



**Westlake Elementary School**

# **STUDENT HANDBOOK**

**2024-2025**

27555 Center Ridge Road  
Westlake, OH 44145

Main Office: (440) 250-1200

Fax: (440) 250-1202

24-Hour Attendance: (440) 250-1201

**[wlake.org](http://wlake.org)**

**We Educate for Excellence**

# CALENDAR OF EVENTS

## 2024-2025

*Some dates subject to change*

*Consult the 2024- 2025 WES Calendar of Events for additional dates and details.*

Aug 21	New (to WCSD) Student Orientation
Aug 26	Preschool Open House 6:30-7:30
Aug 26	Open House 5-6pm - 2nd Grade
Aug 26	Open House 6:30-7:30 pm - 1st Grade
Aug 27	Open House 5-6pm - 4th Grade
Aug 27	Open House 6:30-7:30 pm - 3rd Grade
Aug 28	Preschool Orientation - Various times by appointment
Aug 28	First Day of School - Grades 1-4 - <i>start 9:00 AM</i>
Aug 28	Kindergarten Orientation - Full Day & Half Day AM
	Last names A-L come with their parent(s) 9:15-10:15
	Last names M-Z come with their parent(s) 10:45-11:45
Aug 28	Kindergarten Orientation - Half Day PM
	Last names A-L come with their parent(s) 12:30-1:30
	Last names M-Z come with their parent(s) 2:00-3:00
Aug 29	First day of Kindergarten - last names A-L
	Students in this group will not report on August 30th
Aug 29	Preschool Orientation - Various times by appointment
Aug 30	First day of Kindergarten - last names M-Z
	Students in this group will not report on August 29th
Sep 2	Labor Day - No School
Sep 3	All kindergartners report for school
Sep 3	Preschool Orientation - Various times by appointment
Sep 9	First Day of School - Preschool
Oct 9	Picture Day - Grades PreK, 2, 4
Oct 10	Picture Day - Grades K, 1, 3
Oct 11	NEOEA Day - No School
Oct 31	End of First Quarter
Nov 1	Teacher Work Day - No Students
Nov 4	Professional Development Day - No Students
Nov 21	PK-4 Evening Conferences 4:45-8:00
Nov 25	PK-4 Evening Conferences 4:45-8:00
Nov 26	PK-4 Day Conferences 9:00-3:30 - No Students
Nov 27-29	Thanksgiving Break - No School
Dec 23-Jan 3	Winter Break - No School
Jan 20	MLK Day - No School
Jan 23	End of Quarter 2 / Semester 1
Jan 24	Teacher Work Day - No Students
Feb 14	Professional Development Day - No Students
Feb 17	Presidents Day - No School
Mar 17	Professional Development Day - No Students
Mar 28	End of Quarter 3
Mar 31	Teacher Work Day - No Students
Apr 18-25	Spring Break
May 26	Memorial Day - No School
June 10	Kindergarten Celebrations 9:00, 10:15 and 2:15 (classroom times TBD)
June 11	Fourth Grade Recognition 10am
June 11	Last Day of School / End of Quarter 4/ Semester 2

# FORWARD

This Student Handbook was developed to answer many of the commonly asked questions that you and your 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. If any of the policies or administrative guidelines referenced herein are revised, 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. Policies can be found on the district website: <https://go.boarddocs.com/oh/westlake/Board.nsf/Public>



# WESTLAKE CITY SCHOOLS

## MISSION STATEMENT

***WE EDUCATE FOR EXCELLENCE...*** Empowering all students to achieve their educational goals, to direct their lives, and to contribute to society.

### **WESTLAKE ELEMENTARY SCHOOL EXIT OBJECTIVES**

- Communicate ideas in a variety of forms
- Gather, interpret, and analyze information
- Accept responsibility as citizens of the school, community, and world
- Make decisions, make judgments, and solve problems individually and in groups
- Demonstrate respect, responsibility, empathy and integrity

### **EQUAL EDUCATION OPPORTUNITY**

All students of the Westlake City School District will have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, sex, marital status, pregnancy, national origin, physical handicaps, criminal record, political activity, citizenship status, religion, creed, or opinion, in all decisions affecting admissions, membership in school-sponsored organizations, clubs or activities, access to facilities, distribution of funds, and/or academic evaluations of any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity will be based on criteria reasonably related to that specific activity.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the building principal.

Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to an educational opportunity. The board designates the following individuals to serve as the District's "Compliance Officers":

Robert Maver  
Director of Human Resources  
440-871-7300  
[maverb@wlake.org](mailto:maverb@wlake.org)

Jane Reilly Perry  
Director of Student Services  
440-871-7300  
[perryj@wlake.org](mailto:perryj@wlake.org)

### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, the student must notify a staff person immediately.

State law requires that all students have an emergency medical authorization form completed and signed by a parent or guardian on file in the school office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.



## **THE RIGHTS AND RESPONSIBILITIES OF WESTLAKE STUDENTS**

All students have the right to:

- A meaningful education.
- Wear distinctive insignia unless the manner of expression interferes with the orderly operation of the school program, trespasses on the rights of others, or disturbs other students.
- Inspect their tests, grades, and school records, in the presence of a counselor, teacher, or administrator.
- Symbolic and actual freedom of expression and verbal expression of their personal opinions. Such verbal opinions shall not interfere with the freedom of others. The use of profane or obscene language and threats of harm to persons or property are prohibited.
- Be protected from unreasonable seizures and searches.
- Attend school without fear of intimidation.
- Consultation with teachers, counselors, and administrators.
- Free election of their peers in student government; moreover, all students have the right to seek and hold office.
- 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.
- Inform the school administration that an instructor is consistently late to class.
- Anonymity when giving information regarding any wrongdoing.
- Be informed of their rights and responsibilities.
- Appeal through their teacher, counselor, and principal on a decision affecting their school life.

## **STUDENT 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 school 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:

- Attend school and attempt to complete the course of study developed by the student and parents.
- Report to classes on time with the necessary materials, be prepared with lessons, and have a positive attitude toward learning.
- 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.
- Develop tolerance for verbal and written viewpoints and opinions of others and to recognize the right of other individuals to form different points of view.
- Provide information in disciplinary cases should they be asked and have knowledge of importance in such a case.
- Dress according to the appearance code.
- Respect school property as well as the property of others.
- Accept the consequences for any wrong act they may commit, subject to the right of appeal as set forth elsewhere in this handbook.
- Respect the authority of all employees of the Westlake City Schools.
- Assist in maintaining cleanliness of all buildings and properties in Westlake City Schools.

School 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.

# SECTION I - ACADEMIC POLICIES

## GRADING SYSTEM

The Westlake Board of Education believes students will respond more positively to the opportunity for success than to the threat of failure. The district will therefore seek to make instructional achievement both reachable and possible for students. It will emphasize achievement in its process of evaluating student performance.

## HOMEWORK

Most student work is completed during the school day. Other work, including homework, may be assigned and started during class to be finished as homework. Students are expected to complete all assignments and required work. Problems concerning incomplete work will be handled on an individual basis. Parents can assist by providing a quiet place to study and by providing a regular time each evening for homework to be done.

Checking a student's assignments nightly and providing guidance are ways parents can be supportive of their child's academic growth. Students are expected to be completely prepared for each school day.

Letter grades are assigned at the end of each quarter or semester.

### *Grading Scale for Grades K-2*

<b>Student Achievement Related to Standards</b>	
<b>P= Proficient:</b>	Meets or exceed the criteria of the standards
<b>Dev= Developing:</b>	Develops understanding with practice and support
<b>N=Novice:</b>	Experiences difficulty and requires consistent practice and support
<b>*= Not assessed at this time</b>	

### *Grading Scale for Grade 3*

<b>A</b>	Excellent
<b>B</b>	Good
<b>C</b>	Satisfactory
<b>N</b>	Does not demonstrate satisfactory achievement
<b>*</b>	Not assessed at this time

### Grading Scale for Grade 4

<b>A</b>	Excellent
<b>B</b>	Good
<b>C</b>	Satisfactory
<b>D</b>	Poor
<b>N</b>	Does not demonstrate satisfactory achievement
<b>*</b>	Not assessed at this time

#### *Promotion to Next Grade Level*

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 the student's own development.

Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when the student has:

- A. Completed the course and State mandated requirements at the presently assigned grade;
- B. In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. Demonstrated sufficient proficiency to permit them to move ahead in the educational program of the next grade;
- D. Demonstrates the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade.

#### *Retention:*

A student may be retained at the current grade level when the student has, in the opinion of the professional staff, failed to demonstrate proficiency in mathematics and English Language Arts.

A student may be placed at the next grade level when retention would no longer benefit the student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students that:

- A. require the recommendation of the relevant staff members for promotion, placement or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that efforts will be made to remediate the student's difficulties before the student is retained;
- D. assign to the principal the final responsibility for determining the promotion, placement and retention of each student;
- E. provide parents the opportunity to appeal the decision about their child's promotion, placement or retention.

### **Third Grade Reading Guarantee**

The promotion and retention provisions of this policy shall be in compliance with the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.02).

No student will be promoted to the fourth grade if the student has not attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 - Third Grade Reading Guarantee or in accordance with State law.

### ***Student Assessment***

Students in grades K-4 participate in required assessments as determined by their teacher, the district, or the State in order to identify learning strengths, needs, and progress. All elementary students participate in the administration diagnostic assessments beginning in kindergarten and continuing as needed throughout their elementary experience. Unless exempted, each student must pass all portions of the State mandated assessment tests. Ohio State assessments are typically given between March and May every year, with the exception of the Fall Third Grade English Language Arts test.

State required assessments include the following:

<b>State Assessments</b>	
<b>Kindergarten</b>	Kindergarten Readiness
<b>Grade 3</b>	English Language Arts and Mathematics
<b>Grade 4</b>	English Language Arts and Mathematics

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

- Gifted Whole Grade Screeners - CogAT (cognitive abilities test) – spring of 2<sup>nd</sup> grade and fall/winter of 4<sup>th</sup> grade

By June 30th of each year, parents will be provided with the score of any State-mandated assessment or test administered to their student. Results will be posted to the secure portal, PowerSchool, that families can access on the District's or School's website.


### **SPECIAL SERVICES**

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

Twice per year, in the fall and winter/spring, school districts have the responsibility of identifying gifted learners in grades K-12 using criteria set forth by the Ohio Department of Education & Workforce. Criteria for gifted services includes a score at the 95th percentile or higher in Math and/or Reading by State approved test or a Cognitive score of 128 or higher. Students may be identified as gifted in one or more of the following areas: superior cognitive, specific academic, creative thinking, or visual/performing arts.

Identified students are placed in cluster classrooms to provide for differentiation within the classroom. All teachers have completed professional development in the area of gifted education and are equipped to meet higher level student needs. The Gifted Intervention Specialist collaborates with classroom teachers to plan and implement differentiated lessons and activities with groups of identified students.





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

#### *Withholding of Grades and Credits*

The Westlake Board of Education has adopted regulations prescribing a schedule of fees for materials required to be used in specific courses.

There may also be fees for: Equipment, art, musical instruments, library materials, athletic equipment, textbooks, and damage to school buildings. Nonpayment of any fees and charges may result in withholding the grades and credits of the student. Failure to turn in textbooks or pay fines or fees due to the school will cause withholding of the diploma. Students may not be permitted to take part in school activities due to outstanding fees.

## SECTION II - COUNSELING

### **STATEMENT OF PHILOSOPHY**

The Westlake City Schools' guidance philosophy is based on the recognition of the dignity, worth, and needs of the individual. Guidance is a cooperative venture that includes students, counselors, teachers, administrators, parents, and all those who provide special services. The purpose of the Westlake Elementary School counseling department is to provide each child the opportunity for growth as individuals according to their interests, needs, and potential.

### **STAFF**

- Grade PreK and 2nd - Mrs. Dana Bail, Counselor
- Grade Kindergarten and 3rd – Mrs. Mallorie Haworth, Counselor
- Grade 1 and 4th - Mrs. Amanda Kelber, Counselor

### **COMMUNICATION OPPORTUNITIES**

#### *Parent/Teacher Conferences*

Communication between the home and school is extremely important. Parent/Teacher Conferences are held formally during the fall of each year: two evenings and one full day. Other convenient times are available throughout the year by parent and/or teacher request. More information regarding formal conference schedules will be forthcoming.

#### *Email/Voicemail*

The intent is to establish and maintain open lines of communication. Please visit [www.wlake.org](http://www.wlake.org) and navigate to the staff directory located under the About Us drop down menu. Both email and voicemail contacts are available here.

#### *Parental Comments/Complaint Procedures*

Communication is always the key to a successful learning experience. Communication should always begin with the parent and teacher. Should a situation arise where consensus cannot be reached, then administrative avenues may be pursued. The official complaint form may be obtained from either the central office or the Westlake City Schools website under the section Parental/Student Forms.

# SECTION III - STUDENT RESPONSIBILITIES

## **ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

Students are expected to attend school regularly. Attendance in school is often reflected in a student's grades and achievement. Many studies show that chronically absent students are less likely to be readers in the early grades and less likely to graduate.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absence and truancy. HB 410 outlines how and when parents will be notified of a student's absences. The district will work to partner with parents to identify and redirect barriers to regular school attendance. The law defines excessive absence as a student who is:

- Absent thirty-eight (38) or more hours in a month with or without an excuse OR
- Absent sixty-five (65) or more hours in a year with or without an excuse.

Within seven (7) days of your child reaching the number of hours identified, you will receive a letter. Further, the law defines habitual truancy as:

- Absent thirty (30) or more consecutive hours without a legitimate excuse
- Absent forty-two (42) or more hours in one month without a legitimate excuse
- Absent seventy-two (72) or more hours in one year without a legitimate excuse.

When a student is habitually truant, the district is required to assemble an absence intervention team and meet with the parent(s) to develop an absence intervention plan.

The purpose of the team is to identify specific barriers and solutions to attendance. The team will be composed of staff members who are familiar with your child and the programs at school as well as you, the parent. Once the plan is in place, the goal will be to see an improvement in school attendance. If the student refuses to participate in or has failed to make satisfactory progress on the plan within sixty-one (61) days, the district is required to file a complaint in juvenile court.

## *School Day*

The doors open for the day to begin for students at 8:30 a.m. with a tardy bell at 8:45. Dismissal for the day is at 3:30 p.m. Students use the time from 8:30 a.m. - 8:45 a.m. to arrive, organize, and prepare for their day. The students need to be in their seats prepared for the day before 8:45 a.m. Kindergarten for half-day students is as follows:


- Morning – 8:30 a.m. – 11:30 a.m. with a tardy bell at 8:45 a.m.
- Afternoon – 12:30 p.m. – 3:30 p.m. with a tardy bell at 12:45 p.m.
- Full-day Kindergarten – 8:30 a.m. – 3:30 p.m. with a tardy bell at 8:45 a.m.

## *Reporting Procedures for Absence*

It is the responsibility of the parent/guardian to have students in regular attendance. In accordance with the Missing Child Law (ORC 3313.205), the following procedure has been put into effect:

The parent/guardian of the student must call the attendance office by 8:45 a.m. on each day of the absences. The twenty-four (24) hour call line is 440-250-1201. The District is not able to accept emails as an official notification of an absence. When reporting an absence, the following information must be provided

- Student Name
- Date of Absence
- Teacher's Name
- Reason for Absence (for illness please report diagnosis or symptoms)



Please assist our health services in tracking communicable disease by reporting your child's confirmed diagnosis (e.g., strep throat, flu, chicken pox, pink eye, 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, please report any/all of the following symptoms when calling the attendance line:

- Fever – Students must be fever free (w/o medication) for twenty-four (24) hours
- Headache
- Cough
- Sore throat
- Body aches
- Diarrhea and/or vomiting

### *Missing Children*

The Westlake Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies. Also, carefully accounting for the whereabouts of children during the school day is an extremely important task for the home and the school. Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with the school procedure for excused absences. An automated call will be generated if the school is not contacted.

### *Doctor Notes*

A student may have up to ten (10) medically excused absences or 65 school hours without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic. These absences do not count towards the excessive absence hours. After 10 medically excused absences, students MUST have a doctor's note for it be medically excused (per BOE Policy above). Otherwise, it is deemed unexcused and counts towards the total hours missed.

### *Excused and Unexcused Tardiness*

Any child arriving after the start of the instructional day (8:45 a.m. or 12:45 p.m. for afternoon kindergarten) is considered tardy. Tardiness will be recorded on the nine-week report card. For safety reasons, parents must accompany their child to the office to obtain a tardy slip and/or sign in. The student will be marked either excused or unexcused tardy. An excused tardy status will be issued for the following reasons ONLY: medical or dental appointment, religious observance or emergency circumstances approved by the principal. A doctor's note must be presented for an excused tardy. \*Tardiness will be cumulative.

### *Injury or Illness during the School Day*


The main office is the designated area where students are to report when becoming ill during the school day and need to see the nurse or go to the clinic. Students must receive a pass signed by the classroom teacher before entering the main office clinic.

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.

### *Medical Appointments:*

- A parent must call the school attendance line prior to, or the morning of, an appointment. A time of return will be needed in order to ensure the student's arrival back to school.
- For safety reasons, parents must accompany their child to the office to sign the student in / out.
- The student will be listed on the absence list for the time missing from school.
- When the student returns to school, the student must report to the attendance office and notify the attendance secretary. Verification is required from the doctor's office.

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- Emergency appointments will require a parent call prior to the student leaving; a parent will visit the school office to sign upon return to school, the office will require verification from the doctor's office.
  - Failure to follow the procedure will result in an unexcused absence.

#### *Family Vacation / Planned Absence Policy*

Students who are going on a family vacation should pick up the "Planned Absence Form" in the main office at least five (5) school days' ahead of the notice of the absence. The form must be signed by the parent/guardian and each teacher, with assignments given. The form must be returned to the main office before leaving on vacation. The Planned Absence Request is available in the main office and electronically under the "Forms & Documents" section of the Westlake Elementary School website. Students will assume the responsibility of meeting with each teacher to make up all missed class work.

All homework assignments issued during a planned absence shall be turned in on the first day the student returns from absence. All tests or quizzes missed during a planned absence shall be made up during the first week after a child returns from the absence. The final decision for this schedule shall be determined by the classroom teacher/principal.

We understand planned absences are extremely important for the family, however the absences will be listed as **unexcused**; additionally, we would appreciate consideration be given to your child during state testing to ensure successful completion of all course work. Their presence during state testing days is vitally important.

Students traveling out of the country for greater than ten school days will be withdrawn from school during the period of absence and re-enrolled upon return.

#### *Make-Up, Incomplete Work, and Long-Term Assignments*

- Except in cases of planned absence, a student has one day for each day of excused absence to make up any incomplete work.
- Parents can call to request assignment materials from teachers if your child is absent from school for two (2) or more days. Please contact the main office by 9:30 a.m. to request make-up work. Arrangements will be made to pick up available assignments/materials after 2:30 p.m. If your child is absent for a partial or single day, make-up work will be available upon return. An alternative schedule may be established collaboratively between each classroom teacher and the student for completion of missed assignments/assessments.
- Teachers reserve the right to set firm deadlines for long term assignments/projects.

#### *Home Instruction*

Home Instruction may be provided for students who are unable, because of physical disabilities, to attend our regular classes. Application for home instruction should be made through the middle school principals. All home instruction must be approved by the building principal and Director of Student Services.

#### *Withdrawal of Students*

The Westlake City School System strives to be accurate and thorough in tracking student residency, attendance and enrollment status. As such, students will be withdrawn from the school system upon meeting any of the following circumstances:

- Receipt of signed, written notification from the student's parent/guardian requesting a records transfer to a designated school for the purpose of enrolling in that school.
- Receipt of a written request for records from another school district indicating the student is seeking enrollment or has enrolled in another school district.
- Receipt of "Planned Absence" form indicating international travel exceeding 10 school days.
- Inability to substantiate continued residency within Westlake, despite District attempts to verify residency, excluding exceptions outlined in ORC 3313.64 as permitted by current BOE policy.



# SECTION IV - STUDENT DISCIPLINE

## WESTLAKE CITY SCHOOLS CODE OF CONDUCT

### **STUDENT DISCIPLINE**

The Westlake City School District Board of Education recognizes effective discipline is essential if all students are to attain a quality education. Further, the Board shall require each student of the District to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules developed in this fashion may be different according to grade level building structure but should be consistent among schools with the same grade level structure.

### *DISTRICT CODE OF CONDUCT*

A major component of the Westlake Elementary School educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with federal, state, and local laws, Board policies, school rules/code of conduct and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### *Expected Behaviors*

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal
- regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### *Classroom Environment*

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- a teacher to communicate effectively with all students in the class; and
- all students in the class have the opportunity to learn.

### *Dress and Grooming*

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

### *Zero Tolerance*

No form of violent, disruptive or inappropriate behavior, including excessive truancy, will be tolerated.

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No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

## **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, community service, detention, structured schedules, in-school discipline, suspension and/or expulsion from school. The building administrator(s) reserves the right to determine final disciplinary action unless it is specified that the action is to be immediately escalated to the Superintendent, law enforcement, or another official. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **SECTION 1 (TIER 1 OFFENSE)**

Rules in this section will generally result in the following disciplinary actions and may be cumulative for any offense in this section. Principals may modify this sequence based on circumstances.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
1st	Up to three (3) day Out-of-School Suspension and/or Friday School (grades 7-12 only)
2nd	Up to five (5) day Out-of-School Suspension and/or Friday School (grades 7-12 only)
3rd	Up to ten (10) day Out-of-School Suspension and recommendation for expulsion
4th	Up to ten (10) day Out-of-School Suspension and recommendation for expulsion

### *RULE 1. Misconduct; Interference, disruption or obstruction of the educational process*

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. This rule includes, but is not limited to, inappropriate language, gestures, publications, pictures or signs, and/or socially improper behavior.



***RULE 2. Insubordination***

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member or acting in defiance of staff members.

***RULE 3. Persistent absence or tardiness***

Attendance requirements are pursuant to rules established by HB410. A student shall not be absent from an assigned location for all or part of any school day without school authorization or parental consent and shall be considered truant when they are absent from school for any portion of the school day. This rule includes “class cutting” and/or being out of one’s assigned area.

***RULE 4. Refusing to accept discipline***

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

***RULE 5. Violation of individual school/classroom rules***

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

***RULE 6. Falsification of school work, identification, forgery, academic dishonesty***

Falsifying signatures or data or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus/parking passes and excuses, as well as use of false I.D.’s. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action. 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.

***RULE 7. Aiding or abetting violation of school rules***

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

***RULE 8. Knowledge of dangerous weapons or threats of violence***

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

***RULE 9. Improper Dress***

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. Please see the appearance code in the handbook. The school administration will make the final decision regarding dress code violations.

***RULE 10. Displays of affection/sexual activities***

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

***RULE 11. Possession of Pornography***

Possessing sexually explicit material.

**RULE 12. Incendiary Devices**

Unauthorized possession or igniting of matches, lighters and other devices that produce flames.

**RULE 13. Possession of electronic equipment ([BOE Policy 5136.01](#))**

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the Principal or the classroom teacher.

Students may use the following electronic equipment/devices on school property for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the Principal or teacher's permission and supervision:

- |                                      |  |
|--------------------------------------|--|
| A. laptops                           | D. e-readers (e.g., Kindle-like devices) |
| B. tablets (e.g., iPad-like devices) | E. personal digital assistants (PDAs)    |
| C. smartphones                       | F. portable CD/MP3 players               |

Students may use the following electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach, or building principal:


- |  |  |
|--|--|
| A. laptops                               | D. personal digital assistants (PDAs)      |
| B. tablets (e.g., iPad-like devices)     | E. portable CD/MP3 players with headphones |
| C. e-readers (e.g., Kindle-like devices) | F. smart phone/cell phone                  |

Distracting behavior that creates an unsafe environment will not be tolerated. The preceding prohibitions do not apply to Board-owned and issued laptops, tablets, e-readers, PDAs, or authorized assistive technology devices.

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using a camera or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, (including sexual orientation/transgender identity), age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using cameras and other electronic equipment/devices to capture, record or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture, record or transmit audio and/or pictures/video





of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken. If a camera or other electronic equipment/device is confiscated, it will be released/returned to the student or the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Any electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771 – Search and Seizure.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices. The District will allow students to bring their own non-disruptive technology devices to use for educational purposes at specified times during the school day. The use of approved non-disruptive devices to enhance learning in the classroom will be pursued when deemed appropriate at each individual teacher's discretion. Students should be aware that these devices are to be used for educational purposes. Each teacher will have the discretion to limit or forbid the use of students' non-disruptive personal electronic devices in their classroom. A student's use of their non-disruptive personal electronic device on school property is a privilege, not a right. Students may be denied access at any time.

A. The Westlake City Schools Digital Driver's License Agreement (BYOD electronic device policy) will be distributed the first day of school and will be provided to transfer students when they receive their Handbook. Students are granted the limited right to use their personally owned technology resources at Westlake City School District upon the return of this signed Digital Driver's License Agreement.

#### B. Consequences for Inappropriate Use of ECD

Any user who does not comply with these guidelines will be subject to the Student Handbook and related disciplinary measures and may lose the privilege of bringing their device to school for a period of time, that period of time to be set at the discretion of the Principal or designee. Students who have repeated or severe infractions of the policy will be subject to disciplinary action by the Principal. Violations of federal and state regulations, such as sending threatening email and accessing or distributing obscene material, will be reported to and dealt with by the local Police Department and any other governing law enforcement agency.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the personal communication device.



***RULE 14. Unauthorized sale or distribution***

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

***RULE 15. Gambling***

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

***RULE 16. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)***

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:


- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual or demeaning implications;
- D. Unwelcome touching;
- E. Sexual jokes, posters, cartoons, graphic pictures, drawn or on an electronic device, etc.;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of "child abuse" as defined in State law.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to the following:

- A. **Verbal**: The making of offensive written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
- B. **Nonverbal**: Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
- C. **Physical**: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

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



Any student who believes that they are the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinators:

Jane Reilly Perry  
Director of Student Services  
440-871-7300

Robert Maver  
Director of Human Resources  
440-871-7300

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report their concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting their concerns, the student should provide the name of the person(s) who they believe to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The Anti-Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed and the witnesses as much as possible consistent with the Board's legal obligations to investigate, to take appropriate action and to conform to any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges. Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities. These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions or debate that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines.

### ***RULE 17. Hazing***

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### ***RULE 18. Trespassing***

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

### ***RULE 19. Unauthorized use of school or private property***

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

### ***RULE 20. Violation of bus rules***

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. For further clarification see the Transportation section in the student handbook.

### ***RULE 21. Driving/Parking (applicable to high school students only)***

Any student driving to school must keep their 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 22. Unauthorized use of vehicles (applicable to high school students only)***

Occupying or using vehicles during school hours without parental permission and/or school authorization.

### ***RULE 23. Misconduct off school grounds***

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

### ***RULE 24. Gang Related 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: 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 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 one's person.

***RULE 25. Repeated Violation of School Rules***

No student shall fail to comply with school rules and regulations or with the directions of the teacher or any adult school personnel.

**SECTION 2 (TIER 2 OFFENSE)**

These examples of misconduct, which are cumulative, will generally result in a 10-day suspension and a possible recommendation for expulsion and/or police/court referral due to the serious nature of these offenses. The principal may modify this sequence based on circumstances.

***RULE 26. Fighting***

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
1st	Up to ten (10) day Out-of-School Suspension.
2nd	Up to ten (10) day Out-of-School Suspension with possible recommendation for expulsion
3rd	Ten (10) day Out-of-School Suspension and recommendation for expulsion.

***RULE 27. Possession/use of tobacco***

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any Inter-scholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

Electronic cigarettes and vaping continue to present challenges for schools and raise significant health concerns, especially related to the use of these devices by youth. House Bill (HB) 166, the state biennial budget legislation, increased the age at which individuals can purchase tobacco or tobacco products to twenty-one (21). These changes, including the various definitions for tobacco and electronic cigarettes, took effect upon the governor's signing. Although electronic cigarettes were added to Ohio's juvenile tobacco laws in 2014, the definition of what constitutes an e-cigarette was revised under HB 166.

Under the revised definitions of Ohio Revised Code (RC) 2927.02, for purposes of Ohio's juvenile tobacco laws (now for individuals under age twenty-one (21), a "tobacco product" now means any product that is made or derived from tobacco or that contains any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, a cigarette, electronic smoking device, cigar, pipe tobacco, chewing tobacco, snuff or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, blunt or hemp wraps, and liquids used in electronic smoking devices, whether or not they contain nicotine.

Alternative nicotine products are now defined as "an electronic smoking device (previously electronic cigarette), vapor product or any other product or device that consists of or contains nicotine that can be ingested into the body any means, including, but not limited to chewing, smoking, absorbing, dissolving or inhaling." The definition of "electronic cigarettes" is replaced with a definition for "electronic smoking device" that is defined as any device that can be used to deliver aerosolized or vaporized nicotine.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
1st	Three (3) Day Out-of-School 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. Student may be issued a ticket by the Westlake Police Department under O.R.C. 2151.87
2 <sup>nd</sup>	Up to five (5) day Out-of-School Suspension, and issued a ticket under O.R.C. 2151.87.
3rd	Ten (10) day Out-of-School Suspension and/or recommendation for expulsion, and issued a ticket under O.R.C. 2151.87.

***RULE 28. Possession/use of drugs and/or alcohol***

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, the building principal may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, the student will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
1st	Five/Ten (5/10) Option* and/or referral to an assessment with the recommendation being followed. Five (5) days of Out-of-School Suspension are in effect with the remainder held. If not the Five/Ten (5/10) Option, then a ten (10) day Out-of-School Suspension and/or police contact and/or court referral and/or recommendation for expulsion.
2 <sup>nd</sup>	Ten (10) day Out-of-School Suspension and a police contact, and/or a recommendation for expulsion.

\* Five/Ten (5/10) Option: If made available, the student and family will sign a Five/Ten (5/10) Option Agreement Form that will include, but is not limited to, the following stipulations:

- Participation in a comprehensive substance abuse assessment from a qualified professional
- Completion of a two-way release and returned to a designated school counselor so that the counselor may confirm that an assessment has taken place or is scheduled
- If applicable, the student and family will follow any professional recommendations made as a result of the assessment, which may include periodic drug testing, and the student will meet regularly with a designated school counselor
- Failure to comply with any Five/Ten (5/10) Option requirement will result in the remaining five (5) days of Out-of-School Suspension being enforced and/or a recommendation for expulsion being reinstated.

***RULE 29. Use and/or possession of a firearm***

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guidelines set forth in Board Policy 5772 and 5610.

- Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

- Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Up to a ten (10) day Out-of-School Suspension with possible recommendation for one-year expulsion from school.
2nd	Ten (10) day Out-of-School Suspension and recommendation for one-year expulsion from school.

***RULE 30. Use and/or possession of a weapon***

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Up to a ten (10) day Out-of-School Suspension with possible recommendation for one-year expulsion from school.
2nd	Ten (10) day Out-of-School Suspension and recommendation for one-year expulsion from school.

***RULE 31. Use of an object as a weapon***

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

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Up to a ten (10) day Out-of-School Suspension with possible recommendation for one-year expulsion from school.
2nd	Ten (10) day Out-of-School Suspension and recommendation for one-year expulsion from school.

***RULE 32. Arson***

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Ten (10) day Out-of-School Suspension, police contact, court referral, recommendation for expulsion.

***RULE 33. Physically assaulting a staff member/student/person associated with the District.***

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Up to ten (10) day Out-of-School Suspension and/or court referral and/or

2nd recommendation for expulsion.  
Ten (10) day Out-of-School Suspension and recommendation for expulsion.

***RULE 34. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/ person associated with the District.***

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Up to ten (10) day Out-of-School Suspension and/or court referral and/or recommendation for expulsion.
2nd	Ten (10) day Out-of-School Suspension and recommendation for expulsion.

***RULE 35. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.***

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Up to ten (10) day Out-of-School Suspension and/or court referral and/or recommendation for expulsion.
2nd	Ten (10) day Out-of-School Suspension and recommendation for expulsion.

***RULE 36. Extortion***

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Up to ten (10) day Out-of-School Suspension and/or court referral and/or recommendation for expulsion.
2nd	Ten (10) day Out-of-School Suspension and recommendation for expulsion.

***RULE 37. Bomb Threats, and other false alarms and reports***

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Up to ten (10) day Out-of-School Suspension and/or court referral and/or recommendation for expulsion.
2nd	Ten (10) day Out-of-School Suspension and recommendation for expulsion.

***RULE 38. Terroristic Threat***

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Up to ten (10) day Out-of-School Suspension and/or court referral and/or recommendation for expulsion.



**RULE 39. Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Up to a ten (10) day Out-of-School Suspension with possible recommendation for one-year expulsion from school.
2nd	Ten (10) day Out-of-School Suspension and recommendation for one-year expulsion from school.

**RULE 40. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the building principal. The School is not responsible for personal property.

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Up to ten (10) day Out-of-School Suspension and/or court referral and/or recommendation for expulsion.
2nd	Ten (10) day Out-of-School Suspension and recommendation for expulsion.

**RULE 41. Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Up to ten (10) day Out-of-School Suspension and/or court referral and/or recommendation for expulsion.
2nd	Ten (10) day Out-of-School Suspension and recommendation for expulsion.

**RULE 42. Violent Conduct**

Students may be expelled for up to one (1) school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Up to ten (10) day Out-of-School Suspension and/or court referral and/or recommendation for expulsion.
2nd	Ten (10) day Out-of-School Suspension and recommendation for expulsion.


**RULE 43. Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

<b><u>OFFENSE</u></b>	<b><u>CONSEQUENCE</u></b>
1st	Up to ten (10) day Out-of-School Suspension and/or court referral and/or recommendation for expulsion.
2nd	Ten (10) day Out-of-School Suspension and recommendation for expulsion.

**DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but



that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

### *In-School Assignment as an Alternative to Out-of-School Suspension*

This step in the Progressive Discipline Program is issued at the discretion of the administration, upon infractions of the Code of Conduct, behavior referral from a teacher, or continual violation of school rules.

### *Suspension*

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at their discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, the student may be subject to school disciplinary action as well as action through local law enforcement.


### **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### *Suspension from School*

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and parents will be given written notification of the suspension within one (1) school day setting forth the reason for the suspension, the length of the suspension and the process for appeal. The suspension may be appealed within fourteen (14) calendar days after receipt of the suspension notice to



the Treasurer or Superintendent of the Board of Education. The request for an appeal must be in writing. If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### *Emergency Removal*

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within one (1) school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### *Students in grades Pre-K through 3*


A student in any of grades pre-kindergarten through 3 may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extracurricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through 3 is removed and returned to curricular and extracurricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of the same).

### *Expulsion from School*

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by the student's parents, legal counsel, and/or by a person of their choosing at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its



designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee and the right to request that the hearing be held in executive session.

Within fourteen (14) calendar days after the Superintendent notifies the parents of the expulsion. The expulsion may be appealed in writing to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### *Permanent Exclusion*

State law provides for the permanent exclusion of a student sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

### *Discipline of Students with Disabilities*

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/ or Section 504 of the Rehabilitation Act of 1973.


### *Suspension of Bus Riding/Transportation Privileges*

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, the student and parents will be notified, in writing within one day, of the reason for and the length of the suspension.

### *Search and Seizure*

Administrators may search a student or the student's property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video



cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

### *Interrogation of Students*

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the building administrator (or a designated school counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.


A. Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting; or presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether materials they wish to display meet school guidelines may present them to the building principal(s) twenty-four (24) hours prior to display.

### **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 areas of appearance by providing the following standard of appearance for students in Westlake Schools. Dover Intermediate School is not the forum for inappropriate expressions of appearance. Students' appearance shall be appropriate to education, activities and the environment of the school. Attire or appearance that is considered unsafe, unclean, immodest, vulgar, and/or gang-related will not be permitted. In general, dress and grooming



should be appropriate and be governed by good sense, good taste and cleanliness. Violations of the appearance code may result in progressive discipline.

1. Any type of dress, appearance, or hairstyle constituting a safety issue are not permitted.
2. Any type of dress, appearance, or hairstyle constituting a disruption of the educational process are not permitted.
3. Any type of clothing that reveals undergarments are not permitted.
4. Any type of clothing with excessive or distracting rips or holes are not permitted. Pants that are excessively baggy and do not stay above the student's waist are not permitted.
5. Shirts/tops with shoulder straps measuring less than one inch across the top of the shoulder are not permitted. Shirts that expose the midriff, underarm area, or are see-through are not permitted.
6. Shorts and skirts that do not sufficiently cover the buttocks and upper thigh while students are standing, seated, and performing normal school activities (e.g., retrieving items from a locker) are not permitted.
7. Clothing that depicts or advocates violence, or exhibits obscene statements, pictures, or gestures are not permitted.
8. Hats, hoods, bandanas or other types of headwear are not permitted (except as a genuine religious observance).
9. Appropriate footwear must be worn at all times, including close toed shoes for physical education class.
10. In situations where a disagreement exists as to whether or not attire is appropriate, the administration shall make the final decision.
11. Coats are to be put in lockers and not worn around the building or in classes without permission.

Teachers may prescribe proper dress in any given laboratory, gymnasium or special situations for the purposes of safety and/or participation requirements.

Any student representing Westlake Elementary School in any co-curricular activities may be required to adhere to a more rigid and specific appearance pattern. Therefore, it is the student's choice as to whether they want to participate under these circumstances. The advisor, teacher or coach, in conjunction with the building principal, may establish these appearance guidelines.

### *Gangs*

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.


Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

### *Care of Property*

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

### *Cafeteria Rules*

- The use of the cafeteria is a privilege; all students are expected to adhere to the following:
- All students using the cafeteria are encouraged to use a tray.
- Keep the cafeteria clean and free of litter.
- Return and empty the trays promptly when finished eating.
- Be considerate of others and clean/bus your table and surrounding area.

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- During a student's lunch period, food and beverage items are to be consumed in the cafeteria only.
  - Possession of any food or beverage item is prohibited in the classroom, unless given permission by the classroom teacher or building principal.
  - Outside food source or ordering food to be delivered or not permitted.
  - No glass containers are permitted.

*Bullying, Harassment, and Intimidation (BOE Policy 5517.01-Bullying & Other Forms of Aggressive Behavior)*

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, 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 en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

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


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

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

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

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

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



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

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyber bullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to the Anti-Harassment Compliance Officer so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above. Deliberately making false reports about harassment, intimidation, bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

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

The District shall implement intervention strategies to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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


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

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

### *Complaints*

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the principal or Superintendent Designee for review, investigation, and action.





Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that the report be anonymous.

#### *Privacy/Confidentiality*

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

#### *Reporting Requirement*

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.


Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

#### *Immunity*

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

#### *Notification*

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.



The statement may be sent with regular student report cards or may be delivered electronically. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

#### *Education and Training*

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in middle and high school shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **SECTION V - STUDENT ACTIVITIES**

#### *School-Sponsored Clubs and Activities*

The Westlake City School District provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.


Extra-curricular activities do not reflect the School curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

The Board authorizes the following student groups that are sponsored by a staff member.

#### *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 Principal. 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 prescribed 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.

The Westlake City Schools welcomes our community to utilize school district facilities. We utilize a calendar-based system, called [WCSD Community Use System](#), for facility rental requests. Please note there is a minimum two (2) weeks' notice required for any facility request. All school rules relating to student conduct and equal opportunity to participate apply to such activities. Visit the "Business Affairs" section of the district website for additional information.

## SECTION VI - TRANSPORTATION

The District provides transportation for all students in kindergarten through eighth grade who live farther than 1 mile from school. The transportation schedule and routes are available through the Transportation Office.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

*Students must comply with the following basic safety rules:*


*Prior to loading (on the road and at school), each student shall:*

- Be on time at the designated loading zone.
- Stay off the road at all times while walking to and waiting for school transportation.
- Line up single file off the roadway to enter
- Wait until the bus is completely stopped before entering.
- Properly board and depart the bus or school vehicle.
- Once on board, sit in assigned seat.

It is the parent/guardians' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

*During the trip – Each student shall:*

- Remain seated while the school transportation is in motion;
- Keep head, hands, arms and legs inside the school transportation at all times;
- Not push, shove or engage in scuffling;
- Not litter in the school vehicle or throw anything in, into or from the vehicle;
- Keep books, packages, coats and all other objects out of the aisle;
- Be courteous to the driver and to other riders;
- Not eat or play games, cards, etc.;

- 
- Not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
  - Not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

*Exiting the school vehicle - Each student shall:*

- Remain seated until the vehicle has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

The Board of Education has installed video cameras on most school buses to monitor student behavior. If a student misbehaves on a bus and the student's actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location. R.C. 3319.41, 3327.01, 3327.014 A.C. 3301-83-08.

*Penalties for Infractions*

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

## SECTION VII - GENERAL INFORMATION

### **ENROLLMENT AND WITHDRAWAL**


*Enrolling in the School*

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside. The Board of Education shall not allow students from other school districts to enroll in programs of this District on a non-tuition basis under an open-enrollment plan.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.



Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. School officials will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- An updated copy of the student's transcript;
- A report of the student's behavior while in DYS custody;
- The student's current IEP, if one has been developed for the child; and
- A summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

#### *Withdrawal/ Transfer from School*

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/ her parents in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if the student is under the age of eighteen (18).

Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within fourteen (14) days of the parents' notice or request. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within five (5) days of the parents' notice or request - except as permitted by law. See Board Policy 8330 - Student Records.



### *Withdrawal of Students*

The Westlake City School System strives to be accurate and thorough in tracking student residency, attendance and enrollment status. As such, students will be withdrawn from the school system upon meeting any of the following circumstances:

- A. political affiliations or beliefs of the student or the student's parents; Receipt of signed, written notification from the student's parent/guardian requesting a records transfer to a designated school for the purpose of enrolling in that school
- B. Receipt of a written request for records from another school district indicating the student is seeking enrollment or has enrolled in another school district
- C. Inability to substantiate continued residency within Westlake, despite District attempts to verify residency, excluding exceptions outlined in ORC 3313.64 as permitted by current BOE policy.
- D. Withdrawal of any students that are truant as per the schools attendance policy.

### *Homeless Students*

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services (K-8 only), participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students. Westlake City School District's Homeless Liaison is the Director of Student Services. The contact number is 440-871-7300.

### *Children and Youth in Foster Care*

Students who meet the Federal definition of "in foster care," including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Policy 5111.03.

## **HEALTH AND SAFETY**

### *Student Well Being*

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, the student must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed. This is completed during your "Back to School" yearly update or when your register.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

### *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.

### *Fire, Tornado and Safety Drills*

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. The school conducts tornado drills during the tornado season following procedures prescribed by the State.

Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted throughout the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property or other acts of violence.



### *Fire Drills*

Fire drill procedures are posted in every classroom. Teachers will brief classes at the beginning of each semester regarding fire drill procedures. Students are to exit the building in a quiet, orderly manner. Upon leaving the building, students are to remain with their classes and proceed to a designated area so attendance may be taken. Everyone must be at least 40 feet from the building and beyond access drives used by emergency vehicles. Students will return to the building in the same manner and route in which they left the building. Students will not return until teachers give the instructions upon hearing a re-entry signal. Pulling a fire alarm is a serious offense and will result in suspension, and possible recommendation and referral to municipal authorities for possible legal proceedings.

### *Tornado Drills*

Tornado drill procedures are posted in every classroom. Teachers will brief their classes at the beginning of each semester regarding tornado drill procedures, specifically during spring semester. In the event of a drill or actual severe weather, proceed to the designated area in a quiet, orderly manner. Assume the safety position as instructed by your teacher and listen attentively for additional instructions.

*Preparedness for Toxic and Asbestos Hazards*-- see Board Policy

## SECURITY

### *Student Lockers*

Lockers are school property and are under the control of Westlake Elementary School. Students accepting use of the lockers must also accept the related responsibilities, including keeping the assigned locker clean both inside and outside. The contents of the locker and the student belongings are subjected to a search at any time when there is reasonable suspicion that the contents may violate the Student Code of Conduct or when the health, safety, or welfare of other students may be at risk. Westlake Elementary School assumes no responsibility for lost or stolen property or money kept in hallway or locker room lockers.

### *Video Surveillance*

All students, parents, and staff are advised that as a public school facility, students, parents, staff and building visitors do not have to expect privacy in connection with their actions and activities while in, on or about the campus. In an effort to increase school district security, provide greater safety for students, parents, staff, and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internally and externally, shall be subjected to video surveillance twenty-four (24) hours a day, seven (7) days a week. The recordings of such observations shall be available for use by the administrative staff if necessary to enforce the student Code of Conduct, provisions by the school district, and the law.

### *Student Visitors*

Westlake Elementary School is a closed campus and has a "No Visitor" policy. Under very special circumstances, prior permission may be granted by the administration. The Westlake Elementary School student must present a signed written request from the student's parent or guardian to the principal. Upon the evaluation of this request and the intended purpose of the visit, the principal will make a decision and advise the student accordingly. If the request is granted, the following protocol must take place prior to the visit: (1) on the day of the student visit, the visitor must have permission in written form from their parent or guardian with phone numbers available; (2) on the day of the student visit, host student must present all documentation to the principal; (3) the principal will be afforded the opportunity to meet with the host student and visiting student prior to issuing a visitor badge; and (4) administration and/or guidance will notify staff of the visit. Failure to follow these procedures will result in denial of the request.

### *Parent Visitors*

Visitors, particularly parents, are welcome at the school. Visitors will be required to use the School Gate Guardian to obtain a visitor's badge (a driver's license or state id will be required) and the buzzer/camera system located at the building's main door to gain entrance, by stating their name and the purpose of their visit. Once "buzzed in," visitors must report to the main office to sign in. Visitors must also sign out and return their badge before exiting the building.

Students may not bring visitors to school without prior written permission from the principal.



### *Westlake Police Department – School Resource Officer (SRO)*

The SRO is located in the Westlake Elementary School Main Office. He may be contacted at 440-250-1330. The SRO is here in an effort to assist with the education of our students in regard to law related issues. He is not here to discipline students for violations. The SRO may be involved in situations that require a police presence. Students may go to the SRO for a variety of different reasons. The Westlake Schools will at all times and in all circumstances cooperate to the fullest extent with the Westlake Police Department. Any request to interview a student will automatically follow the Board Policy that has been established. The Westlake Police telephone number is 440-871-3311.

### *Volunteers*

Volunteers are welcomed at Westlake Elementary School to build relationships and enhance educational programming. Volunteers may see or be involved with information (or observations) about individual students or faculty. All such information is to be treated as confidential and sensitive. Should a volunteer witness something that raises questions or concerns, please discuss those matters with the teacher and /or principal. In addition, taking and sharing unauthorized pictures and / or videos is prohibited.

### *Student Attendance at School Events*

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

Students attending evening events as nonparticipants must be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Students who arrive without an adult chaperone will be asked to leave the event.

### *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 must be submitted by the first day of school each year.

### *Use of Medication*

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self medication by the student. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:


Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.

The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.

1. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto-injectors ("epi-pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi-pens, or inhalers to any other student for their use or possession.



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2. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
  3. If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
    - Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
    - The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
  4. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

#### *Non-Prescribed (Over-the-Counter) Medications*

No staff member will dispense non prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products, provided the student has submitted prior written approval of their parent/guardian to the principal, while on school property or at a school-sponsored event.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.


#### *Control of Casual-Contact Communicable Diseases*

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

#### *Control of Bloodborne Pathogens*

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.



Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify any staff member. The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by the student's physician or Cuyahoga County Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment. The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with the student's physician or Cuyahoga County Health Department.

### *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 District requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board further requires that students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse or building principal.

### *Control of Non-casual-Contact Communicable Diseases*


The Westlake City School District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

In order to protect the health and safety of students, staff and the community at large, the Westlake Board of Education follows all state statutes and Board of Health regulations, which pertain to contagious disease. (BOE Policy 8450) The following specific information may be helpful to you during the school year:

- **Chicken Pox:** Students must remain at home until all vesicles are scabbed – usually a minimum of seven days.
- **Pink Eye:** Immediate medical attention and exclusion until inflammation, itching, and discharge has ceased. Student must receive any prescribed eye drops or oral medication for at least twenty-four (24) hours before returning to school.
- **Ringworm:** Students, under a doctor's care, may continue in school with any affected area covered. A note must be provided from a physician confirming treatment.
- **Pediculosis: (Head Lice)** Students with head lice will be excluded from school until all nits, dead or alive, are removed from their hair. Students will not be permitted to ride the bus or re-enter school until cleared by the school nurse. Parents are asked to notify the school when they become aware that their child has head lice.
- **Strep Throat:** Students will be excluded for twenty-four (24) hours from the time treatment begins. Students not visibly ill, but being tested, should remain home until results of the culture confirm or dismiss the presence of the disease. Students having both short and long cultures for Strep throat should wait for both results before returning to school. The exclusion period is the only means of controlling possible spread of the organism in the classroom.
- **Measles, Mumps, or Rubella:** Report physician's confirmation of disease to school immediately.
- **Impetigo:** Impetigo presents as red, blister-like sores (usually around the nose and mouth) that quickly rupture, ooze for a few days, and then form a yellow-brown, honey colored crust. Students are excluded from school until seen by their physician for treatment and the lesions are no longer draining.

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- **AIDS:** Acquired Immune Deficiency Syndrome – The Westlake City Schools has established a policy and implementation procedures to deal with AIDS (BOE Policy 8453).

An oral or rectal temperature over 100 F is considered a fever. In most mild childhood illnesses, (two-five (2-5) days), the fever is lowest in the morning hour, begins to rise in the afternoon, and reaches its height in the evening.

When the child begins to recover, the temperature may be normal in the morning, but fever may be present that afternoon. Students must be symptom free without medication for twenty-four (24) hours before returning to school.

### *Students with Disabilities*

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA and A.D.A. Section 504) and State law. Contact your building principal at 440-835-6340 to inquire about evaluation procedures, programs, and services.


The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

### **FACILITIES**

To foster a healthy environment for all students, Westlake Elementary has established snack guidelines. Health and safety is a priority at WES and through the implementation of the following guidelines, together we can keep our classrooms a safe and healthy place for our students.

#### *General Food Guidelines*

- All classroom staff members will be made aware of food allergies and special dietary needs by the school nurse. Parents/guardians should inform the school nurse and school food service professionals of any allergies and/or special dietary needs at the beginning of the school year or when newly identified. Other life-threatening food allergens will be restricted on a class by class basis as deemed necessary by the school nurse.
- Clearly marked tables will be available in the cafeteria for students with severe life-threatening allergies. Any additional student is permitted to sit at the table as long as they purchase their lunch at the cafeteria.
- According to Board Policy, any food sold during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards and be administrator pre-approved.
- All food needs to be factory sealed or made in a commercial kitchen, with the ingredient label

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- visible on the original packaging (no homemade treats permitted).
  - All food items must be served in the cafeteria or administrator pre-approved designated area.
  - Field trips or special events off-site involving food will require at least one week of advanced planning and communication with all parties and preapproval from school nurse, school food service professional, and school administrator to develop a plan based on individual needs and circumstances.
  - Food may be used as instructional material in science labs, and classes where course lesson plans contain a food-specific educational component. All food used as instructional material must be administrator pre-approved based upon current student needs and instructional objectives.
  - All events, including holiday parties, PTA events, and classroom teacher-led activities, held during the school day for PreK-8 are subject to these same guidelines.
  - No food may be consumed on K-12 school buses (with the exception of students with diabetes) without pre-approval from a school nurse and/or administrator.
  - Westlake City School District has Epi-Pens in every building and has provided and/or provides training for all staff on food allergies and special dietary needs.
  - Reference Board Policy 5335, 5830, 8500, and 8550 for more information.

### *Snack Guidelines*

- Hands of all students should be washed prior to and following food consumption.
- Desks of students in the classroom should be wiped with disposable wipes before and after food is eaten.
- Food to be served for awards, birthdays, or during PTA party events must be pre-packaged with ingredients and allergy information available.
- Individual classroom snacks may be restricted due to student allergies. Families will be notified if this is necessary for their child's classroom. Examples may include milk/dairy, wheat, shellfish, fish, soy, eggs, sesame, nuts including: peanuts, peanut butter, tree nuts, and nut oils.
- Snacks will only be permitted in students' homerooms to ensure that students with severe allergies cannot be exposed while traveling to shared areas such as art or music.
- These guidelines are to protect students who have life threatening allergies to certain foods. For some students an anaphylactic, life-threatening reaction can result from contact with residue or through ingestion.

The following snacks meet the Safe Food List and Smart Snack Requirements. You can learn more by visiting the [Safe Snack Guide by Snack Safely](#). As part of the WCSD Wellness program, Westlake Elementary suggests that families read labels as manufacturers/producers frequently change ingredients. Parents are encouraged to avoid foods with hydrogenated oils, high fructose corn syrup, added sugar, food coloring, MSG, artificial flavors or colors.


### *Hallway Behavior*

Students must possess a staff issued hallway pass while classes are in session. Hallway passes are not to be abused and may lose hallway privileges if this occurs. Students must respect the rights of others during period exchange time. Running, shouting, and public displays of affection are unacceptable behaviors.

During the lunch periods all students will remain in the cafeteria for the entire period. Only specified restrooms can be used during lunch periods. All other areas are restricted unless special authorization is granted by administration and/or a teacher.

### *Physical Education Class*

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

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

### *P.E. Behavior*

Students are expected to observe the school's rules of behavior as stated in the student handbook, whenever they are in the building, the gym or on school grounds. These include but are not limited to: treating yourself and others with respect (no tussling, no disruptive behavior, and no loud, abusive or threatening language); helping and encouraging fellow students; using school property and equipment as intended.

### *LINK*

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

### *Student Drop-Off and Pick-Up Procedures*

Parents who drive students to school and/or drop off must pick up their students at the designated areas. Safety is a priority for Westlake City Schools. Specific areas of student drop off, traffic patterns, and parking will be communicated to parents, community members, and students by administration. When students are to leave school in other than the usual manner, i.e. bus riders who wish to walk, or when students are going someplace other than home, a note signed by a parent/guardian must be provided to the classroom teacher.

### **NO STUDENT IS PERMITTED TO RIDE A BUS TO WHICH THEY ARE NOT ASSIGNED.**

Students who participate in regularly scheduled activities after school will need only one note for the duration of the activity.

### *Bike Riders and Walkers*

Students are expected to obey all traffic signals and rules whether walking or riding a bike to school. All bicycles must be 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.

### *Skateboards/Rollerblades/Heelys*

Skateboards and rollerblades/Heelys may not be used on school grounds or in the building.

### *Use of the Library/ Media Center*

The use of the library/media center is a privilege for students at Westlake Elementary School. Students are encouraged to utilize the resources and services available. In order to avoid late fees, all materials checked out of the library must be returned by the designated date.

### *Use of Office Telephones*

Office telephones may not be used for personal calls. Students will not be called to the office to receive a telephone call except in an emergency. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### *Use of School Equipment and Facilities*

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.



### *Use of Computer Technology and Networks*

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network. Parents and students are advised the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/ guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/ or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so users are aware of their general responsibilities. Students are responsible for their behavior and communication on the Network. For more information see Board Policies.

### **SCHOOL CLOSURES**

#### *Cancellations Due to Weather*

When weather and road conditions are deemed hazardous, especially for school transportation, the district will announce closure of schools on local radio/television stations and through electronic communication. All activities scheduled in district facilities will be canceled and interscholastic sports events, games, and practices may also be postponed. Parents and students are responsible for knowing about emergency closings and delays.

## **VIRTUAL EDUCATION DELIVERY**

The School is authorized to enact a plan for a virtual education delivery model in order to make up hours in the school year on which it is necessary to close due to disease, epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to the school's operation, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for use.

## **GENERAL SCHOOL INFORMATION**

### *Backpacks*

Backpacks, gym bags, briefcases, 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 locker or assigned designated area.

### *Birthdays*

There is no obligation to recognize your child's birthday at school. However, if you choose to recognize your child's special day, please consider sending an alternative to food items.

- Send in a favorite book for the student to share with the class on the child's special day.
- Donate a book for the classroom in honor of the child's special day.
- Send in for the day or donate a recess game for indoor recesses.

If you have another idea of how to celebrate your child's birthday, you may discuss this with your child's teacher and /or principal.

### *Student Valuables*

Students should not bring items of value to school. Items such as jewelry, expensive clothing and electronic equipment are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

### *Meal Service*

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the building principal.

The District participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school cafeteria. Food and milk may be purchased in the cafeteria. Students are responsible for their own money. If a student forgets to bring lunch, a basic lunch will be provided; however, the student must pay the next day. The District uses an electronic point-of-sale cash register system in the cafeterias. This system allows money, either cash or check, to be paid in advance to a student's account and is used to pay for food offered in the cafeteria. EZ-Pay, an on-line system, offers parents the opportunity to pay for their child's lunch account(s) and receive Account Low Balance notification without having to put money on a student's lunch account. Parents may use Visa, Master Card, Discover, American Express credit and/or debit card for this transaction for a small fee of \$1.50 per transaction. At the building level, the district will accept cash and checks but is unable to take credit card payments. To make an online payment, parents must register for an EZ-Pay online account through to the district website ([www.wlake.org](http://www.wlake.org)). To complete the registration page, the child's name and ID number must be provided. ID numbers may be obtained by contacting the school office.

Applications for the Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and the parent or student believes they are eligible, please contact the building secretary.

### *Field Trips*

Field trips are academic activities held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Attendance and The Student Code of Conduct policies apply to all field trips. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.



### *Assemblies*

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

### *Pets*

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

### *PTA*

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

### *Recess*

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

### *Restrooms*

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

### *Third Party Information*

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


### *Protection and Privacy of Student Records*

The Westlake City School District Board of Education is required to follow Ohio and federal law as to the maintenance and release of student records. The District maintains many student records including both directory information and confidential information.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.





Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or the student's parents;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, antisocial, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Superintendent or designee to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling the information or otherwise providing the information to others for that purpose); and
- the administration of any survey by a third party that contains one or more of the items described above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office**

U.S. Department of Education

400 Maryland Avenue, SW 20202-4605 Washington, D.C. [www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### *Student Fundraising*

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

Student fundraising by approved school organizations off school grounds may be permitted under guidelines of the Superintendent.

Students may not sell any item or service in school without the prior approval of the principal. Violation of this policy may lead to disciplinary action.

### *Students with Disabilities*

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA and A.D.A. Section 504) and State law. Contact your building principal at [telephone] to inquire about evaluation procedures, programs and services.

### *Transmission of Records and Other Communications*

Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their email address.

## **PUBLIC SCHOOL CHOICE OPTIONS - see Board Policy**

### **FEES**

#### *Student Fees and Fines*

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Westlake Elementary School charges specific fees for activities and materials used in the course of instruction that are reviewed and Board approved on a yearly basis. For more information contact your building principal.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship. A fee waiver form must be completed and returned to the building principal.

Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees or charges may result in the withholding of grades and credits.