



West Geauga
R.C. Lindsey Elementary School
Westwood Elementary School

Parent-Student Handbook

2018-2019

West Geauga Elementary Schools Parent-Student Handbook

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West Geauga Local School District

Central Office Administrative and Staff Directory

Reception Desk: 729-5900/Fax: 729-5939

	<u>Telephone</u>
Dr. Richard Markwardt, Superintendent	729-6810
Mrs. Nancy Benincasa, Assistant Superintendent	729-6805
Mrs. Karen Penler, Treasurer	729-6815
Mrs. Amy Davis, Director of Pupil Personnel	729-6804
Mr. Sean Whelan, Director of Technology & Operations	729-6803
Mr. Ian Cooper, EMIS Coordinator & Registration	729-6807
Mr. Mark Richardson, Facilities Manager	729-6808
Mr. Ed Chandler, Systems Technician	729-6818
Mr. Don Baker, Computer Technician	729-5918
Mrs. Tina Centanne, CAA – Payroll/Benefits	729-5934
Mrs. Ellen Cochran, CAA – Fiscal Specialist	729-5932
Mrs. Stacy Marotta, CAA – HR/Curriculum & Instruction	729-5936
Mrs. Diane Martin, CAA to Superintendent/Facilities Scheduler/Receptionist	729-5913
Mrs. Sue Rischar, CAA – Accounts Payable	729-5933
Mrs. Kathy Russell, CAA – Pupil Personnel & Operations	729-6806
Mrs. Cheryl Fowler, Transportation Supervisor	729-0026, opt.2
Mr. Todd Janes, Head Transportation Mechanic	729-0166, x1127

Middle School

Mr. Jim Kish, Principal	729-5947
Mr. Shawn Krippel, Assistant Principal	729-5945

Lindsey Elementary School

Mrs. Kim Menta, Principal	729-5985
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Westwood Elementary School

Mrs. Deborah Nanney, Principal	729-5995
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West Geauga High School

Mr. Jay Bishop, Principal	729-5955
Mr. Ron Dahlhofer, Assistant Principal	729-5957

R.C. Lindsey Elementary

Staff Directory

Main Office School Phone: 729-5980

	<u>Telephone</u>
Kim Menta, Principal	729-5985
Mrs. Laura Palmer, Administrative Assistant	729-5986
Mrs. Colleen Clucas, Staff Assistant/Health Aide	729-5987
Attendance Line	729-5981
Mrs. Kim Zannetti, School Counselor	729-5980, ext. 4241
Mrs. Lisa Berardinelli, Medical Assistant	729-5922, ext. 4243

Westwood Elementary

Staff Directory

Main Office School Phone: 729-5990

	<u>Telephone</u>
Deborah Nanney, Principal	729-5995
Mrs. Pam Mihalik, Administrative Assistant	729-5996
Mrs. Tracy Suba, Staff Assistant/Health Aide	729-5997
Attendance Line	729-5991
Mrs. Meg Cunningham, School Counselor	729-5990, ext. 4331
Mrs. Angela Dobbins-Rivera, School Nurse	729-5990, ext. 4341

WELCOME

Welcome to a new school year at R.C. Lindsey and Westwood Elementary Schools. We are here to help provide students and families with a positive school experience. By becoming actively involved, you can help make this school year one of the most challenging, creative, inspiring and stimulating times of your life.

We have many reasons to be proud of our schools and their accomplishments. With students who are willing to work hard and dedicate themselves to success, there is no reason why we cannot continue to say proudly that “West is Best”. The staff and administration are dedicated to helping you achieve and reach your expectations.

In this handbook, we provide school guidelines and procedures to help you succeed in elementary school. We also would like to remind the student body of its responsibility to create an atmosphere of behavior that instills pride in belonging to West Geauga Local School District.

We wish you a very successful school year; do not hesitate to share any concerns with us.

Kim Menta, Principal of R.C. Lindsey Elementary School

Deborah O. Nanney, Principal of Westwood Elementary School

WEST GAUGA LOCAL SCHOOL DISTRICT MISSION STATEMENT

The mission of the West Geauga Local Schools is to help students reach their academic and career potential and pursue high ethical standards. To achieve this, we blend traditional practices with proven educational innovations, including technology, in an effort to achieve and maintain a standard of excellence.

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules as of 2018-19 school year. If any of the policies or administrative guidelines referenced herein are revised during the 2018-19 school year, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the district’s web site.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

West Geauga Local School district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. FERPA is a Federal law that protects the privacy of student educational records. FERPA gives parents and students over age of 18 (“eligible student”) certain rights with respect to their child’s or their educational needs.

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides no amendment is needed, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions. School officials with legitimate educational interest, other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting studies for or on behalf of the school; to comply with a judicial order or lawfully issued subpoena; state and local authorities, within a juvenile justice system; and appropriate officials in case of health and safety emergencies.

Schools may disclose without consent, “directory” information which includes, but not limited to, a student’s name, address, telephone number, e-mail, photograph, date and place of birth, grade level, dates of attendance, honors, awards and degrees, participation in sports and extracurricular activities, and height/weight of athletes. **Parents may elect that the school not disclose such information with prior written consent. Parents who do not want directory information for their child released, need to contact the main office in writing within ten (10) days of the receipt of this handbook.**

PROTECTION AND PRIVACY OF STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students’ privacy and restrict access to students’ personally identifiable information. Refer to Board Policy 8330.

EQUAL EDUCATION OPPORTUNITY

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

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

STUDENTS WITH DISABILITIES

The Board of Education is committed to providing a free appropriate public education (FAPE) to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations. This includes students who are confined to community corrections facilities or juvenile detention centers. The District shall provide students with disabilities the services to which they are entitled pursuant to their individualized education programs (IEPs) and in accordance with the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities, including Child Find and Evaluation requirements. Students with disabilities who are in adult county jails shall continue to receive FAPE during incarceration subject to their continued eligibility for services and subject to exceptions related to security and safety.

In order to satisfy the requirements of the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities ("Ohio Operating Standards"), the Board of Education adopts the model policies and procedures promulgated by the Ohio Department of Education's Office of Exceptional Children (ODE-OEC), which is incorporated by reference into this policy. While the Special Education Model Policies and Procedures ("Model Policies") issued by the ODE-OEC are comprehensive, the document does not include every requirement set forth in the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA"), the regulations implementing the IDEIA, the Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code. As such, the Board affirms its obligation to follow these laws and regulations, regardless of whether their provisions are restated in the Model Policies.

CODE OF CONDUCT, RULES AND REGULATIONS

WEST GEAUGA SCHOOL CODE

Good citizenship, both in and out of school is the personal responsibility of each student. It is the obligation of each student to know and follow the rules, to develop the skill by which he/she may best contribute to the school program, and to maintain high standards of personal conduct.

STUDENT CONDUCT CODE

1. A student attending West Geauga Schools has basic rights and responsibilities under the Constitution of the United States.
2. A student is required to obey all laws required of good citizens on school property as well as of school property. Appropriate law officials will be informed of such suspected violations.
3. Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras.
4. This code of conducts is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited school busses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of conduct includes:

- a. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
 - b. Conduct that, regardless of where it occurs, is directed at the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.
5. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

A violation of any school rule or regulation may result in disciplinary action, including suspension, after school detention, Saturday School, in-school restriction, removal from school, removal from school transportation, expulsion or possible court action, or denial of participation in extracurricular activities.

RULE 1. MISCONDUCT: School disciplinary action will be taken in addition to any action civil or juvenile authorities choose to take. Misconduct may include but are not limited to the following: assault, battery, larceny, robbery, malicious mischief, unlawful assembly, disturbing public assembly, malicious threats, affrays, unauthorized fire, malicious use of the telephone, false fire alarms, extortion, igniting fireworks, use, possession, sale or transmission of alcoholic or unlawful stimulant or depressant drugs or counterfeit controlled substances and related tools and/or devices used in the preparation of same.

RULE 2. DISRUPTION/INTERFERENCE OF SCHOOL: A student shall not participate in activities involving the use of force, violence, coercion, threat or noise that cause or encourage others to cause disruption or obstruction to the educational process or extracurricular programs (field trips) of the school. Disruption of school shall include, but is not limited to the following types of behavior: strikes, walkouts, bomb threats, false fire alarms, demonstrations, sit-ins, fireworks, smoke bombs, blocking of entrances, exits or passageways, food fights or setting of fires.

RULE 3. DANGEROUS WEAPONS, INSTRUMENTS OR MATERIALS: A student shall not have in his/her possession, handle, transmit, conceal or use on school property, any dangerous weapons, instruments, materials, substances or other objects that reasonably can be considered specifically harmful. Dangerous weapons and instruments shall include, but are not limited to the following: firearms, explosives, fireworks, knives, razors, smoke bombs and destructive devices. Toy and/or look-alike weapons will be treated as threats and their possession will result in suspension from school.

RULE 4. CREATING A DANGEROUS OR UNSAFE CONDITION: no student shall intentionally demonstrate behaviors that put others at risk for personal, physical or emotional health or safety. Examples include discharge of bodily fluids or other unsafe (unsanitary) conditions.

RULE 5. CAUSING PHYSICAL INJURY, FIGHTING, UNAUTHORIZED CONTACT OR HARASSMENT: no student shall contact, harass or otherwise behave in a manner or provoke others to behave in a manner that may cause physical or emotional injury to anyone on school property at any time or during a school activity, function or event off school grounds. Examples include but are not limited to the following: bullying, harassment, fighting, hazing, intimidation, threats, and extortion, verbal or physical assault of throwing objects of any kind. (Board policy applies to this Rule 5, including but not limited to Policy No. 5517 [Anti-Harassment] and 5517.01 [Bullying and Other Forms of Aggressive Behavior]. Violation of Board policy may result in disciplinary action described in this Code of Conduct.)

RULE 6. PROFANITY, ABUSIVE OR OBSCENE LANGUAGE OR BEHAVIOR: no student shall use any form of abusive, profane or obscene language or gestures on school property. A student shall not have in their possession, handle, transmit, conceal or use on school property or at a school activity, function or event off school property, any abusive, profane, or obscene materials.

RULE 7. BULLYING, HARASSMENT, INTIMIDATION, HAZING, DATING VIOLENCE, RACIAL, RELIGIOUS OR NATIONAL ORIGIN BIGOTRY AND INTOLERANCE: No acts of bullying, harassment, intimidation, hazing, dating violence, racial, religious or national origin bigotry and intolerance will be tolerated. (Board policy applies to this Rule 7, including but not limited to Policy No. 5517 [Anti-Harassment] and 5517.01 [Bullying and Other Forms of Aggressive Behavior])

RULE 8. STUDENT NONCOMPLIANCE: When the student is under the authority of school personnel, he/she shall not disregard authorities or fail to identify him or herself when requested by school personnel. Student non-compliance shall include but not be limited to the following: disobedience, interference with the teacher's conduct of a class supervision or study hall or performance of any other school functions, repeated failure to comply with school rules and regulations, failure to comply with bus code, fire, tornado and security drill instructions, inappropriate dress, violations of driving/parking regulations, failure to report to the office, failure to comply with assignment to in-school suspension, violations of detention, cheating, scalping tickets, defiance, loitering or violations of suspension or expulsion regulations. Dishonest behavior will not be tolerated in any form. Students shall not lie about, fabricate, distort, or change information given to any individual, school staff, or administration.

RULE 9. DISHONESTY: Honesty is a core value at West Geauga Local Schools and is expected at all times. Dishonest behavior will not be tolerated in any form. Students shall not lie about, fabricate, distort, or change information given to any individual, school staff, or administration.

RULE 10. FALSIFICATION AND FORGERY: No student shall lie, change, alter or modify, or attempt to change,

alter or modify, any record, document or form required to be submitted to or used in the operation of the schools. No student shall forge any writing of another without his/her authority, or forge any writing so that it purports to be genuine when it is actually false or make use of such forgery. No student shall make or cause to be made, a false statement in order to circumvent school rules and regulations.

RULE 11. TOBACCO PRODUCTS, ELECTRONIC CIGARETTES, ALCOHOLIC BEVERAGES AND OTHER DRUGS, DRUG PARAPHERNALIA AND COUNTERFEIT CONTROLLED SUBSTANCES: A student shall not have in his/her possession, use, transmit or conceal or knowingly participate in activity involving tobacco or nicotine products, alcoholic beverages, drugs, other intoxicants, counterfeit controlled substances, or drug paraphernalia or show signs of consumption or use of alcoholic beverages, drugs or other intoxicants on school property at any time during a school activity, function or event off school property. Signs of chemical misuse include (but not limited to) staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, uncontrollable behavior, vomiting or any other behavior unusual for the particular student. Drug or alcohol-related suspensions of 10 days may be reduced to five days if the student agrees to and provides documented proof of completion of a drug assessment program.

RULE 12. PUBLIC DISPLAY OF AFFECTION: Inappropriate physical contact is not permitted in school. Kissing, hugging or other displays of affection that can be interpreted as excessive are prohibited.

RULE 13. CLASS TRUANCY/UNEXCUSED ABSENCE/TARDINESS: Students shall comply with state and local attendance laws. School attendance shall include but is not limited to attendance at all assignments as specified in the student's schedule. Repeated tardiness to school in general or to specific classes or excessive cutting of classes shall be considered as a violation of school attendance rules. Leaving the school campus without the expressed permission of authorized school personnel shall be considered a violation of this regulation. This will be administered in accordance with the school attendance policy (House Bill 410).

RULE 14. DAMAGE, THEFT OR UNAUTHORIZED POSSESSION OF SCHOOL PROPERTY: A student shall not cause or attempt to damage or steal any Board of Education property or possess without authorization any such property. Equipment and supplies belonging to student groups shall be considered Board of Education property.

RULE 15. DAMAGE, THEFT OR UNAUTHORIZED POSSESSION OF PRIVATE PROPERTY: A student shall not cause or attempt to damage or steal private property or possess without authorization any such property, on school premises during a school activity, function or event off school grounds.

RULE 16. COMPUTER TECHNOLOGY: A student shall not violate any computer rule or regulation. These rules and regulations have been issued to parents and students. (Board Policy #7540; Student Access to Network Information Services.) Students must submit Computer Network Agreement form, signed by parents, to access District Technology Resources (computer, internet, etc.) Any misrepresentation of the school district's/school building's websites is prohibited. These acts may be subject to school discipline including suspension.

RULE 17. IMPROPER USE OF SOCIAL NETWORKING SITES, CYBERBULLYING, AND TEXTING: The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

Cyberbullying is the act of harassment perpetrated with computers, cellular phones, internet websites, and/or any other electronic devices. **If a student is being harassed by these means, even off school grounds, and the effect of such acts hinders a student's ability to learn, it is under our best judgment to take appropriate action.**

RULE 18. PARTICIPATION IN GANG RELATED ACTIVITY: Disruption through gang activity shall include but is not limited to the following types of behavior: participation in gang-related activities, appear with or wear gang identification attire, colors or clothing, a student shall not participate in hazing, initiation or recruiting activities, a student shall not deface school property with gang graffiti, fighting, assault or establishing turf; on school property or at school functions and school related activities.

RULE 19. THREATS: Students shall not use threatening language or actions, either orally, in writing or otherwise expressed, towards a staff member/student/ person associated with the school, or school property. Intimidation shall include, but is not limited to, threats used to extort money or any other item of value from another student or person.

Rule 20. RESPECT: Students will display respectful behavior at all school-sponsored school events and during the school day. Disrespectful behavior, directed to another person, is not tolerated. The term “disrespectful” is defined by the school administration.

DUE PROCESS RIGHTS

PURPOSE: The Board of Education recognizes the importance of safeguarding a student’s constitutional rights, particularly when subject to the District’s disciplinary procedures.

AUTHORITY: To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The appropriate school administrator must give the student both written notice of his/her intended suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision of the administrator may be appealed to be Board appointed hearing officer whose decisions in such matters is the final step for the review of the suspension with the school district.

B. Students subject to expulsion:

The Superintendent must give a student and his/her parent or guardian written notice of the intention to expel and the reasons therefore and an opportunity to appear with a representative to answer to the charges prior to expulsion. The decision of the Superintendent may be appealed to the Board.

The hearing before the board may be private, but the Board must act publicly. Decisions by the Board in such matters are the final step for the review of the expulsion within the School District.

RESPONSIBILITY: The Superintendent shall ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property for example, in hallways, during academic or physical education classes, at recess, or through graffiti on school property, or at another location if such conduct occurs during an activity sponsored by the Board (for example, during an extracurricular activity off school grounds or on a school bus). Reference Board Policy 5517 and 5517.01.

STUDENT GRIEVANCE (BOARD POLICY #5710)

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

The Board or its employees will hear the complaints and grievances of the students of this district provided that such complaints and grievances are made according to procedures established by board policy.

- a. The student should first make the grievance known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor and both shall attempt to resolve the issue informally and directly.
- b. For grievances which must move beyond the first step, the student shall prepare a written statement of his/her grievance which shall set forth the specific nature of the grievance and a brief statement of the facts giving rise to it, the manner in which, and extent to which the student believes he/she has been adversely affected, the relief sought by the student, the reasons why the student feels he/she is entitled to the relief sought.
- c. The grievance may then be submitted to the building principal, the Superintendent and the Board in turn and with a suitable period of time allowed at each level for the hearing of the grievance and the preparation of a response, and at each level the student shall be afforded the opportunity to be heard personally by the school authority.
- d. The student may conduct the grievance procedure with the help of a parent at any step.
- e. When a grievance proceeds to the Board, the Board shall render its decision promptly, but in no more than thirty-five (35) calendar days. The student may appeal an unfavorable decision to a court of competent jurisdiction.
- f. All staff members shall respect the right of students to press a grievance through proper channels and according to established procedures without fear of reprisal.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

West Geauga Local School District is committed to developing a system of supports and interventions to comply with the Ohio Department of Education's Positive Behavioral Interventions and Supports Policy. The purpose of PBIS is to prevent the need for use of restraint and seclusion; and create a more positive learning environment. Research has validated that a PBIS system will improve school climate and academic success. In order to reduce inappropriate student behaviors, West Geauga will implement a PBIS system that will define, track and reward positive behaviors, while also holding students accountable for their actions.

West Geauga's PBIS system will focus on the 3 R's: Respectful—use common courtesy, respect others and their ideas and use language and technology appropriately; Responsible—be an active learner, ask for help, and be honest; Ready to Learn—be on time and prepared for class with materials.

The district-wide system will have behavioral expectations in all school settings. PBIS will offer a range of systems and interventions that are systematically applied to all students when behavioral problems occur. To learn more about the instructional positive behavior supports visit www.pbis.org.

STUDENT RESPONSIBILITIES

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

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the School Counselor.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

DRESS CODE

The primary responsibility for school dress and grooming rests with the parents of our students. It is the school's responsibility to prohibit dress and grooming which are disruptive to the educational process or the health, safety or property of our students. We believe that pride in one's appearance is an important lesson to be learned.

1. Clothing and jewelry should be appropriate for school. Clothing should be in good repair, neat, clean and free of holes.
2. Footwear which damages school floors may not be worn. Shoes must be closed toe, fit securely on feet, and protect feet during recess activities. High heels are not appropriate in the elementary setting.

3. When temperatures make it necessary, students are expected to wear appropriate outside apparel, i.e. hats, gloves, boots, coat.
4. No article of clothing may be worn which displays ads or promotions for alcoholic beverages, tobacco or any other drug, or which advocates violence or discriminates against any institution, individual, racial, ethnic or cultural group, or displays inappropriate, offensive or sexual innuendos.
5. Bare midriffs, tank tops, muscle shirts (boys) and transparent shirts or blouses, and spaghetti-strap tops (girls) are not permitted. Undergarments should not be visible. Revealing clothing is prohibited (plunging necklines, bare backs, and exposed midriffs/navels).
6. Pants/skirts and/or shorts of any type must be worn at waist level. Students may wear appropriate length shorts at the parents' discretion. Students who wear shorts must be prepared to still participate in recess regardless of the temperature.
7. Hats, caps or head covers of any kind are not to be worn in the building unless it is part of a classroom or school sponsored event.
8. Coats, jackets and other clothing are to be kept in the classroom or on hallway hooks until dismissal.
9. Long coats, topcoats or trench coats are not permitted. No item or apparel with spikes, metal brads or chains is permitted.
10. Shorts are allowed, but must be appropriate and in good taste. Teacher and/or administrative discretion shall determine whether shorts are appropriate.
11. Any item of apparel that disrupts the education process is subject to review by the administration.

The administration will make final decisions in determining admissible attire.

The dress code is in effect for all school-sponsored activities. If a student is in conflict with this code, an opportunity will be provided for them to change into something acceptable. If not, the student will be sent home to change clothes.

STUDENT RIGHTS OF EXPRESSION

The Board of Education respects the right of students to express themselves in written word or picture and to distribute printed materials as a part of that expression, but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community.

For purposes of this policy, "printed material" shall include any written or printed cards, letters, circulars, books, pamphlets, notices, newspapers or other like materials.

The Board reserves the right to designate and prohibit the distribution of printed materials which are not protected by the right of free expression because they violate the rights of others. Such unprotected materials may include but are not limited to those which:

- A. are grossly prejudicial to an ethnic, religious, racial or other delineated group;
- B. libel any specific person or persons;
- C. seek to establish the supremacy of a particular religious denomination, sect or point of view over any other religious denomination, sect or point of view;
- D. advocate the use or advertise the availability of any substance or material which may reasonably constitute a direct and substantial danger to the health of students;
- E. contain obscenity or material otherwise deemed to be harmful to students who may receive them;
- F. incite violence, advocate the use of force or urge the violation of law or school regulations;
- G. advertise goods or services for the benefit of profit making organizations;
- H. fail to identify the student or organization responsible for distribution;
- I. solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board;
- J. promote, favor or oppose any candidate for election.

The Board reserves the right to halt the distribution of unprotected materials.

The Board shall require that students who wish to distribute materials submit them for prior review. Where the reviewer cannot show within two (2) school days that the materials are unprotected, or where unprotected material is deleted or modified so as to be no longer unprotected, such material may be distributed. Appeal from prior review shall be permitted to the Superintendent and Board in accordance with student grievance procedures.

STUDENT COMPLIANCE

Every high school teacher is responsible for monitoring the behavior of students in the school building. This includes passing time between classes. A student's failure to give a teacher his/her correct name or to comply with a reasonable request will be reason for disciplinary action against the student.

IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board requires that students enrolled in grades 7 through 12 during or after the school year beginning in 2016 be immunized against meningococcal disease in accordance with the administration procedures prescribed by the Ohio Department of Health (see AG 5320). This policy pertains to both students who currently attend school in the District and those eligible to attend.

The Superintendent may exempt a student from being immunized against either or both measles and mumps if the student presents a signed statement from a parent or physician indicating s/he has had measles or mumps and does not need to be immunized. The student will be allowed to attend school only if a physician's statement indicates there is no danger of contagion. In case of an outbreak of the disease for which the student has not been immunized or an epidemic, the Superintendent shall not allow the student to attend school.

In the case of a chicken pox epidemic in the school's population, the Superintendent may deny admission to a student otherwise exempted from the chicken pox immunization requirement. The Superintendent shall prescribe methods whereby the academic standing of a student who is denied admission during a chicken pox epidemic is preserved.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

CLINIC

Students are admitted to the clinic by a pass from a teacher or supervising staff member/

Please call the nurse for any health-related questions: Lindsey 729-5901, ext. 4243; Westwood 729-5901, ext. 4241

We will not supply students with any non-prescription medicines such as aspirin or Tylenol.

ADMINISTRATION OF MEDICATION

Parents frequently request that school personnel administer medication to children while they are in school. The school administration would prefer that this be scheduled at home rather than at school. Realizing this is not always possible; the West Geauga Board of Education has adopted a policy to govern the dispensing of medication when the child is attending school. The policy is as follows:

The parent/guardian should bring the medication to the school and give it to either the attendance secretary or nurse. The student should not transport the medication nor self-administer it.

1. Prior to dispensing the first dose of medication to each child, the following conditions must be met:
 - a. All medications require a physician's order.
 - b. A written and signed physician's request form must be received by the school identifying the student, the medication and dosage or procedure required, the time required, possible reactions which should be reported to the physician, special instructions including storage and sterile requirements, date which medication or procedure is to be discontinued, date of request form, physician's name, address and phone number.
 - c. A written permission form signed by the student's parent(s) or guardian(s) authorizing the school personnel to administer the medication or procedure as instructed by the physician. Parents and/or guardians must agree to deliver the medication, directions for dosage, the mode of administration and the time and duration the medication is to be given.
 - d. The only medications, in which a student can carry, with a prescription order only, are the EpiPen and the Glucagon injections.
2. Every student's medication shall be in a proper container and have affixed a prescription label. The label shall state the student's name, physician's name, name of medication, directions for dosage, the mode of administration and the time and duration the medication is to be given.
3. All medications are to be picked up at the end of the school year or they will be discarded.
4. Medication administration rules apply for all field trips. Please contact the school nurse.

PHYSICAL EDUCATION/MEDICAL EXCUSES

Medical excuses from physical education classes require documentation from the attending physician. Students should present their physician's excuse to the P.E. teacher.

MEAL SERVICE/LUNCH ROOM EXPECTATIONS

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students. The Board shall annually encumber the funds needed to operate the program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the State Department of Education.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the main office.

Lunches are available in the cafeteria at a nominal cost. Students may bring lunch to school or purchase it from the food service. Students who bring their own lunch may purchase milk and water as well as snacks. Please refrain from packing caffeinated and soda beverages. Students eat as class groups, supervised by staff during the lunch period. Children are expected to display desirable social habits during this period and have the responsibility of cleaning their lunch spot when they have finished.

Supervised outside play is enjoyed either immediately preceding or following the lunch period. Schools will honor a physician's request that a child remain inside during regular play periods.

All students will eat in the cafeteria and abide by the following rules:

1. After eating, students must clear their tables of all debris and place waste materials and trays in the designated areas.
2. Voices are to be kept at a conversational level at all times.
3. Students must remain seated unless given permission or directions to do otherwise.
4. Students are NOT permitted to share or trade food and drink for any reason.

**An allergen-free table is provided for any students with food allergies that pose a health risk. Parents may request that students sit at this table via a health plan for allergy issues.

Any violation of lunch period rules may result in assigned clean-up duty, assigned seats, or disciplinary action.

ACADEMIC HONESTY

Academic training is the process in which students become acquainted with and participate in the intellectual flow of society at large. Critical to this process – and to a school's measurement of it – is that clear distinction be made between one's own work and that of someone else. CHEATING (the misrepresentation of one's own efforts by using crib notes, stolen tests, copy another's work, etc.) and other forms of dishonesty (intentionally deceiving someone) are a breach of trust and will not be tolerated. Instances of academic dishonesty, which involve deliberate deception, are subject to school action and less serious offenses normally result in automatic failure, at the very least. Offenses of this nature may be considered falsification/forgery with consequences, which may include but are not limited to, suspension points, suspension and removal of academic honors.

PLAGIARISM

(The representative of the established ideas of others as one's own)

With the advent of the Internet, West Geauga students have a much broader base from which to draw information to include in their research and analytic papers. Using book, magazines, television, and the Internet, can add greatly to their papers, but students must give credit to any source they use, whether it is for the exact words or ideas they borrow, even paraphrasing. Without giving the sources for their information, the students may be guilty for plagiarism. At West G students will receive a zero for a plagiarized assignment as well as possible disciplinary and academic sanctions.

In fulfilling our responsibilities as parents, mentors and educators, we want to be absolutely certain that our students are prepared for life after high school. Plagiarism has become a much more pervasive issue due to the construction of the "Information Superhighway." Be sure to monitor student work, as well as sources used. Be advised that there are numerous "cheat" sites on the Internet that will "do" student reports for them. Remember, when in doubt, "cite it."

MAKE-UP WORK

Make-up work must be completed immediately following the student's return to class. The length of time for make-up is limited by the number of days the student was absent; more time may be given at the teacher's discretion. For example, one day's absence allows one day for make-up work. The first day in class is not counted. Missing a test on a scheduled test day, when told in advance, does not mean a student cannot make up the test when he/she returns.

Students who are absent for extended time periods (3 consecutive days) due to illness, should have parents contact the individual teacher directly. If they are unsuccessful in contacting the teacher, they may request homework assignments through the main office. A minimum of 24 hours' notice is required to allow time for collecting such assignments. If the third day of absence falls on a Friday, assignments may be picked up at the end of the same day, provided that the parent phones the guidance secretary by 8:00 a.m. of that Friday. Tutoring is available for students absent from school due to extended illness

FIELD TRIPS

Any field trip taken by a class pertains to and supplements the subject matter being taught to the group which is taking the trip. At the beginning of each school year, parents sign a blanket field trip permission form. Teachers will notify parents before each trip is taken. Students may be excluded from non-educational field trips if school fees have not been paid.

Students are required to ride school transportation to and from school field trips. The use of private automobiles for transporting pupils on field trips is not permitted.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. Refer to Board Policy 7540.03.

FEES/FINES AND OTHER OBLIGATIONS

Fees and fines will be made available online. One check for all fees may be written. If you have a student in any of the other schools in the district, separate checks must be written to each school. (building secretaries keep their own records). Please make checks payable to: West Geauga Board of Education.

Ohio Public Schools charge fees to individual students to cover the items needed which cannot be reused by other students in later years. The student must pay for workbooks and publications, in which the student writes his/her answers to questions.

Students may be excluded from non-curricular field trips and activities, such as Field Day, until school fees, charges, and fines are paid. Final report cards and school records will also be held until all fees, lunch charges, and library fines are paid.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Textbooks, library materials, and equipment are the property of the West Geauga Board of Education.

Students are responsible for school property assigned to them, e.g. books, technology, etc. The student must pay for any damages or loss of property.

PERSONAL PROPERTY/VALUABLES

Students are discouraged from bringing valuables to school. Items such as, but not limited to, are large amounts of money, jewelry, expensive clothing, electronic equipment, and other items not directly related to school, should not be left in lockers. Locked or unlocked, the school is not responsible for personal property lost or stolen.

SEARCH AND SEIZURE

Students and personal property are subject to search and seizure within the guidelines found in West Geauga Local School District Bylaws and Policies number 5771.

LOST AND FOUND

A lost and found is maintained by the school and is located near the office. Property lost or stolen should be reported immediately to the classroom teacher and the main office.

SURVEILLANCE CAMERAS

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. The privacy rights of West Geauga students will be maintained.

RECORDING POLICY

Students are prohibited from recording staff members and other students in any manner, unless permission is given and it relates to the educational process. No students are permitted to post videos or pictures of staff or students online without first obtaining permission from the individual.

INTERROGATION OF STUDENTS

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies. Please refer to Board Policy 5540.

ATTENDANCE POLICY

The students at West Geauga Schools are expected to be in all classes, including lunch and recess. The State Code classifies absence from school as excused or unexcused.

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons result from active participation in classroom and other school activities, which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

The following conditions are reasons for excused absence from school:

- | | |
|---------------------------|---|
| A. Personal illness | D. Death of a relative |
| B. Illness in the family | E. Observance of religious holiday |
| C. Quarantine of the home | F. Emergencies due to the absence of parent or guardian |

Standards of the Ohio State Department of Education require that each secondary student be in school for at least five and one-half (5 ½) hours each day.

SCHOOL DAY

Office Hours

Elementary office hours are 7:45 a.m. – 4:00 p.m.

The elementary school offices are generally closed during the Thanksgiving holiday, Winter holiday, Spring holiday, and during the month of July.

School hours for West Geauga Schools are established by the Board of Education. The elementary school day is 8:40 a.m. - 3:20 p.m. Doors open for students at 8:15. Supervision is not available prior to this time.

Parents driving their children to or from school should be reminded of state law regarding stopping for a school bus while it is loading or unloading. This law applies in the school driveway as well. Your cooperation is requested in order to provide for the safety of our young children. Parents should also be aware that there is no adult supervision at the morning bus stops. Do not send your children to the bus stop too early. You may wish to walk your children to their stop.

Students dropped off at school after 8:40 a.m. or picked up prior to 3:20 MUST be signed in/signed out by a parent or guardian.

ABSENCE

According to Ohio Law and West Geauga Board of Education policy, parents are required to notify the school on the day of their son/daughter's absence.

Parents must call the school between 7:45 a.m. and 9:15 a.m. to report absences. If illnesses might be of a lengthy nature, this should be indicated so that a daily call can be avoided. To report absence, please call the school's attendance line. **A student can be referred to juvenile court for too many absences, whether excused or unexcused. Once a student reaches 15 absences, a physician's note will be required in order for the absence to be considered excused.**

ABSENCE AND EXTRA-CURRICULAR PARTICIPATION

Students who are absent from school on the day of an extracurricular are not permitted to participate in the activity. In order to be eligible for participation in any extracurricular activity, students must be present in school for at least one-half (1/2) day.

FAMILY VACATIONS

We believe that maximum educational achievement occurs for students through regular attendance. High correlation exists between time-on-task and student learning. Time-on-task in the classroom has been identified as a major factor for successful learning.

Missing instructional sessions is always detrimental to students learning to some degree. The Ohio State Department of Education in the new State Minimum Standards mandates a minimum school year of 180 days as prescribed in the Ohio Revised Code 3313.48. The intent of this legislation is that all students attend school at least 180 days per year.

We recognize that not all families are able to take vacations during the normal vacation periods and, that it is important for families to vacation together. However, we recommend that families make every effort to restrict vacations whenever possible to those times when school is not in session. Certainly if a student is having difficulty with his studies or is in danger of failing, parents should be even more cautious about taking the student out of school for vacation. If parents choose to take their children out of school for a family vacation, the parents assume the total responsibility for the student's education during the time the student is out of school. The parent/student is responsible

for the subject matter taught during the time of absence.

ACCORDING TO THE WEST GEAUGA SCHOOL BOARD POLICY, IF A PARENT'S REQUEST FOR VACATION IS SUBMITTED AND APPROVED BY THE PRINCIPAL OR ASSISTANT PRINCIPAL AT LEAST FIVE (5) SCHOOL DAYS IN ADVANCE OF THE DATE OF THE DEPARTURE, TEACHERS WILL BE ASKED TO GIVE THE STUDENT GENERAL ASSIGNMENTS FOR THE TIME THEY WILL BE GONE. VACATION FORMS MAY BE PICKED UP AT THE ATTENDANCE OFFICE.

Although the vacation is acknowledged by the administration, the missing school hours will be considered as unexcused absences and count towards the students accumulated missing school time as required by HB 410. School work assigned during a vacation may be completed for credit.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. Ohio law defines truancy as an absence from school without permission. Beginning with the 2017-2018 school year, West Geauga Local Schools is required to amend policy in addressing and reducing student absences for "Habitual Truant" and "Excessive absent"

These policies must include as an intervention strategy all of the following actions "if possible":

1. Providing a truancy intervention plan for any student who is absent from school in an amount that surpasses the threshold for habitual truant.
2. Providing counseling for a habitual truant.
3. Requesting or requiring a parent, guardian or custodian to attend a parental involvement meeting.
4. Requesting or requiring a parent, guardian or custodian to attend a truancy prevention mediation program.
5. Taking legal action

Habitual Truant

Absent 30+ consecutive hours without a legitimate excuse

Absent 42+ hours in one month without a legitimate excuse

Absent 72+ hours in one year without a legitimate excuse

When a student is habitually truant from the school, the following will occur:

1. Provide written notice to parents
2. Assign the student to an absence intervention team and develop the student's absence intervention plan. Student's parents are requested or required to attend.
3. IF the child fails to make progress on the personalized intervention plan, the district will file a complaint in the juvenile court.

Notice of excessive absence

38+ hours in one month with or without a legitimate excuse

Absent 65+ hours in one school year with or without a legitimate excuse

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing.
2. The student will follow the district's plan for absence intervention
3. The student and family may be referred to community resources.

Absence Intervention Team

Within 10 days after the absences surpass those for habitual truancy, the school principal must assign the student to an absence intervention team.

Within 14 school days after the assignment, the team must develop and intervention plan for the student in an effort to reduce or eliminate further absences.

TARDY TO SCHOOL

Students not in the classroom at 8:40 A.M. are tardy, and will report to the office for an admit slip. **Students dropped off at school after 8:40 a.m. MUST be signed in/signed out by a parent or guardian.** Oversleeping and missing the bus are not excused tardies. Car trouble, if documented evidence of the problem is presented (example: traffic citation, traffic accident, towing notice) may be excused. If acceptable, the tardiness will be excused. A student who is tardy 10 times must present a doctor's certificate or be referred to the county attendance officer

EARLY DISMISSAL

Students requesting a leave early must present a parent request note or the parent must notify the office via e-mail or phone call. The note, signed by the parent, must contain the reason for the request (including the doctor's or dentist's name and phone number if appropriate), the date and the desired dismissal time. EVERY student must be signed out at the office before leaving the building. **Students picked up prior to 3:20 MUST be signed in/signed out by a parent or guardian. Any person picking a student must be prepared to provide a photo ID if requested.**

VISITORS

All visitors to either elementary school must report to the main office upon entry to the building. All visitors are required to sign in and will receive an approved visitor's identification before visiting the school. Student and parent visitors are not allowed in any classrooms during the school day without prearranging visits with the classroom teacher.

Students may be permitted visitation upon approval of the building principal when a family has indicated that they are considering their child for enrollment in our school. Students considering enrollment may shadow an elementary student for a day. All visitors without a pass will be referred to the office. Board Policy 9150 applies to all visitors.

Parents wishing a meeting with teachers need to make an appointment with the teacher prior to arriving at the school. The teachers will notify the office of their expected visitor.

TELEPHONES

Office telephones are to be used for school business only. Students can see the secretary in the office when they need to make a phone call to a parent/guardian.

Classroom telephones are for staff only.

Phone messages will not be relayed to students except in the case of an extreme emergency.

Students are not to use wireless phones during school hours.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Board Office. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

ADVERTISING NON-SCHOOL ACTIVITIES

Students and parents may not post announcements or advertisements for non-school activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

DISTRIBUTION OF LITERATURE

1. No student may pass out literature during regular school hours, either in class or in the halls between classes without prior administrative approval.
2. Students distributing literature before or after school hours will be responsible for removing litter, which may result from their activities.
3. Literature may be passed out in the front hall by the front entrance either before or after regular school hours.
4. Failure to observe these rules can result in confiscation of the materials, curtailment of the privilege, or when necessary, disciplinary action including suspension.

STUDENT FUND RAISING

Student fund-raising by approved school organizations, whose funds are managed by the Treasurer, may be permitted in school by the Principal. For any fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, and also be consistent with requirements set forth in Policy 8550, Competitive Foods.

Student fund-raising by approved school organizations off school grounds may be permitted under administrative guidelines of the Superintendent.

Use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

The Board of Education does not permit or sanction the use of crowd funding for District or specific school programs or activities, including co-curricular or extracurricular activities.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the Treasurer may be permitted on school grounds in accordance with the Superintendent's administrative guidelines.

These administrative guidelines should:

- a. specify the times and places in which funds may be collected;
- b. describe permitted methods of solicitation which do not place undue pressure on students;
- c. limit the kind and amount of advertising for solicitation.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify radio and television stations. Information concerning school closings or delays can also be found on the School's web page at www.WestG.org. Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays.

SCHOOL SAFETY

State law requires school safety drills. School safety drills are unannounced and will be conducted throughout the school year.

FIRE DRILLS/TORNADO DRILLS

Fire drills and tornado drills are required by state law as a precaution against possible injury or loss of life. Instructions are posted in each classroom. A fire drill is announced by the fire alarm going off. At this time, fire doors close automatically and all students are to leave the school building immediately in an orderly manner. Students are to remain outside the building until the staff gives the re-entry signal.

A special alarm will be sounded for tornado drills, teachers will instruct students in procedures for moving to “safe” areas in the event of tornado warnings.

ACADEMICS

KINDERGARTEN PROGRAM

The kindergarten program at West Geauga is a readiness program to introduce the child to the formal learning of school. The teaching staff will follow the Core Curriculum. All kindergarten students are evaluated at the start of school by a professional team to assess their levels of concept understanding, fine motor skills, concepts of print, and early literacy skills.

ENTRANCE REQUIREMENTS

Kindergarten: In order to enter kindergarten, pupils living in this school district must be five years of age prior to September 30. A child who has moved into the school district and has completed one or more semesters of kindergarten before moving into the West Geauga School District will be accepted in kindergarten even though he/she was not five years old by September 30. A pupil entering kindergarten must present a birth certificate, social security number, proof of residency, immunization record, and all necessary information for completing the regular permanent record card. Children whose fifth birthday falls between September 30 and January 1 will be administered readiness tests at the request of the parents. Pupils whose scores indicate superior ability and can be expected to maintain acceptable progress by early admittance will be permitted to enroll in kindergarten. The decision of the school will be final.

Early Entrance by Testing: The West Geauga Schools, in compliance with the State of Ohio’s Senate Bill 190 which sets a statewide first grade entrance age of six years by September 30, has established a testing program for early entrance into kindergarten and first grade. Any child whose fifth or sixth birthday falls after September 30 and before January 1 is eligible to be tested for early entrance upon request by his/her legal guardian(s). Testing will occur only during the months of June and August. Exceptions will be made for children of parents moving to the district in September prior to the 15th of the month. All testing and evaluation of the child will be conducted by the personnel of the West Geauga Schools. Parents desiring to have their child tested should contact the principal’s office of the school nearest where they reside.

ELEMENTARY CURRICULUM

The West Geauga Elementary Schools are dedicated to enabling all students to reach their academic potential by blending basic skills with proven educational innovation including technology to enhance instruction. All grade levels follow the Common Core Standards and focus on reading, language arts, math, social studies, science, and technology. Instruction in art, music, and physical education is provided by specialists to every grade level one period a week. Library time is also provided to each grade level one period a week; research and technology skills are included in the library curriculum. All children will participate in the regular physical education class unless a written request is submitted by a doctor.

BAND

The children who elect to play an instrument may begin their program of instruction at the fifth grade level. The instrumental music teacher meets each fifth grade band class for two periods each week. Various concerts will be held throughout the school year.

REPORT CARDS

A system of data processing is used in reporting grades to parents each nine-week period. Report cards are posted to the Student and Parent Portals at the end of each quarter. Current and cumulative attendance information is included each nine weeks. Portal access may be disabled for failure to pay school fees, fines or failure to make up detention or any other school obligations.

HOMEWORK

Homework should be the carrying-out of activities growing from school work. Please assist your child in setting aside time to complete daily assignments.

TESTING PROGRAM

Kindergarten - Each kindergarten student is screened in the spring, following registration, and in the fall. Students are screened in vision, hearing, and language; all kindergartners are administered the KRA (Kindergarten Readiness Assessment) assessing motor and pre-academic development.

Third, Fourth, and Fifth Grade -The AIR (American Institute of Research) assessments are administered to students each year as mandated by the State of Ohio. The English Language Arts assessment is administered to third grade in the fall; during the spring, AIR assessments in reading and math are administered to all students, third grade through fifth grade as well as social studies in fourth grade and science in fifth grade.

ACADEMIC SUPPORT FORMS

Forms are completed when a student begins to struggle in the classroom, when a student struggles for three weeks and then again at six weeks. Continued documentation forms are submitted throughout the year for a student that continues to struggle beyond six weeks.

PROMOTION, ACCELERATION, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each. Please refer to Board Policy 5410.

PARENT-TEACHER MEETINGS/CONFERENCES

Conferences - West Geauga Elementary Schools schedule fall parent-teacher conferences. All parents are scheduled to meet with teachers. A second parent- teacher conference is held in the spring during the third quarter at the specific request of the teacher or parent.

Orientation Meetings/Open House - Orientation/Open House meetings are held in each classroom in August/September. These evening meetings give parents an opportunity to meet the teacher, learn about the curriculum for that classroom and have their questions about the school program answered. In addition, the building administrator will conduct an informational meeting for parents/guardians of each grade level prior to or preceding meeting in teacher rooms.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are permitted to use cell phones and other electronic devices in the classroom for educational purposes with the teacher's permission. Staff has the right to not permit electronic devices in their classroom or work area. In those cases electronic devices must be turned off and kept out of sight. Failure to comply with this policy may result in confiscation and other disciplinary actions.

Contents of cell/camera phones and other electronic devices may be searched by the administration if there exists reasonable suspicion that a violation of the Student Conduct Code or Ohio Revised Code has been committed.

SMOKING

Board policy prohibits smoking, the use or possession of tobacco in any form including but not limited to cigarettes, e cigarettes, electronic cigarettes, vaporizers, cigars, clove cigarettes, chewing tobacco, snuff and any other tobacco, by any student in any area under the control of the school district or at any activity by any school within the district. This may result in a three day out of school suspension.

SUSPENSION APPEAL HEARING PROCEDURE

Students or parents are to notify the building Principal in writing of the intent to appeal the suspension.

This appeal should be made within five (5) days of the suspension. Once the appeal is received, the Principal will then notify the hearing officer. The Assistant Principal or Principal will then inform the appellant of the appeal hearing date, time and place.

WHO WILL PRESIDE AT THE HEARING? The board appointed hearing officer or his designee.

WHO MAY BE PRESENT AT THE HEARING? Student, parents, student representative if previously designated, school officials involved, school official representative, if needed, witnesses as called by the hearing officer if necessary. (These will be the only people allowed at the hearing.)

WHAT IS THE PROCEDURE OF THE HEARING?

1. School will present its case.
2. Student or representative (not both) will present their case.
3. Hearing officer will ask questions of either party if further clarification is needed. The hearing officer will ask all questions.
4. Hearing officer will summarize what has been said, asking each party if summary is correct.

After this procedure, the hearing is over. The hearing officer will make his/her final decision within 48 hours of the hearing and will provide both parties with a written copy of his/her decision.

It is expected that order will prevail at the hearing. If it does not, the appeals officer will terminate the hearing. Since the law requires that a VERBATIM RECORD of this procedure be made, the hearing will be tape-recorded.

FAILURE OF THE APPEALING PARTY TO APPEAR FOR THE SCHEDULED HEARING WILL RESULT IN THE SUSPENSION ORDER BEING UPHELD AND NO FURTHER APPEAL HEARING WILL BE HELD.

RULES AND GUIDELINES FOR OUT-OF-SCHOOL-SUSPENSION

- A. Students under suspension are not allowed on school grounds and are not allowed to participate in or attend any school-sponsored activities while under school suspension.
- B. Students suspended out-of-school is able to complete make-up work as outlined below:
 1. At the discretion of the administration, students may be allowed to make up tests, projects and any other major assignments missed during the suspension period. It is the student's responsibility to obtain all such makeup work from each of his/her teachers.

2. Students under suspension will not receive credit for any daily classroom work such as labs, unannounced quizzes or homework, which are included in the daily classroom routine. However, students are encouraged to keep up with daily work.
3. All allowable make-up work, tests, projects or major assignments missed during the suspension will be due as determined by the classroom teacher. The teacher is not expected to furnish special help or make-up tutoring.
4. Teachers may require some work due during the suspension period. It is the student's responsibility to meet this requirement.

C. Violation of suspension rules may result in further disciplinary action. For suspensions resulting in a recommendation for expulsion, hearings will be scheduled during the term of the suspension. Students will be excluded from regular classes until after expulsion hearings, in the event hearings are postponed at the request of the suspended student's representative

RULES AND GUIDELINES FOR SATURDAY SCHOOL

The Saturday School (from 8:00 A.M. to 12:00 P.M.) is provided as a form of academically oriented discipline. Students must report with an admission pass prepared to work on specific school assignments in English/Reading, Math, Science, Social Studies or other school related topics. Students may also wish to bring school appropriate reading materials. (Art projects are not appropriate unless accompanied by an authorizing note from the art teacher.)

During Saturday School hours, a parent/ guardian or responsible adult must be available in the event of an emergency situation.

No one will be admitted to Saturday School without this completed admission pass! Parents who bring students need to check them in at the door.

1. Students must bring this Admission pass to Saturday School and bring their own study materials, books, paper, pens, pencils, etc.
2. Parents are responsible for arranging transportation to and from Saturday School. Students will be admitted starting at 7:45 a.m. **Students will be permitted admittance if they arrive late, however the time missed will be made up in forms of working lunches, detentions, and etc.**
3. Lockers are off limits and access to other areas of the building will not be permitted. The media center will be available for students to research materials needed for school assignments.
4. Students need to have rides waiting at 12:00 p.m. and must leave the building promptly at the end of Saturday School. Parent/guardian/other people who pick up a student from the Saturday School should wait outside the school building by the main office.
5. Activities such as talking without permission, combing hair, writing notes, sleeping, appearing to be asleep, etc., are not permitted.
6. Students are required to wear appropriate school clothes to Saturday School. Students inappropriately dressed will not be admitted and will serve an alternative discipline.
7. Students are not permitted to bring items such as food, beverages, music listening devices, playing cards, cell phones, video equipment or any materials that are disruptive to the educational environment.
8. Lavatory privileges will be monitored by the Saturday School staff.
9. If a student has any questions or special needs that require attention during the Saturday School, he/she should raise his/her hand and speak with one of the teachers in charge.
10. A student who does not follow these rules and those in the Student Handbook during the Saturday School will be removed from the school.

- **A student who fails to attend an assigned Saturday School faces the risk of being assigned an out of school suspension.** A Saturday School will be rescheduled in the event of a family emergency (funeral). In the event of an illness, the absence will be excused only by a **doctor's written verification received** on the first day following the detention date.
- Repeated failure to attend Saturday School will result in out-of-school suspensions being assigned in place of future Saturday School.
- A student who arrives at a Saturday School without an Admission Pass or who fails to bring proper study materials to an assigned Saturday School will not be admitted. There will be some blank forms on hand for those parents who transport their student but for those students who transport themselves, they will be asked to complete another form or go home and bring the original form. The parent/guardian contact is of the utmost importance.
- Repeated failure to come prepared to the Saturday School or repeated failure to obey the rules of the Saturday School will result in an out-of-school suspension being assigned in place of future Saturday School.

If there is inclement weather and Saturday School was not cancelled ahead of time, it is up to the discretion of the parent/guardian to send or transport their son/daughter to Saturday School. The Saturday School will then be rescheduled.

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