
- *Specific* - general comments regarding length or difficulty of homework are less helpful for teachers than specifics regarding a particular assignment or evening's work
- *Shared constructively* – parents are encouraged to keep in mind that there may be factors other than perceived length/difficulty of the homework that influence their child's homework experience (e.g., multiple outside activities, work pace, etc.)

LACK OF COMPLETION

Homework is to be completed within the prescribed time period (nearly always the following day) unless otherwise specified. Students will receive full credit for homework only if it is turned in when due, because, homework loses its instructional value when not completed in a timely fashion and it is important that students develop responsible work habits. (Any exceptions to this rule must be authorized by a building administrator.)

Should extenuating circumstances interfere with timely completion of homework, the parent is to communicate with the teacher that morning via note in the plan book, e-mail or phone.

No later than the third instance of a missing homework, the teacher shall communicate with the parent. A habitual pattern of not completing homework may result in a more formal monitoring plan as devised by the school team (teachers, counselor, administrator) and parent.

ABSENCES

Board policy as stated in the Parkside Intermediate School *Student Handbook* shall apply to illnesses and planned absences. This policy is summarized as follows:

- For excused absences (illness, doctor's appointment) the student has as many days as he/she was absent to turn in homework
- For planned absences (vacations or other family obligations that take place during regularly-scheduled school days) homework is due on the student's first day back to school.

In both situations above, students are responsible for obtaining missed homework assignments. Please refer to the “Attendance Policies and Procedures” section of the student/parent handbook for specifics of how to obtain assignments.

CHRONIC HOMEWORK DIFFICULTIES

At times, students may struggle to meet their homework obligations. Should this routinely occur, teachers and parents need to confer about the nature of the difficulties. If the amount of time your child is spending consistently exceeds the Parkside guidelines, and/or the difficulty is such that it is distressing to family life, please contact the teacher with your questions/concerns about these chronic homework problems.

WEEKENDS/SPECIAL EVENTS

Weekend homework is to be treated as any other day of the week. No more than 60 minutes worth of homework is to be assigned over a weekend.

Also, teachers should take into account scheduled special events, and either avoid or minimize homework assignments. Examples of special events include:

- The night of a school music concert in which the student is participating
- Night(s) before standardized testing
- Open House, Parent/Teacher conference evenings
- Other evening school events

EMERGENCIES

Parkside staff recognizes that unexpected circumstances and/or family emergencies may arise in students’ lives that can prevent the successful completion of homework. If this happens to your child, we ask that you contact the teacher by phone, plan book or e-mail explaining the circumstances and requesting an extension or exemption of the assignment(s).

SCHOOL CALENDAR HOLIDAYS AND VACATION

An opportunity to spend quality time with one’s family is recognized as the priority for school calendar vacations and holidays. Other applicable parameters include:

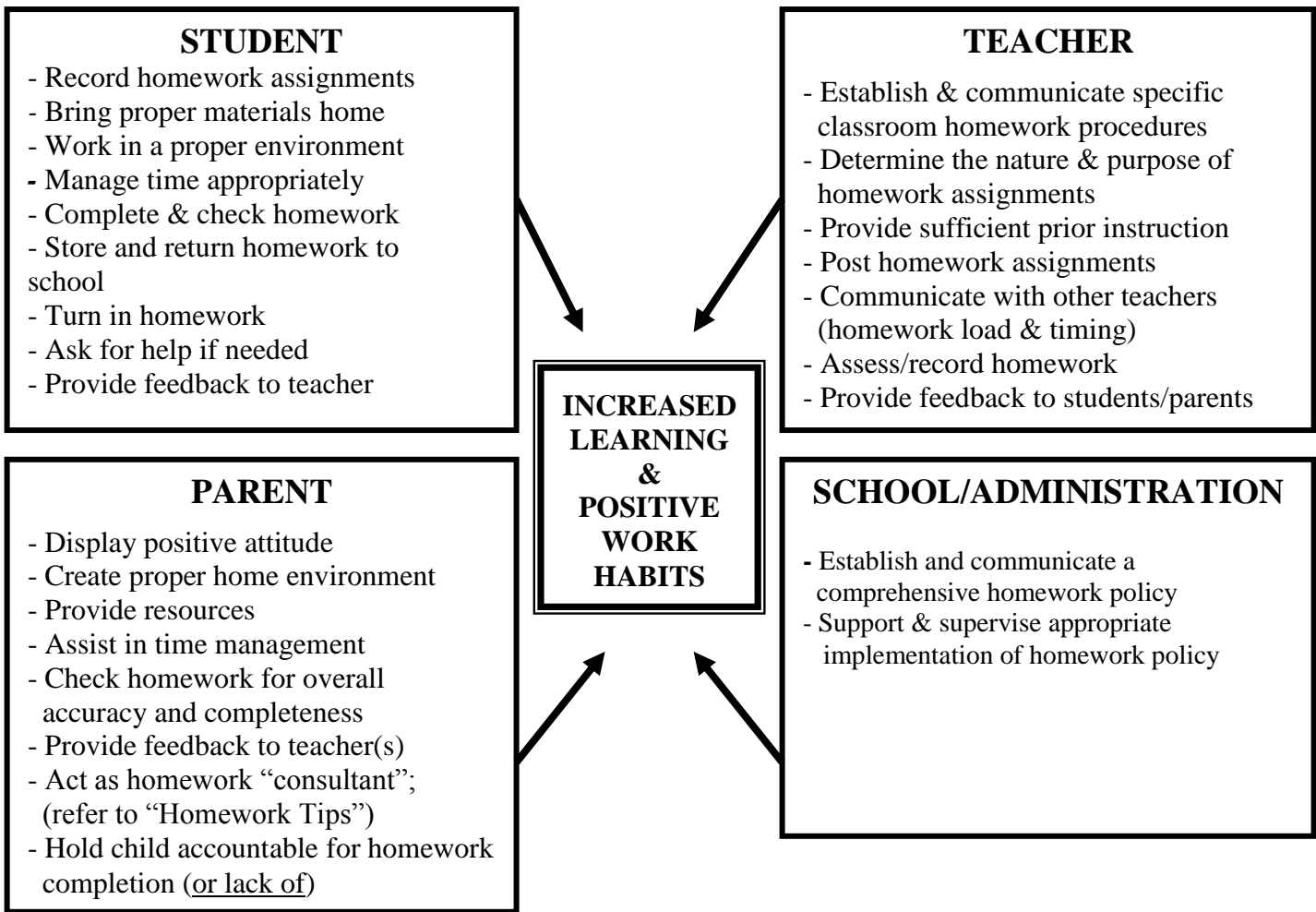
- No major projects shall be assigned that have as a due date the first day back to school after a school-calendar vacation.
- Personal reading is recommended and encouraged for vacations and holidays.
- Relevant independent review work is also recommended for these periods of time.

ROLES & RESPONSIBILITIES

Any classroom routine not included in this Homework Policy will be shared with parents early in the school year.

All homework procedures are intended to support academic achievement and the establishment of productive work habits.

The chart below is a graphic representation of the roles and responsibilities shared by administration, teachers, parents and students:



HOMEWORK TIPS

1. Familiarize yourself with the school homework policy and the teachers' specific homework procedures.
2. Demonstrate a positive attitude towards homework.
3. The best strategies for successful homework completion are regular attendance & paying attention in class! Many homework assignments are based specifically on the day's lesson (including science lab experiments, cooperative group math activities, etc.)...a student's physical and mental presence are the most critical elements of preparedness for completing homework accurately and independently.
4. Establish homework routines, including a schedule. Make sure your child has a quiet, well-lit place to do homework. Make sure that necessary materials are available. Avoid having your child do his/her homework in front on the television.
5. Help your child with time management. Do not allow homework to be left until right before bedtime.
6. Use "Grandma's Rule" (i.e., first you eat your vegetables, then you get your dessert). Hold off on watching TV and other fun activities until homework is finished.
7. If homework is meant to be done by your child alone, stay away. Too much parent involvement can prevent homework from having the desired effect and/or can mislead the teachers about your child's comprehension level...when your child asks for help, provide guidance, not answers.
8. Review completed assignments. It's a good idea to check for completion, and *overall* accuracy – it is not necessary to correct every incorrect response. Be sure to review the plan book, and insist on seeing assignments that your child reports he/she has completed at school.

9. Do not let your child overdo it. If homework becomes excessive in length, or the degree of difficulty is too high, have your child discontinue working and write a note to the teacher with your signature.
10. Encourage and praise homework completion and accomplishment.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences will be held near the beginning of the second quarter; parents may expect to receive specific information during the first quarter of the school year. Typically, meeting times are offered during the evenings as well as during regular school hours.

Should a parent wish to confer with a teacher other than on these days set aside for meetings, the parent should call the school office to make arrangements for a conference. Each teacher has time in the day established for this purpose.

PHYSICAL EDUCATION

All students are required to participate in the physical education program. Students who cannot participate for long-term (more than 2 successive classes) because of medical reasons must have a written excuse, signed by a doctor, on file in the office. Students who cannot participate for short-term (one or two successive classes) must have a written, signed excuse from a parent on each day they are excused. Appropriate gym shoes will be required for physical education classes (there is no phys. ed. uniform required). As phys. ed. classes meet every fourth day (i.e., not the same day each week), and because other recreational activities are offered intermittently, it is recommended that students keep a pair of gym shoes in their locker.

STUDENT HEALTH AND SAFETY

INOCULATIONS OF STUDENTS

Evidence must be presented to show that students have been immunized properly. (BOE policy JHCB)

EMERGENCY MEDICAL FORMS

A current form must be on file in the school office. Please inform the office of any change in this information. It is critical that changes in parents' work phone numbers be updated promptly on this form. (BOE policy – JHC)

CLINIC

If a student is injured at school or becomes ill, he/she should report to the office. School personnel are only permitted to administer minor first aid. In case of any serious injury or illness, parents or an emergency contact person will be called.

The school cannot provide transportation. Parents or the Westlake Rescue Squad will transport a student home or to the hospital as needed.

SCHOOL NURSE

School nurses are assigned to all school buildings. To locate the school nurse, please contact the school office.

CAFETERIA

There will be a designated “Nut Free” table and students with any type of food products containing nuts may not sit at that table.

ADMINISTRATION OF MEDICATION TO STUDENTS IN SCHOOL

In compliance with Ohio Law mandating strict policy procedures regarding the administration of medication in the school setting, the Westlake Board of Education requires adherence to the following:

1. If possible, all medication should be given by the parent at home. If this is not possible, parents may come to school to administer medication to their child. **School personnel will be permitted to administer medications only when no alternative is available.** For the purpose of this policy the term medication is defined as any prescription or non-prescription/over-the-counter medicine.
2. The board approved **Parent Consent and Physician order form** must be on file in the school office. This form complies with Ohio Revised Code 3313.73. All sections of the form must be completed.
3. Parent/guardian will provide a separate form for each medication.
4. Parent/guardian will provide a revised form if there is any change in information.
5. Medication shall be received by the school in the container in which it was dispensed by the pharmacy. It must have a label affixed which includes:
 - a. Student’s name
 - b. Name of medication
 - c. Dosage
 - d. Frequency of administration
 - e. Name and telephone number of pharmacy
6. **Parent/guardian is required to transport medication to and from school.**
7. A new **Parent Consent and Physician Order Form** must be provided each school year.
8. The school nurse will be contacted when there are any questions about the type of medication, its administration, or possible side effects. At no time will medication be administered or taken at school when there are unanswered questions.

COMMUNICABLE DISEASES

Any student judged by the school nurse or building principal to be suffering from or having been exposed to a contagious disease may be excluded from the building. (BOE policy JHCC)

STUDENT HEALTH INSURANCE

Information regarding the voluntary purchase of student health insurance may be obtained from the main office upon request.

BIKE RIDERS AND WALKERS

All students are expected to obey all traffic signals and rules whether walking or riding a bike to school. All bicycles must be properly licensed, parked in the proper rack and locked. Parking lots and traffic lanes are potential danger areas. Students are urged to use extreme caution and exercise good judgment.

Students assigned to buses are not required to obtain permission from school in order to walk to or from school, though parental knowledge and consent is encouraged.

With a note from a parent, signed by an administrator, students may exit their assigned bus at a stop other than the one they normally use. Students may not ride a bus to which they are not assigned.

FIRE AND TORNADO SAFETY

Safety procedures must be followed exactly during any safety drill or actual emergency. The state requires that procedures for both emergencies be posted in every classroom. During either a drill or actual emergency, teachers will also give oral directions. It is imperative that students remain quiet and cooperate fully with instructions.

GUIDANCE AND COUNSELING

Certificated counselors serve on the intermediate school staff. Their role involves the coordination and delivery of a comprehensive array of guidance services, as well as supporting the teaching staff in functioning in a guidance capacity compatible with their classroom roles.

The ways that guidance staff reach out to students include classroom and small group guidance; responding to emotional, interpersonal and academic concerns; and crisis management. Typical topics addressed through group guidance include organization/study skills, cultural diversity and tolerance, social skills, conflict resolution, problem solving, decision making, self-esteem and career awareness.

Students and teachers will find that classroom concerns can be best addressed with the teacher or teaching team involved. Guidance counselors can serve as a resource and liaison for students and parents relating to these concerns.

TESTING AND STUDENT RECORDS

Fifth and sixth grade students will take the Ohio Reading and Math Achievement tests. The results of these tests will be sent to parents and used as diagnostic tools by professional staff to determine students' needs and effectiveness of the curriculum.

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)

MISCELLANEOUS

CAFETERIA RULES

Because of the activity level and large volume of students in the cafeteria during lunchtime, it is especially important that students comply with all school rules. Specific rules are posted in the cafeteria. Supervision staff will explain specific procedures and expectations during the first few days of school.

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 are to be covered and must be in good condition. Students will be charged for any damage or loss of school books, materials or equipment loaned to them. The late return of borrowed materials from the school library will be subject to appropriate fees. Report cards will be held until all fines or charges are paid. Checks should be made payable to the Westlake Board of Education.

Please note that the school district 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. Final report cards will not be released until all debts have been satisfied.

TELEPHONES

In case of an emergency, a student may request to use an office telephone. Office personnel will deliver incoming messages of an urgent nature to the students. Students may have cell phones in school as long as they are turned off during school hours, kept in their lockers, and not used on school grounds without explicit permission from staff.

LOST & FOUND

A lost and found area is located in the office. Textbooks that are found will be routed to students through their teachers.

PROHIBITED ITEMS

“White-out” and other products of this kind are not necessary or appropriate at school. Students are also not permitted to have aerosol spray items in their possession.

BUILDING HOURS

The school building is open each morning at **8:15**. Students may not enter the building prior to **8:15** unless they are enrolled in the **LINK** program or are participating in a school-sanctioned activity. When students arrive at the building, they are to wait in the cafeteria until dismissed to their lockers at 8:30. Students must leave the building within ten minutes after classes are dismissed unless they are under the direct supervision of a staff member.

RADIOS / ELECTRONIC EQUIPMENT

No student shall use radios, televisions, cellular phones, I-pods, pagers, laser pointers or any other electronic equipment on school grounds during school hours. Such items are disruptive to the educational process. Students are not permitted to carry electronic devices during the school day. Electronic devices must remain in lockers only. School authorities have the right to confiscate such items.

LOCKERS

All students are provided with a combination-lock locker. Lockers are Board of Education property made available to students for their convenience. Students are expected to keep their lockers clean. By law, school administrators have the authority to enter student lockers, and lockers may be checked for neatness, organization and appropriateness of contents. In the event that items are discovered which violate state law or the Westlake Schools' Code of Conduct, disciplinary action will result.

Locker combinations should not be shared with other students. As the school is not responsible for items which are lost or stolen, items of value should either be left at home or given to the school secretary for safekeeping.

BACKPACKS

Backpacks, gym bags, book bags, etc. are not to be used during the school day. They may, however, be used to transport books, lunches and other appropriate items to and from school. Once at school, these conveyances must remain in a student's locker.

EXPRESSIONS OF CONCERN

Communication is a key to a successful learning experience. Communication should begin with student and teacher, or the parent and teacher. Should a situation arise when consensus cannot be reached, the building administrator may be contacted.

FIELD TRIP ELIGIBILITY

Students whose behavior in school is of a disruptive nature may be excluded from any field trip(s) upon teacher recommendation and administrative approval.

PETS

Due to the risk of pets biting or clawing, and due to the number of students allergic to pets, animals are not permitted on school grounds during school hours or at dismissal.

STUDENT CONDUCT (Zero Tolerance)

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 or 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. The superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents receive, at the beginning of each school year or upon entering during the year, written 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 which 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 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 division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters, which 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.

Circumstances in Which Student Discipline is Appropriate

As detailed below, students are subject to school disciplinary action up to and including emergency removal, suspension and expulsion for any and all action(s) which directly affect the good order, efficiency, morale, management and welfare of the school. Students shall be subject to discipline for misconduct occurring in any of the following situations.

1. while in school, on school grounds, or in sight of school premises during, immediately before or immediately after school hours (including schools where the student is not in attendance);
2. while on school-owned, leased or operated buses or vehicles;

3. while waiting at school bus stops, walking to and from school bus stops or walking to and from school;
4. while engaged in or attending school-related activities whether on or off school grounds;
5. while on school grounds, at any time when school premises are being used by the school or by school-related groups;
6. while engaging in any conduct which directly affects the good order, morale, management and welfare of the school and
7. any conduct directed at a District official or employee or the property of such official regardless of where it occurs.

Serious Criminal Offenses

The superintendent is authorized to expel a student from school for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or serious physical harm to property while the student is at school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity. Any expulsion under this division shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Serious physical harm to persons means any of the following:

1. any physical harm that carries a substantial risk of death;
2. any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;
3. any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement or
4. any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.

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 division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Adoption Date: May 23, 2002

Revision Date:

LEGAL REFS.: ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662

OAC 3301-35-03

CROSS REFS.: ABC, Student Involvement in Decision Making (Also JFB)
 EBC, Emergency Plans
 JFCA, Student Dress Code
 JFCEA, Gangs
 JFCJ, Dangerous Weapons in the Schools
 JG, all subcodes
 Student Handbook

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 st	Up to 3-day Suspension and/or Saturday Alternative School or Extended school day
2 nd	5-day suspension
3 rd	10-day suspension and recommendation for expulsion
4 th	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 extra-curricular 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

- 1st Up to a 10-Day Suspension and/or Court Referral with Possible Recommendation for Expulsion
- 2nd 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 st	Up to a 10-Day Suspension with Possible Recommendation for One-Year Expulsion from School
2 nd	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 st Offense	Up to a 10-Day Suspension with Possible Recommendation for Expulsion
2 nd Offense	10-Day Suspension and Recommendation for Expulsion
Assaulting: 1 st 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 st	Up to a 10-Day Suspension and/or Police Contact and/or Court Referral and Recommendation for Possible Expulsion
2 nd	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

1st 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

1st 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

1st 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.

2nd 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 st	Up to 10-Day Suspension
2 nd	Up to 10-Day Suspension with a Possible Recommendation for Expulsion
3 rd	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 st | 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 nd | Up to a 5-Day Suspension, and issued a ticket under O.R.C. 2151.87 |
| 3 rd | 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 28, 2008

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

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 Date: May 23, 2002

Revision Date: April 2, 2007

File: JFCC-R (Also EEACC-R)

Westlake City School District