

ELEMENTARY STUDENT HANDBOOK

West Muskingum Elementary School

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2026/2027 School Year



West Muskingum Local School District
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Dear Parents or Guardians,

Welcome to West Muskingum Local Schools, elementary division. We are pleased to have your family in our district and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. Please feel free to contact the office at any time concerning any questions you may have. The teachers will be happy to discuss your child's academic or social progress. When parents and teachers work together, the child receives the maximum benefits of an elementary school education.

Your partners in education,

Danielle Kinsey
Principal

Troy Tucker
Assistant Principal

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FOREWORD

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 information contained in this Handbook and keep this Handbook available for reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the first day of the current school year. If any of the policies or administrative guidelines referenced herein are revised after the beginning of the current school year, the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

The mission of West Muskingum Elementary School is to provide experiences that promote continual learning both academically and socially. Our children will learn in a safe and supportive environment, where the total school community works cooperatively.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer:

Mr. Chad Shawger
Superintendent / District Compliance Officer
(740) 455-4052

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 can provide additional information concerning equal access to educational opportunity.

I. GENERAL INFORMATION

Enrolling in School

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students under the age of 18 must be enrolled by his/her parent or legal guardian. When enrolling, parents/guardians must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of immunizations
- D. proof of residency - two forms
- E. photo ID of guardian

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

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.

Age Requirements

Children who will be five (5) years old on or before the first day of school beginning with the 2026–2027 school year are eligible to register for kindergarten in the West Muskingum Local School District, in accordance with Ohio Revised Code § 3321.01. Children whose birthday occurs before January 1 may be tested for early entrance and first grade upon request. To be admitted to first grade, a child must present evidence to show that his/her age is six years on or before July 31. A child will not be admitted to first grade that has not successfully completed kindergarten unless this is waived by the Superintendent.

Immunizations

Students must be current with all immunizations required by law, or have an authorized exemption from State immunization requirements. For the safety of all students, the 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 student's doctor of the Licking or Muskingum County Health Department.

Open Enrollment

All applications for open enrollment at West Muskingum Elementary must be submitted through the Final Forms enrollment portal. All forms on that portal must be completed prior to being considered for Open Enrollment. Parents who choose to enroll their children through open enrollment must reapply each school year. Open Enrollment decisions will be finalized in August of each year.

Scheduling and Assignment

The Principal will assign each student to the appropriate Learning Community and program. Students enrolling will be assessed using an appropriate grade level screener and reading assessment to ensure appropriate placement. Academic performance records from a sending school will also be considered in determining appropriate placement. Therefore, the assignment upon the student's entry may not be the permanent assignment. Any questions or concerns about the assignment should be discussed with the Principal.

Withdrawal/Transfer from School

Parents must notify the school office about plans to transfer their child to another school. School records will be transferred to the new school within 14 days of the parents' notice or request.

Student Responsibilities

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

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

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

Student Dress

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students are expected to dress appropriately for the weather conditions. Students will often remove their coats on days when outerwear is still necessary. School staff will expect students to wear the coats, jackets or sweatshirts sent with them to school. Coats and jackets will not be permitted to be worn inside of the building, unless a dire situation warrants such. Coats and jackets should be clearly and permanently labeled with the child's first and last name. Mid-thigh length shorts of an appropriate length can be worn only during the first and last nine weeks of school, as appropriate considering the temperature.

What may be proper dress for the beach, athletics, or other informal activities may not be appropriate or acceptable for the Learning Community. Children are not permitted to wear pajamas, tops with spaghetti straps, strapless or single strap tops, tank tops or shirts that expose the student's sides, back or midriff. Children are not permitted to wear T-shirts advertising alcohol or tobacco products, or displaying weapons, obscene language or gestures. Shorts and skirts are to reach mid-thigh. Hats and other headwear, for both boys and girls, are not permitted. When wearing sandals, there must be a strap around the back of the ankle and on top of the foot. Flip-flops, cleats, steel-toed, wedge heeled, wheelie shoes and high-heeled shoes are not permitted. The building administrator is given the authority to make individual decisions whether attire is appropriate.

Recess Time/Playground

In order to provide children with a change of environment during the school day, children will go outside for recess whenever weather permits. This includes outside recess on moderately cold days when the temperature is **25 degrees or above**. Parents are asked to send children to school dressed appropriately with gloves/mittens, hats, and warm footwear. Coats are to be worn when the temperature is less than 60 degrees.

If your child has been ill and cannot go outside the day of return, a written note to the teacher is required. Request for extensive indoor recess (i.e. more than two days) requires a note from a doctor.

Electronic Media Use

Please remember that all electronics are to be left at home; and that the school district is not responsible for lost or broken items. If a cell phone is brought to school, it must remain off and out of sight during the school

day. Electronics and/or cell phones used improperly will be confiscated and returned to the student or his/her parent/guardian following disciplinary action against the offending student, which may include law enforcement agencies when appropriate. Parents are advised that the best way to contact your child at school is through the school office.

Homework & Study Habits

Students learn a great deal at school, but student learning is not limited to the school. Research indicates that homework is a critical factor in determining students' achievement in the classroom (Marzano). Homework is assigned for various purposes and never for punishment:

- To provide practice on learned skills
 - To provide further learning in areas covered in the Learning Community
 - To provide opportunities for students to learn good independent study habits, responsibility & organization
- To provide insight for parents into their child's learning

It is expected that all students complete homework as assigned. Parents should also require that their child complete all assignments and study tasks on time. Students are given time each day to copy assignments into their agenda books. Parents should check the agendas each evening for assignments and student's completion of assignments.

Packed Lunches

Students may purchase breakfast and lunch each day at the school cafeteria. However, many students and parents prefer packed lunches. Lunch should be well-balanced and of nutritional value. Pop is not permitted at lunchtime for students. Therefore, please pack another drink such as water or juice, or purchase milk from the cafeteria. Parents are asked to pack items that students can open easily without assistance. Be sure to label your child's lunch box or bag with a permanent marker. Breakable containers are not permitted.

Student Fees

The fee for the current school year is \$30.00. All students are charged a fee for the use of reading materials, art supplies, agenda/planner and organizer used in the Learning Community. These charges will continue to accumulate from year to year until paid; unpaid fees will result in the withholding of grade cards. A waiver form may be obtained from the office by request. The only reasons to be excused from paying instructional fees shall be due to the family qualifying for free lunches, receiving funds from Ohio Works First (OWF), or if the student receives funds from the State's Disability Assistance Program.

Lost & Found

All articles found will be placed in the lost and found box located in or near the Tornado Café. It is suggested that personal items be well-marked. This is especially helpful in cases where two or more children have the same article. Valuable items belong at home. Please be aware that the school is not responsible for lost, stolen or damaged items. Items left unclaimed at Winter, Spring, and Summer Break will be donated to a local charitable organization.

Money Sent to School

If you give your child money for book payments, lunch, books, etc., please put it in an envelope and write your child's name and the purpose for which the money is sent on the envelope.

Check Book-bags Every Night!

Book-bags should be shared each evening. They usually contain your child's agenda with assignments for the evening or week, graded papers, letters from school and other important information. Parents should also check their child's book bag before school to be certain lunch and homework is packed. Parents also should check to be sure that only items appropriate for the school day have been stashed inside. **Remember that no toys, cards, or electronics should be brought to school.**

Get Involved!

Parent Meetings will be held regularly. There are many ways that you can become involved and help, so please plan to add these meetings to your schedule. All parents are invited and encouraged to attend these parent meetings! Everyone's help is needed. These groups are organized to benefit every child in our building. There are many ways you can help!!

West Muskingum Elementary School Boosters – wmes.boosters@gmail.com

Volunteer at School

If you or another family or community member is interested in volunteering, please contact your child's teacher to discuss their needs and your availability. For the protection and safety of children, a background criminal check is required. The fingerprinting procedure will be explained after the teacher confirms that a volunteer is available and needed. We look forward to increasing our number of volunteers and hope you will become a part of our team of volunteers!

II. ARRIVAL AND DISMISSAL PROCEDURES

Regular School Attendance is Important

Students receive the full benefit of instruction only when they attend school on a regular basis. State Laws now require that attendance be tracked by hours missed. We request that students be kept at home only when it is necessary for medical reasons, and also that when school-day appointments are necessary, parents should return students to school as quickly as possible, since every minute between 9:10 a.m. – 3:30 p.m. will be documented.

Daily Time Schedule

Classes begin at 9:10 a.m. Dismissal is at 3:30 p.m. for students. Students should arrive at school between 8:45 a.m. - 9:10 a.m. Breakfast is served beginning at 8:45 a.m. and ending by 9:10 a.m. Upon late arrival at school, the parent and student must report to the office to receive a tardy slip before entering class.

A request for early dismissal (before 3:30 p.m.) should be made by the parent/guardian in writing or by phone by 10:00 a.m. The teacher will be notified so that he/she can be prepared to send your child to the office when the parent arrives. Upon arriving at the school to pick up a child for early dismissal, please report to the office to sign your child out. **After you arrive at the building, your child will be called to the office. Parents are not permitted to go directly to the Learning Community or to the playground. Your child will be called to the office to meet you.**

Arrival Procedures

You may bring your child to school in the morning between 8:45 - 9:10 a.m., by using the student drop-off area at the Lower Kimes Road entrance, in the rear of the building. There will be a staff member on duty to make certain your child is safe. Students should not exit their vehicle until the staff member appears for duty. At 9:10 a.m., the doors to the Lower Kimes Road entrance will be locked and there will be no staff member

present. Students are expected to be dropped off before 9:10 a.m., in time to walk to their homeroom, put away their coat and bookbag and be seated for attendance and lunch count by 9:10 a.m. If you bring your student after 9:10 a.m., you will need to use the front door at the main entrance.

Reporting an Absence

Parents are responsible for calling the school office before 9:00 a.m. if a student will be absent or late, and can do so any time of the day by leaving a message on our voicemail system. Please indicate the reason for the absence or tardiness. If no reason is given, the student's absence will be marked as "unexcused". Requests for school work to be sent home with a sibling or neighbor can be made by contacting the school and making the request before 11:00 a.m. This allows the teacher adequate time to prepare the home-bound materials.

Picking Up Your Child

Custodial Issues

In order to protect each child enrolled in our school, they may be released only to a parent or guardian whose name is on file in the school office or to a properly identified person authorized by the parent or guardian. In the case of shared parenting, each parent is expected to follow his/her court orders. If/when a situation arises that will involve a change, the custodial/residential parent for that day must provide prior notice to the school regarding the release and pick-up arrangements for their child(ren).

Dismissal Procedures

For parents who pick up their children at the 3:30 p.m. dismissal time, the elementary automobile dismissal plan will take place at the Lower Kimes Road exit. Remember, only designated persons will be allowed to pick up children.

Students riding the bus will be dismissed from their Learning Community. Students are expected to walk quietly and quickly to their assigned door, and then board the bus using proper bus etiquette.

Absences & Truancy

School absences are no longer categorized as tardy, whole day, half day or early dismissal since all time absent is recorded. Students are expected to make up work missed due to absences. This may be completed at home or during recess time, based upon the teacher's discretion.

Any time that the student is not in our building and is not available for learning between 9:10 a.m. – 3:30 p.m., is documented and added to the running total of hours missed. Arriving late or dismissing early will result in time being added to the total hours a student is absent.

Pursuant to HB410, a student is considered to be a Habitual Truant if he/she has missed:

- **30** or more **CONSECUTIVE** hours without a legitimate excuse (approx. 5 days), or
- **42** or more hours in one school **MONTH** without a legitimate excuse (approx. 7 days), or
- **72** or more hours in one school **YEAR** without a legitimate excuse (approx. 12 days)

A student is considered to have Excessive Absences if he/she has missed:

- **38** or more hours in one school **MONTH** with or without a legitimate excuse (approx.. 6.3 days), or
- **65** or more hours in one school **YEAR** with or without a legitimate excuse (approx.. 10.8 days)

III. TRANSPORTATION

Changes in Transportation

Students' dismissal instructions will be obtained from their parent/guardian at the beginning of the school year. If the student needs to have a change in dismissal, the student must bring a permission note to the office, signed by the parent/guardian. Phone consent will be accepted, however, a written note is preferred. **Any changes called in by phone must be called in before 2:00 p.m.** In the absence of permission, the student will be sent home on his/her bus. Some bus routes are full, and therefore, students will only be permitted to ride the bus that they are assigned.

IV. TORNADO CAFÉ'

Breakfast and Lunch

Free and reduced lunches are given to those families whose income meets the requirements. The application can be found online on your PaySchools account, or you can request a hard copy by contacting the office.

We utilize a pre-pay system in the cafeteria. All students will be issued a PIN number, which they enter before approaching the cashier. Their purchase amount will either be deducted from their account, or the student will pay at that time. An online resource to assist in monitoring meal balances, viewing transactions, making payments and setting up low balance alerts, is available through our website at www.westmschools.org. You will need your students' ID number to register. Or, you may choose to remit a check or cash with your child to their building of attendance. Lunch deposits should be made by students or parents in the cafeteria in the mornings. Parents can limit their child's purchases, and/or request a record of purchases by contacting the cafeteria staff.

It is the policy of West Muskingum Schools that no student will miss lunch because lunch money is forgotten. Students may secure two lunch charges under the following guidelines:

1. The regular price lunch charge will entitle the student to a Type A lunch.
2. The lunch charge must be paid the next day.
3. Students will not be permitted to buy "extras" if they have an unpaid charge.

Parents will receive a notice of unpaid lunch charges either in writing or by an automated notification system.

For menus and pricing, please visit the school's website. Other extras such as ham or turkey sandwich, salad, peanut butter and jelly sandwiches are available.

Students are not permitted to leave the school grounds during the lunch period. Food is not to be ordered in and delivered to the school by outside vendors.

Lunchroom Conduct

Students shall use conduct appropriate for mealtime, following the building Behavior Matrix. They will occupy a designated table area and remain seated until they have completed their lunch or are dismissed. No food is to be taken out of the cafeteria (excluding packer's leftovers) or eaten elsewhere in the school or on the school

grounds. Students are expected to use good table manners, to clean up after themselves, and to use a voice level appropriate for other public eating places.

Due to building enrollment and limited seating, parents are not permitted to come to each lunch with their students.

V. STUDENT SAFETY AND 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, s/he must notify a staff person immediately. With our **Stay Safe Speak UP! Program**, students and/or parents can call or go online to report harassment, threats, suspicious behavior or other concerns which may jeopardize the safety of students, employees, or school facilities. It's easy and confidential. The link can be found on the West Muskingum Schools' home page at www.westmschools.org or a toll free call can be placed by dialing **1.866.547.8362 (1.866.listen2me)**.

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

Emergency Medical Forms

West Muskingum Schools has partnered with FinalForms, an online forms and data management service that replaces paper forms. FinalForms allows you to complete and sign K-12 student enrollment and back-to-school forms for your student. Each year, parents/guardians should review the Final Forms Playbook that applies to your student. The link to Final Forms is available at westmschools.org.

You can review and update your data at any time during the school year. You will be required to sign your forms once a year and after any update you may make, such as a change of address or phone number. Registration and corrections must be completed by the parent or legal guardian.

A working phone number where a parent can be reached must always be included. Those who have permission to pick up the child due to illness or other emergency situation are also listed here. Those with shared parenting should list both parents, custodial and non-custodial. This list is not to be confused with a list of those permitted to pick up the child; it is a list of emergency contacts.

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 their Learning Community. 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.

Medicine and Prescriptions

Students' specific health care needs should be submitted in writing to the school office with proper documentation by a physician. All medications, prescribed and over-the-counter, must be delivered to the school office in their original container by the parent and be taken only with adult supervision. A medication

form is available and must be completed in order for school personnel to administer any medications. Parents are responsible to administer any medications for the student that are to be given in the morning prior to the start of the school. This ensures that the student has a smooth start to his/her school day and that instruction is not interrupted

Visitors to the Building

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school day are closed off.
- G. A person is stationed at the main entrance of the building to greet visitors. Therefore, all visitors must enter the building at the main entrance.
- H. Employees of the MVESC and other “helping” agencies may wear their own agency badges, but still must check in at the office.

Emergency Drills

Fire drills are conducted throughout the school year. Students are to leave the building in a quiet and orderly manner and walk to their assigned areas with no talking so that they may hear any necessary instructions. Students will return to the building after the all clear signal has been sounded. The return to the Learning Community must also be quiet and orderly.

Tornado drills are held in the spring. Upon hearing the disaster signal, students proceed with their teachers to an assigned area. There must be no talking so that students may hear any necessary instructions. Once students reach their designated areas, they will assume the safe position with hands covering head and neck. Quiet and responsible behavior is essential to everyone’s safety. Students will return to their Learning Community in a quiet and orderly manner after the all clear signal has been sounded.

Other safety drills, such as lockdown and/or evacuation, may be conducted to ensure safe behavior in case of an emergency.

School Closing

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will use the following outlets to notify families:

*One Call telephone call service to all registered families.
The district website at <http://www.westmschools.org>, Facebook & Twitter*

Information concerning school closings or delays can also be found on the school’s web page at www.westmschools.org. Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays.

Permission Forms for Special Activities

To ensure the safety of our students, our district requires a completed Special Activity/Emergency Authorization, permission form, before the students are permitted to participate in a specified activity such as a field trip. This parent consent form must be signed and returned to your child's teacher **before** the date of the activity.

Student Records

The state requires the school to maintain permanent records on each student. These records include the following information: enrollment information, birth certificate, test results, health records, and records of suspension/expulsion (only to be maintained throughout a student's enrollment in the elementary level). Parents have the right to request access to their child's records and the reasonable request of school officials to explain and/or interpret those records.

Access to Student Records

The educational interests of the student require the collection, retention, and use of information about individual students. At the same time, the student's right of privacy and other rights mandates careful custodianship and limitations on access to student records.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel who have a legitimate educational interest in the information or as otherwise permitted by law. Both parents shall have equal access to student records unless stipulated otherwise by court order or law.

Confidentiality

Student records and information are confidential. Records and student information are protected by the "Privacy Act." Only authorized school personnel and the child's natural parents or legal guardian(s) have access to these records. For further information about the items included within the category or 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 please visit www.ed.gov/offices/OM/fpcO.

Directory Information

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the Superintendent's annual public notice.

Emergency Early Dismissal

Early dismissal due to weather conditions, power or water shortages or other emergencies may be necessary during the school year. Decisions to dismiss early are made by our Administrative Center. In the event of an emergency early dismissal, the One Call Now system will be activated which will notify parents, as long as they do not “opt out” of this service. When a student enrolls, the district uses the phone number that has been indicated as a primary phone number to send notifications. Please have a plan for your child should early dismissal become necessary.

School Insurance

Students may purchase accident insurance policies at the beginning of the year. Applications are available upon request in the school office.

Intervention Assistance Team (IAT)

The Intervention Assistance Team, meets on an as-needed basis to plan additional support for students who may be struggling with social, emotional, behavioral, or academic issues. Any student may be referred to the IAT by contacting the building administrator by telephone or in writing. Parents are invited to be involved in the IAT process. The child’s teachers and other staff members will plan, implement and monitor the prescribed intervention plan. If a thorough review of the data indicates that the plan was unsuccessful, the student may be referred for a multi-factored evaluation. Parents will be notified and invited to participate in this process.

School District Policies and Bylaws

Board adopted policies, procedures and guidelines are available by contacting the West Muskingum Administrative Center at 740-455-4052.

VI. SCHOOL-HOME COMMUNICATIONS

It is essential that the home and school work together in the best interest of the children. One way to accomplish this is through two-way communication. Through progress reports, report cards, notes, phone calls, e-mail, and personal contacts, the staff attempts to keep parents informed of their child’s academic and social progress. Parents are also invited to initiate communication through telephone, e-mail, notes and/or letters.

Also, notices concerning any number of things are often sent home with the children. Encourage good delivery service by your child. School notices are a way of informing parents of past happenings and future events, and recognizing student achievements. Check your child’s book-bag and agenda each evening.

Please remind your child to come prepared for “specials” (i.e., tennis shoes on gym day and musical instruments on music day).

ONE CALL NOW is also a way we send important school and district information. The school listserv may be joined by notifying the school office of your current phone number and email address.

Parent-Teacher Conferences

Parent-teacher conference days are scheduled twice a year; in the fall and in the spring. Although attendance is not required, parents are urged to use these opportunities to meet their child’s teacher(s) and be informed of their child’s academic progress. Before conferences, a letter will be sent home announcing the conference

schedule and requesting parental response regarding a conference time. Parents are welcome to request a conference any time by contacting the teacher directly or by calling the office to schedule a meeting.

Communication between School and Non-Custodial Parents

If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, it is the parent's responsibility to provide proof of custody or guardianship to the school office. Unless this legal record states otherwise, the noncustodial parent will have the same legal rights as the custodial parent. This would include information on how the student is doing, parent-teacher conferences, test scores and copies of student report cards. Step-parents, in the absence of the custodial or non-custodial parent, cannot have access to information regarding the student.

A noncustodial parent may request that material be e-mailed or mailed to them. The request will need to be made to the principal who will inform the teachers. We also ask that we be provided with self-addressed, stamped envelopes for snail mail or they may provide an email address that can be used. All parents are encouraged to sign up for the parent email alerts and to check our activity calendar on the district website at www.westmschools.org to make sure they are getting as much information as is available.

Telephone Messages

Students may make phone calls only with permission. Permission will be granted for school-related issues. The office will always work with the home when a message is called in for a student.

Complaint Procedures

Although our staff works diligently to assist students and parents, and students are generally well-behaved, from time to time issues or conflicts arise which may need attention. Parents who have concerns are asked to contact their child's homeroom teacher or staff member first. If the situation warrants it, contact may be made to both the teacher or staff member and the building principal. Initial contact can be made through a telephone call or an e-mail. Parents or staff members may wish to schedule a conference to address their concerns. Parents can expect their conference requests to be honored in a timely manner. Most differences are a result of poor communication or misinformation. By maintaining an open door policy and open communication, it is expected that solutions and resolutions can be reached. If communication at the building level, through the teacher and/or principal, does not resolve a situation, parents are welcome to contact the superintendent at the administrative center.

VII. IN THE LEARNING COMMUNITY

Standard Expectations for Students

Students are expected to always do their best. It is understood that public school children come to school with varying levels of abilities and circumstances. Our staff is ready and willing to address the learning needs of individual students. However, students are expected to do their part. Students are expected to follow our Behavior Matrix which establishes expectations for all areas of the building, as well as their classroom plan. General expectations include:

- ❖ Be Safe.
- ❖ Be Responsible.
- ❖ Be Respectful.

Learning Community Visits

Visitors, particularly parents, are welcome at the school. **Parents or other visitors who wish to observe are asked to schedule the visit with the teacher at least 24 hours in advance.** In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the building to sign in and receive a visitor pass. At the end of his/her visit, the visitor must exit through the main office. Any visitor found in the building without a visitor pass, will be reported to the Principal. To protect valuable teaching/learning time for all students, persons who wish to confer with a teacher need to call for an appointment prior to coming to the school.

Celebrations

To stay in compliance with our Wellness Program and to protect teaching time, please do not send cupcakes or other unhealthy snacks for a student's birthday treat. On the particular date of a student's birth, parents may send a non-food item (i.e., pencils, activity booklets, novelty erasers) to recognize their child's birthday. Parents are to notify their child's teacher before sending any item to school for sharing. If a balloon or flower bouquet is delivered to a student, it will need to remain in the office. For safety reasons, the parent will need to pick up the student after school. Balloons are not allowed to be taken home on the bus. Learning Communities may have parties for the following: Winter Holiday and Valentine's Day. The WMES Boosters will facilitate the planning of classroom parties with room parents and teachers, according to the building schedule. Any refreshments for parties must include healthy food choices (see Appendix).

Personal Party Invitations

Personal party invitations will only be distributed at school if the student's entire class receives an invitation. This prevents hurt feelings in children left out of party plans.

Vacations

It is strongly recommended that families plan their vacations during the time when school is not in session. However, it is understood that this is not always possible. Prior approval for "school-time" vacations must be obtained from the building principal. Parents should contact the homeroom teacher at least two weeks prior to a scheduled vacation to arrange for assignments. Based on the homeroom teacher's discretion, students will be expected to complete a vacation packet during their absence and/or complete missed assignments and tests upon their return. **Days of vacation while school is in session will be counted toward the 72 hour absence limit.**

Field Trips

Each learning community tries to provide the best program for the development of the academic growth of children. In order to gain more information related to topics of study, field trips may be scheduled as part of the curriculum. Field trips are arranged so that students experience a variety of opportunities. Trips are planned and designed as an extension of instruction.

No child is able to participate in such a trip without the consent of a parent. Such written guardian permission must be provided before the date of the field trip to avoid last minute confusion. All forms on the student's Final Forms portal must be completed and up to date before they are allowed to attend a field trip. Guests and siblings, other than approved chaperones necessary for supervision of students, are not permitted on field trips. Students are expected to go with the group on the school bus and return with the group on the school bus. Excellent student behavior is expected as each student is a representative of the school. The student must always stay with his/her assigned group and follow directions of chaperones and staff.

Cubbies

Cubbies are located in each Learning Community. Students should store only coats and book-bags in cubbies. Students are asked to keep only one coat at a time in his/her cubby. Students are expected to maintain neatness and order in their cubby.

VIII. STUDENT PROGRESS AND ASSESSMENT **Policy for Reporting Students' Progress**

The West Muskingum Board of Education believes that cooperation between school and home is a vital aspect of the growth and education of the whole child. The Board recognizes its responsibility to keep parents informed of student welfare and progress within the school environment. The Board directs the establishment of a system of reporting student progress which shall include written reports and parent/teacher conferences from kindergarten through grade 12. Staff members are required to comply with such a system as part of their responsibility.

The superintendent, in conjunction with staff members, shall develop procedures for reporting student progress to parents/guardians. The procedures shall reflect various methods of reporting that are appropriate to grade level and curricular content. Both students and parents/guardians will receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status. The scheduling of parent-teacher conferences will be at such times and in such places to enable the greatest degree of participation by parents/guardians.

The Board believes that acquiring information concerning the welfare and progress of the child is a shared responsibility of home and school. Therefore, the Board encourages parents/guardians to make every effort to confer with the staff as deemed necessary.

Currently, West Muskingum is using a standards-based report card. The purpose of this report card is to inform the families and students of academic performance in regards to specific learning goals. This report is an estimation of how well students have met these goals based on the latest evidence. The report card also indicates areas of outstanding performance, where additional time and effort are needed, and the amount of growth the student is making throughout the year.

The report card is divided into four main topic areas: Foundational Skills, Reading, Writing & Math. Student achievement under each topic area will be indicated by whether the student is exceeding (4) the standard for that time of year, is proficient (3) at the standard, is developing (2) toward the standard or has unsatisfactory (1) progress toward the expected standard.

- 4** – Exceeding Expectations
- 3** – Proficient
- 2** – Developing Expectations, or
- 1** – Unsatisfactory

These numbers will also be used for the subjects of Science, Social Studies, Art, Music, Physical Education, STEM and Learning Skills and Behavior.

Further information about school work not mastered will be detailed in the comment section of the report card and through parent/teacher conferences.

Ultimately, each student will gain from school according to the effort he/she applies. To increase the degrees of educational success, it is very important that teachers, parents/guardians and administrators communicate openly and frequently concerning the progress of students.

Promotion, Placement and Retention

Students successfully completing their grade will be promoted. Many factors influence placement and retention decisions including student performance, achievement, attendance, age and behavior. Parents, whose children are “at risk” for retention, will be notified during the spring conference. Decisions about retention or promotion will be finalized at the end of the school year.

The Ohio Department of Education (ODE) requires that 3rd grade students be reading at grade level. It is necessary for your child to earn a certain cut score as established by ODE on the reading portion of the Ohio State Test in order to advance to the 4th grade. **The state’s Third Grade Reading Guarantee will require the district to retain a student that does not achieve the appropriate test score.**

Testing and Assessment

Students will participate in a variety of types of tests and assessments throughout the school year, both formal and informal. Students in each grade level will be assessed in both Reading and Math at different times during the school year to be used as a diagnostic to determine progress and growth in each subject area.

Ohio State Tests in ELA/literacy, Mathematics and Social Studies – Students in Grades 3 & 4 will take this summative test toward the end of the school year to show what they know.

- In ELA/literacy, this will involve analyzing literature and a narrative writing task. Students will read texts and write several pieces to demonstrate they can read and understand sufficiently complex texts independently; write effectively when using and analyzing sources; and build and communicate knowledge by integrating, comparing and synthesizing ideas.
- In math, students will be asked to solve problems involving the key knowledge and skills for their grade level (as identified by the CCSS), express mathematical reasoning and construct a mathematical argument, and apply concepts to solve model real-world problems.

IX. ELEMENTARY POSITIVE BEHAVIOR GUIDELINES: Above the Line

One goal of elementary school is to help students recognize and achieve self-discipline. A second goal for students is to take responsibility for their actions and choices. Basic rules of conduct are essential to any one organization. If rules are expected to be followed, it is also important that everyone be aware of exactly what those rules are. Rules from our Above the Line positive behavior plan are not only enforced at school, but at after school and district events as well. This Positive Behavior Plan was created with three major goals in mind: to keep students safe, to build responsible citizens and to maintain an orderly and positive environment for learning. Students are expected to behave in a manner consistent with the plan. Students are expected to obey the directions of all staff members. If a student chooses not to follow a school rule, corrective consequences will be used.

The Tornado Way—Behavior Matrix

West Muskingum Elementary School

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ROUTINE/SETTING								
	All Settings	Hallways	Playgrounds	Cafeteria	Dismissal	Assembly	Bus	Restroom
								
Be Safe 	Walk within the building, keep your hands and feet to yourself,	Walk on the right, hands at your side, face forward	Use equipment properly, keep hands and feet to yourself, be aware of others and your surroundings	Walk in line, stay seated properly, wait to be dismissed	Walk to your car or bus, use doors properly	Criss Cross your feet with hands in lap	Remain seated, keep aisle ways clear, keep hands and items in the bus, keep hands to yourself, keep items in your backpack	Walk, keep your feet on the floor, wash your hands
Be Responsible 	Take care of your environment, remember your belongings	Stay in line, Keep the line moving	Put equipment in its proper place, remember your belongings, take care of each other	Clean up after yourself, raise your hand for help	Remember your belongings, listen for your bus or name,	Use the restroom before or after the assembly, raise your hand if you need help, stay in your spot	Remember your belongings, Watch for your stop	Clean up after yourself, use the restroom during transition times
Be Respectful 	Follow directions, take care of others, be polite	Walk silently	Take turns, include others, use kind words	Indoor voices, manners, use kind words, follow directions	Inside voice, listen to announcements, wait quietly, follow directions	Sit silently, listen to the speaker, listen for the clap signal, take care of each other	Save snacks for home, use quiet voices, be kind	Respect restroom environment, respect others privacy

Grades K-4

While on the playground:

MAJOR RULE: Keep your hands and feet to yourself!

1. Take turns on all the equipment.
2. Go down all pieces of equipment one at a time and face forward.
3. Only one climber per equipment.
4. No jumping from between the landing and bars.
5. No chasing on the large toys.
6. Always swing facing the playground equipment; no pushing, twisting or slamming.
7. Hanging from the basketball hoops is not permitted.
8. Bouncing balls against the side of the building is not permitted.
9. Ask a playground supervisor for a pass before coming back into the building.
10. Playing Sports on Playground:
Football: Pass only; no contact allowed, use Nerf balls.
Baseball: Not allowed.
Basketball: Only 4 players for half court.
11. Toys (trading cards and electronic games) are to be left at home. If something is brought to play with while on the bus (a privilege permitted only by the driver), it must stay in the student's book bag upon arrival at school. Ignoring this rule may result in a "time out" for the toy/game until a parent picks it up. Students will not be allowed to bring the item again.
12. If a ball is brought to school, it must have the student's full name clearly labeled on it, and it must be carried to and from school in a bag.
13. Students must stay within the defined boundaries.
14. Students will be expected to wear coats when appropriate and/or the temperature is below 60 degrees.
15. Students must stay out of the mud.

Corrective Consequences

Below is a list of consequences which may be utilized to correct the inappropriate behavior of a student and will be applied according to the individual need of the student. Parents should be aware that these consequences are not listed in any particular order and apply to any misbehavior, not only playground infractions. They are as follows:

1. A conference between the child and the homebase teacher and the parents to review the problem.
2. A phone call to parents concerning the child's inappropriate behavior.
3. A note sent to parents informing them of their child's inappropriate behavior.
4. Loss of privilege, which may include recess, assembly, special activity, field trip or party.
5. Referral to the principal to assist in developing a plan of action.
6. Referral to the Intervention Assistance Team (principal, classroom teacher, special education teacher & school psychologist) made to assist in developing a plan of action.
7. Removal from class (time-out period) may be enforced to give students an opportunity to focus on appropriate behavior. The length of the time out is based upon the student's age.
8. Assignment to perform a service project within the school may be given.
9. Payment for damaged, lost or stolen property may be required.
10. Morning, noon or after school detention may be given.
11. In-School Suspension process may be initiated.
12. Out-of-School Suspension process may be initiated.
13. Referral to a law enforcement agency and/or the court system.
14. Misbehavior on the playground may result in being "benched." A student may also spend a time-out while standing along the wall facing the playground, or walking the perimeter of the playground toy area.
15. An apology of action may be required in written and/or verbal form, depending on the situation.

A Final Message . . .

The entire staff at West Muskingum Elementary want what's best for our students, but we are not enough. You, the parents and guardians, play a key role in the education of your children. Your words of encouragement, help with homework, a big hug before they come to school or when the day has been a rough one, your interest in your child's work, and your involvement in school are vital! Parents and guardians count!! Please come to school to meet us, talk to us, play an active role in our parent organization, and volunteer your time and energy in helping us to make our school the best that it can be. Your involvement will show your children that you value their education.

STUDENT CODE OF CONDUCT

Students and parents are advised that these policies are applicable to all school related events, in-school as well as after-school activities.

Rule 1 - Disruption of School

A student shall not, by use of violence, force, coercion or threat, cause material disruption or obstruction to the educational process. Some examples of disruption would include unusual dress and appearance, throwing objects, excessive talking or interrupting of instruction, bomb threats, setting off fire alarms, setting off firecrackers and stink bombs, impeding free traffic to or within the school, including all curricular and extracurricular activities.

Rule 2 - Damage of School Property

A student shall not cause or attempt to cause damage to school property including school busses, building, grounds, equipment, or materials.

Rule 3 - Damage of Private Property

A student shall not cause or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds.

Rule 4 - Assault

A student shall not cause physical injury **or** behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school, including inciting other students to fight. Some examples might include: punching, slapping, pushing, pinching, tripping. **VIOLATION OF THIS RULE COULD RESULT IN SUSPENSION OR EXPULSION FROM SCHOOL.**

Rule 5 - Dangerous Weapons and Instruments

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person such as guns, knives, ice picks, switchblades, brass knuckles, etc. Included in this prohibition would be the use of chemicals and gasses, including mace. Fake and toy weapons are not permitted on the school premises or at any school activity on or off school grounds. **VIOLATION OF THIS RULE COULD RESULT IN SUSPENSION OR EXPULSION FROM SCHOOL.**

Rule 6 - Tobacco & Other Drugs

A student shall not possess, use, transmit, or conceal tobacco, other drugs, and/or look-alike drugs while on school property. This includes both day and evening activities.

Rule 7 - Substance Violations

It is a primary objective of the West Muskingum Schools to assure that the education of all shall proceed in an efficient, orderly, and non-disruptive manner. The sale, use, or possession of intoxicants, illegal drugs or other controlled substances on school premises is an obstacle to that objective and an interference with the rights of students to receive quality academic instruction. While student drug education and referral to community resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures.

Rule 8 - Insubordination

A student shall not fail to comply with directions of teachers, paraprofessionals, substitute teachers, student teachers, teaching assistants, the principal or any other authorized school personnel (including volunteers working under the direction of staff members). Repeated violations of any minor rule, directive, or discipline procedure shall also constitute insubordination.

Rule 9 - Frightening, Degrading, or Disgraceful Acts

A student shall not engage in any act which frightens, degrades, disgraces or tends to frighten, degrade, or disgrace himself/herself, a teacher, fellow student, school administrator or visitor by written, verbal, or gestural means. Included in this prohibition would be the use of profanity, spitting, obscene gestures, signs, pictures or publications and/or any other acts of indecency.

Rule 10 - Theft

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, the teacher, an employee of the school district, or a visitor.

Rule 11 - Harassment

Every student has the right to learn in an environment untainted by harassment or discrimination. Any student who believes that he/she is the victim of harassment or discrimination should report the incident to the teacher or principal as soon as possible. During this contact, the reporting student should provide the name(s) of whom he/she believes to be responsible for the harassment and the nature of the harassing incident. The incident will be investigated in a timely and confidential manner. If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken.

Rule 12- Gross Misbehavior

Since all such acts cannot be stated here, it must be understood that a student may be suspended or expelled for these and similar acts which are considered gross misbehavior.

Rule 13 - Homework

Students are expected to complete assignments on time, both those assigned to be completed in class and those assigned to be completed at home.

Rule 14 – Bullying and Other Forms of Aggressive Behavior

Harassment, intimidation or bullying behavior by any student/school personnel in the West Muskingum Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with house Bill 116, means any intentional written, verbal, graphic or physical act including electronically transmitted acts (i.e. Internet, cell phone, personal digital assistant or wireless hand held device), either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of: A) Causing mental or physical harm to the other students/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and, B) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel. There will be disciplinary procedures for students who make false reports. There are strategies for protecting other persons from harassment or retaliation after a report has been made. All reports are referred to the building principal for further investigation. School personnel and students will receive anti-bullying training. The entire bullying policy can be found on our website at www.westmschools.org.

STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

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

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
4. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease;
6. observance of religious holidays consistent with a student's truly held religious belief;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
8. college visitation;
9. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
10. absences due to a student being homeless or
11. as determined by the Superintendent.

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

File: JED

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

2 of 2

West Muskingum Local School District, Zanesville, Ohio

Appendix B



West Muskingum Local School District ***STUDENT CONDUCT CODE FOR BUS TRANSPORTATION***

West Muskingum Families,

Please take a few minutes to review the Student Conduct Code for Bus Transportation.

Riding the bus is an important part of the school day for most West Muskingum students. School bus transportation is a privilege and not a right. Students need to know the bus driver is the sole authority on the bus in compliance with district policy, rules and regulations. By working together, we can achieve our goal of safely transporting students to and from school.

Questions related to busing should be addressed with the Director of Special Services by calling 455-4291. Questions related to bus discipline should be addressed with your child's principal by calling the office:

- **West Muskingum Elementary - 455-4058**
- **West Muskingum Middle School - 455-4055**
- **West Muskingum High School - 452-6312**

It is the policy of the West Muskingum Board of Education to provide transportation for those students whose distance from their school makes the service necessary within the limitations established by state law and the regulations of the state's superintendent of instruction. Such laws shall govern any question not covered by board policy.

Thank you for your support of the school bus rules, regulations and procedures. Our goal is to transport your student to and from school safely.

Sincerely,
West Muskingum Administration



WEST MUSKINGUM LOCAL SCHOOL DISTRICT

BUS RULES & REGULATIONS



Students who are riding the school bus are under the authority of the bus driver. In order to have a safe ride to and from school, it is important that each student cooperate with the bus driver and practice safe bus riding habits at all times. Please note the following rules. This list is not meant to be all inclusive. Rules are based on Ohio Law 3301.83.08.

STUDENT CONDUCT AT THE BUS STOP

- Students are expected to be at their bus stop at least five minutes before the assigned arrival time of their bus. Drivers are not required to wait for children not at their bus stop on time; this makes each stop after that late.
- All students in the AM, must wait at their Point of Safety location as assigned by their driver. In the PM, students must return to their Point of Safety and wait until the bus drives away before going home.
- Students required to cross the street should do so at least 10 feet (10 giant steps) in front of the school bus and after the driver has signaled the student that it is safe to cross.
- Parents or responsible caregivers of preschool through third grade students shall be at the bus stop with their children making sure they wait in a safe and orderly manner. Parents/caregivers are required to be at the bus stop when their student is dropped off.

STUDENT CONDUCT ON THE BUS

- Students are to cooperate, show respect and follow the instructions of the bus driver.
- Students are to remain in their assigned seat at all times, except when loading or unloading the bus.
- Normal conversation will be permitted, except for total silence at railroad crossings.
- No fighting, hitting, horseplay or teasing will be permitted.
- Yelling and questionable language such as profanity, name calling, etc., will not be tolerated.
- Students are to keep hands, head and other objects inside the bus. Students will not throw items inside of the bus or out of bus windows.
- No drinking or eating, including suckers/candy or chewing gum, will be permitted on the bus.
- No pets, explosives, glass, dangerous objects, guns, knives, or likenesses of, will be permitted on the bus.
- Check with the driver before transporting large class projects or musical instruments. All carry-on items must fit on a student's lap. Wheel type bookbags are not allowed on the bus.
- No selling or soliciting on the bus.
- Students will not be permitted to ride another bus other than their assigned bus without a written note signed by the parent/legal guardian, and approved by the principal, pending available seating.
- Students must not tamper with or open a school bus emergency door unless directed to do so by the bus driver.

DEPARTING THE BUS

- Remain seated until the bus comes to a complete stop.
- Walk carefully, quickly and quietly using the handrails while exiting the bus.
- Depart at your scheduled stop or at a stop approved in writing by parents/guardian and principal.
- At the bus stop, if crossing take 10 giant steps beyond the bumper of the bus. Look up to see the driver who will signal you with a drop of his/her hand. Check both ways for traffic before crossing.
- Never go back to pick up anything you drop or forgot.
- Never cross the road in the rear of a stopped bus.
- Go directly to your Point of Safety. After the bus pulls away go straight home.

PARENT REMINDERS

- Any HS/MS student who misses the bus will not be repeatedly picked up on the elementary run and taken to the their building at the end of the elementary route. Bus transportation in this case is the parent's responsibility.
- Parents are not allowed on the school bus. Remain off the bus to speak to the driver.
- On days students are not in session, but the vocational/parochial schools are, bus transportation will be provided from pick up points only and not from individual homes. A schedule will be provided.
- If you are going to be late meeting your student at the bus stop, call the transportation office at 455-4291.



BUSING DISCIPLINE PROCEDURES FOR PK-12 STUDENTS



Parents/Guardians: should your student be suspended from riding the bus, you will be responsible for transporting the student to and from school. The following list of consequences is not intended to be all inclusive as it is impossible to cover all situations. These consequences follow verbal warnings already given by the driver.

LEVEL 1 - VIOLATIONS:

- Offensive language - spoken, written, gesture, disrespect to other students
- Horseplay, excessive noise, talking loudly, disruptive behavior
- Not sitting in assigned seat
- Eating or drinking on the bus

LEVEL 1 - CONSEQUENCES:

- 1st Offense:** Principal conference with student
2nd Offense: Parent notification and/or noon detention(s) after-school detention or Saturday School
3rd Offense: Suspension of bus riding privileges for 1-3 school days
4th Offense: Suspension of busing riding privileges for 3-5 school days
5th Offense: Suspension of bus riding privileges for 5-10 school days, or 5 school days plus after school detention for 5 days.
6th Offense: Could result in suspension of bus riding privileges for the rest of the semester or recommendation of expulsion off the bus for the rest of the school year.

LEVEL 2 - VIOLATIONS:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Disrespect, to driver or school personnel, not following driver's instructions • Throwing objects • Fighting • Arms, hands, head, feet, or objects out of bus windows • Standing or moving from seat to seat while bus is in motion | <ul style="list-style-type: none"> • Intimidation, harassing, sexual harassing • Not following driver's signal to cross or not cross a road • Possession or use of tobacco products, matches, lighters, etc. • Tampering with emergency equipment, doors, windows |
|---|---|

LEVEL 2 - CONSEQUENCES:

- 1st Offense:** Suspension of bus riding privileges for 1-3 school days.
2nd Offense: Suspension of bus riding privileges for 3-5 school days.
3rd Offense: Suspension of bus riding privileges for 5-10 school days or 5 school days, plus after-school detention for 5 school days.
4th Offense: Expulsion from bus riding privileges if deemed appropriate by the Superintendent. Conference (mandatory) as soon as possible with student, parent and principal.

LEVEL 3 - VIOLATIONS & CONSEQUENCE:

Defacing or destruction of property of others and/or school property, i.e., school bus

- Payment for damage by parent and suspension or expulsion from bus riding privilege

Possession or use of illegal drugs, drug paraphernalia, or alcohol (alcohol may be determined by odor)

- 1st Offense: 10 day out of school suspension and notification of appropriate law enforcement agency if applicable, 5 days may be suspended with counseling.
- 2nd Offense: Recommendation for expulsion from school and notification of appropriate law enforcement agency

Selling or distributing illegal drugs or alcohol (alcohol may be determined by odor)

- 1st Offense: 10 days suspension with recommendation of expulsion from school and notification of appropriate law enforcement agency.

POSSESSION OF DANGEROUS OBJECTS AND WEAPONS

Recommendation of expulsion from school, notification of appropriate law enforcement agency and conference is mandatory with student, parent and principal. Any student who brings a firearm, as defined under Federal Law, on the school bus shall be recommended for expulsion from school for at least one (1) year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances.

What is the School Bus DANGER ZONE?

It's an area 10 feet around the front, back and sides of the school bus. The bus driver may not be able to see children in the Danger Zone! Teach your child to:

- stay out of the Danger Zone
- stay away from the back of the bus
- stay away from the sides of the bus
- stay away from the wheels of the bus
- walk, not run when getting on and off the bus
- move quickly, but carefully, out of the Danger Zone
- never walk behind the bus

If your child must cross in front of the bus, remind them to:

- Make sure they can see the driver's face when crossing.
- Wait for the bus driver's signal to cross.
- Stay at least 10 feet away from the bus, and cross in front of the bus.
- Watch and listen for cars.



"POINT OF SAFETY" It's the Law.

According to the Ohio Revised Code 4511.75, all students are required to wait for the bus in the morning and return in the afternoon, to a safe place, referred to as the "Point of Safety". The Point of Safety is a safe location assigned by your child's bus driver. It may be by the big oak tree, behind the fence post, 20 steps up the driveway, or any other specific location the driver feels will keep your child safe.

The purpose of this rule is to keep your child out of the road while waiting for the bus, and out of the danger zone around the school bus. The "Danger Zone" is a blind spot 10 feet around the bus. The bus driver must be able to see your child when picking and dropping them off.

PROCEDURES

- ⇒ Principals can request the bus driver and/or bus supervisor to appear for a conference.
- ⇒ Mid-East student information regarding any offense, will be forwarded to the high school/Mid-East principals.
- ⇒ Parochial school student information regarding any offense will be forwarded to the director of Special Services and the parochial school.
- ⇒ Suspension of special education students shall be in accordance with the law.
- ⇒ Audio and video surveillance equipment may be used on school buses. Parent and student confidentiality laws prevent parents from viewing videotapes.
- ⇒ In all cases listed above, when circumstances warrant, the principal has the option to select another level of punishment subject to review by the West Muskingum Administrative Team.

SCHOOL BUS SAFETY TIPS

- ♦ Be at your bus stop 5 minutes ahead of your scheduled time.
- ♦ Stay out of the road. Wait for the bus at your "Point of Safety" location.
- ♦ Keep your feet and book bag out of the aisle while riding the bus.
- ♦ Keep your hands to yourself. Do not hit or touch other students.
- ♦ Do not put your hands or head out the window.
- ♦ Stay seated while riding the bus. Do not move from seat to seat.
- ♦ Do not distract the driver. This can cause an accident. If you need the driver, speak to him or her at your stop. If you have an emergency, it is okay to get the driver's attention at any time.
- ♦ Be kind; speak nicely and softly to others on the bus.
- ♦ Remember your bus driver is in charge just like your teacher is at school.

Have a safe ride on the big yellow bus!



WMLSD
APPROVED JUNE 20, 2007

Appendix C - School Calendar



WEST MUSKINGUM SCHOOLS 2026-2027 CALENDAR

August 24.....Teacher Work Day
August 25.....Professional Development Day
August 26.....**FIRST DAY FOR STUDENTS**
September 7.....Labor Day (No School)
October 26.....Teacher Work Day (No School for Students)
November 3.....Parent-Teacher Conferences (No School for Students)
November 25- November 30....Thanksgiving Break (No School)
December 1.....**Students Return to School**
December 21-January 1.....Christmas Break (No School)
January 4.....**Students Return to School**
January 15.....Teacher Work Day (No School for Students)
January 18.....Martin Luther King Day (No School)
February 12.....Professional Development Day (No School for Students)
February 15.....Presidents' Day (No School)
March 25.....Professional Development Day (No School for Students)
March 25- March 29.....Spring Break (No School)
March 30.....**Students Return to School**
May 4.....Professional Development Day (No School for Students)
May 27.....**STUDENTS LAST SCHEDULED DAY OF SCHOOL**
May 28.....Teacher Work Day
May 28.....**WEST MUSKINGUM HIGH SCHOOL GRADUATION 7:00 PM**

Parent/Teacher Conferences:

West Muskingum Elementary School

November 2 - 3:45 p.m. – 7:30 p.m.
November 3 - 11:00 a.m. – 6:30 p.m.
February 11 - 3:45 p.m. – 7:30 p.m.

West Muskingum Middle School

November 2 - 2:45 p.m. – 6:30 p.m.
November 3 - 11:00 a.m. – 6:30 p.m.
February 11 - 2:45 p.m. – 6:30 p.m.

West Muskingum High School

November 2 - 2:45 p.m. – 6:30 p.m.
November 3 - 11:00 a.m. – 6:30 p.m.
February 11 - 2:45 p.m. – 6:30 p.m.

Grading Periods:

- 1 August 26 – October 23
- 2 October 27 – January 14
- 3 January 19 – March 24
- 4 March 30 – May 27

Appendix D School Supply List – Page One

WEST MUSKINGUM ELEMENTARY SCHOOL

200 Kimes Road
Zanesville, OH 43701
(740) 455-4058

SUPPLY LIST
2026/2027



Kindergarten

- 1 Book Bag (*large enough to hold a 9x12 folder, no wheels*)
- 1 Set of Headphones (no ear buds) (in a baggie, labeled w/ name)
- 2 doz. Ticonderoga Pencils (sharpened, no mechanical pencils)
- 3 boxes of 24-count Crayons
- 24 Glue Sticks—no smelly/no glitter
- 8 Expo Dry Erase Markers, black, chisel tip
- 1 Washable Markers (8 pack)
- 1 pair Fiskar Scissors-children's size
- 1 Supply Box
- 1 box of Tissues
- 1 roll of Paper Towels
- 1 pkg. Clorox Wipes
- 1 pack Playdough (4 pack)
- 1 change of clothes (kept in book bag for accidents)
- Boys: 1 box Gallon size Bags
- Girls: 1 box Sandwich size Bags

**See Specials Classes Supply List on Page 2.*

1st Grade

- 1 Book Bag (*large enough to hold a 9x12 folder, no wheels*)
- 1 Set of Headphones (no ear buds, in a baggie, labeled w/ name)
- 2 doz. Ticonderoga Pencils (sharpened, no mechanical pencils)
- 4 boxes of 24-count Crayola Crayons
- 24 Glue Sticks
- 8 Expo Dry Erase Markers, black, chisel tip
- 1 Washable Markers (8 pack)
- 1 pair of Fiskar Scissors-children's size
- 1 Pink Eraser
- 1 One Subject Spiral Notebook (wide ruled, 70 sheets or more)
- 1 Supply Box
- 1 box of Tissues
- 1 coloring book (for inside recess)
- 1 change of clothes (kept in book bag for accidents)
- Boys: 1 box Quart size bags—zippered
- 1 roll of Paper Towels
- Girls: 1 box Gallon size freezer bags—zippered
- 1 pkg. Clorox Wipes

**See Specials Classes Supply List on Page 2.*

2nd Grade

- 1 Book Bag (*large enough to hold a 9x12 folder, no wheels*)
- 1 Set of Headphones (no ear buds) (in a baggie, labeled w/ name)
- 3 doz. Ticonderoga Pencils (sharpened, no mechanical pencils)
- 2 boxes of 24-count Crayola Crayons
- 16 Glue Sticks
- 12 Expo Dry Erase Markers, black, chisel tip
- 1 pair of Fiskar Scissors-children's size
- 4—2-pocket Folders w/ fasteners, plain
- 1 Supply Box
- 2 boxes of Tissues
- 1 pkg. Clorox Wipes
- 1 change of clothes (kept in book bag for accidents)
- Boys: 1 pkg. asst. color Construction Paper
- Girls: 1 box Gallon size bags—zippered

**See Specials Classes Supply List on Page 2.*

Appendix D School Supply List – Page Two

3rd Grade

- 1 Book Bag (large enough to hold a 9x12 folder, **no wheels**)
- 1 set of Headphones (in a baggie, labeled w/ name)
- 4 doz. Ticonderoga Pencils (sharpened, no mechanical pencils)
- 1 box of 24-count Crayons
- 8 Glue Sticks
- 8 Expo Dry Erase Markers, black, chisel tip
- 1 Washable Markers (8 pack)
- 2 Highlighters
- 1 pair of Fiskar Scissors-pointed
- 1 Pink Eraser
- 2—1-Subject Spiral Notebooks (wide ruled, 70 sheets or more)
- 3 - 2-pocket Folders
- 1 Composition Notebook
- 1 Supply Box
- 2 boxes of Tissues
- Boys: 1 pkg. Clorox Wipes
1 pkg. Sandwich size bags
- Girls: Loose leaf wide-ruled Notebook Paper
Gallon size bags (zippered)

**See Specials Classes Supply List Below.*

4th Grade

- 1 Book Bag (large enough to hold 9 x 12 folder, no wheels)
- 1 set of Headphones or Ear Buds (in baggie, labeled with name)
- 3 doz. Ticonderoga Pencils (sharpened, no mechanical pencils)
- 2 boxes of 24-count Crayons
- 12 Glue Sticks
- 2 pair of Fiskar Scissors-pointed
- 1 pack Pink Erasers or Pencil Top Erasers
- 1—3-Subject Spiral Notebook - (wide ruled)
- 5—2-pocket Plastic Folders (red, blue, green, yellow & orange)
- 1 Large Zipper Pouch for Supplies
- 2 boxes of Tissues
- Multiplication Flash Cards
- Boys: Sandwich size bags (zippered)
4 pack ultra fine Dry Erase Markers, black
- Girls: Clorox Wipes
Gallon size bags (zippered)

**See Specials Classes Supply List Below.*

Specials Classes for ALL Students

Art, Gym & Music Supplies

ALL Grade Levels

Grade	Boys	Girls
K	4 Pink or White Erasers	2-24 pk. Crayola Crayons
1	8 Elmer's Glue Sticks	8 Elmer's Glue Sticks
2	1 roll Painter or colorful Duct Tape	1—24 pack Pen & Gear Pencils
3	1 bag Cotton Balls 1 pkg. 3 x 5 cards	1 box Q-tips 1 box Tissues
4	1—24 pack Crayola Colored Pencils (not the 12 pack)	4 Black Sharpies (fine & ultra fine)
All	1 box Tissues	Gallon Size Storage Bags

***All students** will need shoes suitable for PE class.

**** Music & Art** are accepting donations of 8.5 x 11" white card stock

*****Please label** these supplies with "Specials".

Please keep a black Sharpie permanent marker at home to mark your child's name on his/her Lunch Box, Book Bag, Art Shirt, Coat, Hats, Gloves, Sweatshirts, Sweaters, Games/electronics that your bus driver allows, and **ANYTHING** that, if it were lost, you would want to have returned to your child!

Please make sure all non-community items are clearly marked with your child's name.

Some supplies may need to be replaced during the school year.

Please comply with the sizes stated due to lack of space. Thank you.



NO TRAPPER KEEPERS

Appendix E

HEALTHY SNACK CHOICES

Less than 7 grams of fat per serving
or
Less than 40% of their weight as sugar

CHIPS & CRACKERS	GRANOLA BARS, CEREAL BARS & COOKIES
Cheese Its, Reduced Fat	Nutri Grain Bar
Cheetos, Reduced Fat	Nutri Grain Yogurt Bar
Chex Party Mix	Journey Bar
Pretzels & Pretzel Rods	Kudos Granola Bar
Pretzels, Soft	Kudos w/ M&M's - snack size
Sun Chips	Quaker Chewy Granola Bars - Reduced Fat
Doritos - Nacho & Cool Ranch - Baked	Twix Bar - fun size
Fritos & Doritos - Fun Size Chips	Rice Krispie Treats
Animal Crackers	Pop Tarts (1 pastry)
Graham Crackers	Fortune Cookies
Teddy Grahams	Star Spangled Cookies
Goldfish Grahams	Otis Spunkmeyer Cookies - 1 oz.
Goldfish Crackers	
Bear Grahams	
Belly Bears Graham Crackers	
LITTLE DEBBIE ITEMS	DAIRY & FROZEN TREATS
Fudge Round	Yogurt
Oatmeal Crème Pie - Reduced Fat	Shape Up Juice Bars
Fig Bar	Go-Gurt Yogurt
Marshmallow Crispy Bar	3 oz. Ice Cream & Sherbet Cups, Push-Ups
Peanut Butter Toasty Crackers	Fudge Bars
Pumpkin Delight Filled Cookie	Ice Cream Sandwiches
Granola Bar -Chewy & Crunchy Oats & Honey	Orange Cream Bars
	Pudding Pops
MISCELLANEOUS	
Fruit Snacks - 25% Vitamin C	