

West Carrollton Early Childhood Center

Jennifer Longworth, Principal

Our Mission:

**TO ENGAGE STUDENTS' MINDS, MUSCLES AND
IMAGINATIONS**



STUDENT HANDBOOK

2025-2026

Student Name _____ Grade _____

Teacher _____

August 2025

Dear Students and Families:

Welcome to the West Carrollton Early Childhood Center. The entire staff is excited to welcome you to the new school year.

Each day as we move closer to our goal of excellence in education, we are committed to doing whatever it takes to engage our students. Our innovative educational experiences include school-wide projects and great classroom lessons. We are thrilled that your child will be a part of these experiences.

The purpose of this Handbook is to provide you with important information about our school's policies and procedures. Please keep this handbook and refer to it when questions arise. We send out a weekly e-newsletter to share what is happening in our school each day.

The district web address is <http://www.westcarrolltonschools.com>.

If you ever have questions or concerns, please contact me at 859-5121 ext. 4401. My goal is to ensure that your child has an exceptional educational experience each school day.

Jennifer Longworth,

Principal



West Carrollton Early Childhood Center Philosophy

We believe in developing the whole child and respecting each child as an individual with many unique abilities. We feel children learn best given a safe environment where multisensory exploration and choice making is encouraged. Young learners need developmentally appropriate, interactive, meaningful activities to facilitate their love of learning. A collaborative effort between home and school is an essential element of this community celebration of young children.



Our Mission Statement

The West Carrollton Early Childhood Center's mission is to develop the foundation for lifelong learners; we empower all students to reach their unique potential; socially, physically, intellectually, and emotionally. We engage children in developmentally appropriate learning experiences in a safe, caring, and supportive child-focused environment. We foster successful partnerships between family and school.

School Contact Information

- School Phone Number: (937) 859-5121 ext. 4400
- School Fax Number: (937) 859-2768

Name Title	Extension	Email
Jennifer Longworth, Principal	4401	jlongworth@wcsd.k12.oh.us
Nastassia Person, Assistant Principal	4402	nperson@wcsd.k12.oh.us
Jenny Koesters, Administrative Assistant	4400	jkoesters@wcsd.k12.oh.us
Beth Millard, Preschool Administrative Assistant	4495	bmillard@wcsd.k12.oh.us
Tonya Hood, School Nurse	7795	thood@wcsd.k12.oh.us
Robin Halter, School Psychologist	7744	rhalter@wcsd.k12.oh.us
Ryan Leach, School Psychologist	7776	rleach@wcsd.k12.oh.us
Kathy Allen, Director of Transportation	8959	kallen@wcsd.k12.oh.us

ADMISSIONS

FOR ANY STUDENT, IF YOU HAVE MOVED, PLEASE BE SURE TO CONTACT THE ECC OFFICE AT 937-859-5121 EXT. 4400. IF YOU ARE STILL LIVING IN DISTRICT, YOU WILL NEED TO PROVIDE UPDATED PROOF OF RESIDENCY. IF YOU HAVE MOVED OUT OF DISTRICT, YOU WILL NEED TO WITHDRAW YOUR CHILD FROM THE WEST CARROLLTON SCHOOL DISTRICT. YOU CAN DO SO BY COMING INTO THE ECC OFFICE AND COMPLETING A WITHDRAW FORM.

First Grade: If your child has attended kindergarten here in West Carrollton, you do not need to re-enroll for first grade. You will need to update your child's Final Forms account each year. That will consist of going into Final Forms and making sure all forms are signed and correct.

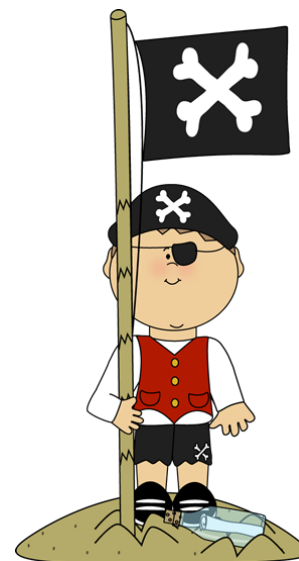
Kindergarten: A child who is five years of age on or before August 1, 2025, is eligible to enroll in Kindergarten.

To register your child for school, you must provide:

- Original birth certificate
- Immunization record
- Proof of residency
- Custody papers (if applicable)
- Parent picture identification

- Completion of Final Forms online registration process

Preschool: We offer a preschool program for three and four-year-old children. Our program serves students with special needs as well as those who are typically developing. A child who is three years of age on or before August 1, 2025, might be eligible to attend preschool. To participate in the preschool program, the child and a parent or guardian must live in the West Carrollton School District.



Licensure

The West Carrollton Early Childhood Center Preschool is licensed to operate legally by the Ohio Department of Education. This license is posted in the school office and available for review. Complaints may be reported to the Office of Early Learning and School Readiness at 1-877-644-6338. ODE licensing inspection reports will be posted in the school office and are available for review.

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his child, evaluate the care provided by the program,

the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office, sign in, and get a visitor badge.

Students with a suspected disability can be referred by parent, teacher, service providers, Help Me Grow, or an LEA referral from Miami Valley Child Development center. Following evaluation students are eligible for services indicated on their IEP at West Carrollton ECC. WCECC provides services of intervention specialist, Speech/Language Therapist, Occupational Therapist, Physical Therapist, Adapted Physical Education and Mental Health services. Families may also apply for an Autism Scholarship to receive funding for services provided at the school. If a family chooses not to send their child to our preschool program then itinerant services are offered to the family to meet the child's IEP goals.

ASSET RICH ENVIRONMENT

At the West Carrollton Early Childhood Center, we celebrate our students through positive reinforcement. Recognizing the beautiful things that our students do is our way of teaching asset-rich behaviors. Each month we choose a student of the month. The student chosen has shown extraordinary character.

WCSD ATTENDANCE POLICY

We believe that school attendance is a crucial factor in student achievement. The West Carrollton City School District encourages regular attendance in accordance with the Ohio Compulsory Attendance Law and the Missing Children Act and through the implementation of the current attendance regulations that places the responsibility for attendance on the student and parent(s).

In the event that your child is absent from school, parents are responsible for contacting the school. If no contact has been made or no note is given to the school, the absence shall be posted as unexcused or truant. It is possible for a student to be unexcused even though parents give permission for the absence. Remember - parents may not excuse a student from school; they can only state the reason for the absence to help us determine whether or not the absence may be excused.

Excused absences will be defined as an absence from school and/or class due to one of the following reasons:

1. Personal illness (only a doctor's note will excuse illnesses after 37 hours of absences)
2. Illness in the immediate family
3. Death of a relative
4. Quarantine of the home
5. Observance of religious holidays

6. Emergency circumstances which in the judgment of the superintendent or her designee constitutes a suitable and sufficient cause for absence from school
7. Vacations are only excused if a student has missed less than 37 hours.

Unexcused absences are defined as absences not meeting the criteria for excused absences. They include but are not limited to:

1. Oversleeping
2. Missing the bus and/or ride
3. Non-school athletic events
4. Individual student trips
5. Vacations after 37 hours of absences
6. Hunting or fishing trips
7. Haircuts or hair appointments

In the case of excessive absences from school, the following may apply:

For K-12 students absent five days (30 hours), the parent or guardian will have been contacted either by phone or mail to alert them of the absences and further interventions. Parents of students missing ten or more days (60 hours) accumulative in a year will be contacted by the building administrator or designee to determine the reason for the student's absence, to develop a plan to reduce the absences, and to inform them that further absences will result in referrals made.

- K-12 students who are not in attendance for 5 consecutive days (30 hours), without an excuse, have 7 unexcused absences (42 hours) in one month, or have 12 unexcused absences (72 hours) in one school year shall be declared HABITUALLY truant.

As defined in House Bill 410, students determined to be HABITUALLY truant will be referred to either the "Start Right Program" for K-4 students or the Miamisburg Satellite Court/Montgomery County Juvenile Courts if school interventions have not been successful. Parents of HABITUALLY truant students may also be referred to the Montgomery County Courts for neglect or for contributing to the delinquency of a minor, depending upon their level of cooperation with the school. The Board recognizes that the parent or guardian is the essential agent in the student's life. Therefore, parents or guardians will be involved in the process and will be held accountable for their child's attendance.



West Carrollton Gifted Student Identification

The West Carrollton Board of Education has adopted a policy for the identification of students who are gifted. "Gifted" means students who perform, or show potential for performing, at remarkably high levels of accomplishment when compared to others of their age, experience or environment. This policy is available on the district website at <https://www.westcarrolltonschools.com/o/wccsd/page/gifted-education>. In accordance with

the policy, students are regularly screened in grades two through eight for giftedness in Superior Cognitive Ability and Specific Academic Ability (Reading and Math). In addition, the policy includes provisions for parents to refer their children for identification screening in the following areas: Superior Cognitive Ability, Specific Academic Ability (Math, Science, Social Studies, Reading, Writing, or a combination of these skills), Creative Thinking, and the Visual and Performing Arts. If you believe your child is gifted in one or more of these areas and your child is at least in 2nd grade, please contact the building principal for information on how to recommend your child. You may also complete an online form to nominate a student for gifted testing, which is available at the link listed above.

ATTENDANCE INFORMATION

Kindergarten and First Grade Start Times:

School Begins at 9:00AM

Dismissal at 3:45PM

PRESCHOOL IS MONDAY-THURSDAY - NO PRESCHOOL ON FRIDAYS

AM Preschool

School Begins at 8:50AM

Dismissal at 12:05PM

PM Preschool

School Begins at 12:50PM

Dismissal at 4:05PM

2 Hour Delay Times

AM Preschool (NO TRANSPORTATION PROVIDED)

11:00AM-1:00PM

PM Preschool (NO TRANSPORTATION PROVIDED)

2:00PM-4:00PM

Kindergarten and First Grade Start Times:

School Begins at 11:00AM

Dismissal at 3:45PM

TARDIES

When your child arrives at school more than ten minutes after the start time, they are considered tardy. An adult must walk your child into the school. Your child will then be let into the building, receive a tardy slip and they then take that to their teacher.

EARLY DISMISSAL

In the event that you need to pick your child up prior to dismissal, come into the main office door, Door #1. *When picking your child up early from school, either for a personal reason or if*

you have a sick child that needs to be picked up, you will be required to sign your child out of the school for the day. As always, PROPER IDENTIFICATION IS ALWAYS REQUIRED. After presenting your picture identification, you will sign out your child. Picture identification of the person who is signing your child out is required, and this person needs to be in our system as someone who can pick up your child. Your child will then be called to the office. If you need to add or change anyone who is given permission to pick up your child, please contact our main office. Please arrange for early releases or dismissal changes no later than 3:00 pm. If you come after 3:00 pm, you will need to wait until normal dismissal. Our dismissal procedures are extensive, and we do not want to send students home in a mode not preferred by you.

ATTENDANCE CALLS

When your child is not in school, a note or phone call is required. **Please notify the Attendance Office at 859-5121 ext. 4459.** Please follow up with a note when your child returns to school. If there has not been communication from you, you will be contacted by our office. Good attendance is important for your child's future success.

VISITORS/VOLUNTEERS

Parent involvement is always encouraged at the West Carrollton Early Childhood Center.

In accordance with Public Law 2916.211, all parents and visitors entering the building must report immediately to the office. Adult visitors are currently not encouraged to come to the West Carrollton Early Childhood Center. There are times, however, where a parent/guardian could be invited into the building by the teacher or principal, to assist with your child. If that is the case, we will have you sign in so you can enter the building. PROPER IDENTIFICATION IS ALWAYS REQUIRED.

BIRTHDAYS

West Carrollton Early Childhood Center recognizes that birthdays are special days for students. We certainly want to help your child celebrate this special occasion however, to protect those students with food allergies and/or dietary restrictions, please adhere to the following guidelines:

- **Refrain from sending flowers, balloons, or other special gifts to children during school hours.**
- **To avoid hurt feelings, party invitations should be distributed to all students in the class or invitations should be sent to selected students outside of school.**
- **Birthday treats (both food and nonfood items) and other student deliveries must be approved by the classroom teacher.**

- **Acceptable birthday treats are to be pre-packaged treats or store bought. Cupcakes are acceptable (NO HOMEMADE TREATS, PLEASE!).**

BUS RULES

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.

1. Load and unload from the bus at the designated stop in an orderly manner. When crossing the street, please wait for the bus driver's signal. Cross at least ten feet in front of the bus.
2. Ride the bus that has been assigned to you. Any bus changes need to be made through the transportation office.
3. Stay in the same seat while the bus is moving.
4. No eating on the bus.
5. Keep noise on the bus to a minimum. The same behavior is expected on a school bus as in a classroom, except that students may whisper to the person beside them. Be absolutely quiet at railroad crossings.
6. Do not throw anything while on the bus. Do not carry anything on the bus that cannot be held in your lap. Do not bring animals onto the school bus.
7. Keep objects or parts of the body out of the bus window. Do not touch the emergency door unless the driver tells you to open it.

DISMISSAL CHANGES

You must call the office **before 11AM** for preschool morning dismissal changes or **before 3PM** for afternoon dismissal to make changes in the way your child is to go home.

When picking your child up early from school, either for a personal reason or if you have a sick child that needs to be picked up, you will be required to sign your child out of the school for the

day. As always, *PROPER IDENTIFICATION IS ALWAYS REQUIRED.* You will then proceed with signing your child out and remain in the lobby of the school until your child comes to the door.

Car Rider Arrival & Dismissal Procedures

At the ECC, the safety of our youngest Pirates is our top priority. Please carefully read and follow the guidelines below to ensure safe and efficient drop-off and pick-up for all students. These procedures are designed to maintain a secure environment and smooth traffic flow.

General Guidelines

- **Follow all staff instructions** during arrival and dismissal.
- **Stay in your vehicle** at all times. Staff will assist your child in and out of the car.
- **Do not park and walk up** to drop off or pick up your child. This is not permitted for safety reasons.
- **Do not park across the street** and walk your child to the building. You must use the car rider line.
- All students must **enter and exit from the passenger side** of the vehicle.
- **Display your assigned car tag** with your child's name clearly visible on the dashboard or window during dismissal.
- If someone else is picking up your child, they must have your assigned tag or come into the office with proper identification to verify they are listed as an eligible adult to pick up your child.
- **Changes to dismissal plans** must be communicated to the school office before 3:00 PM at (937) 859-5121 x4400.

Morning Arrival

- Car rider **arrival begins at 8:50 AM for PRESCHOOL and 9:00 AM for KINDERGARTEN AND FIRST GRADE.** Cars may begin lining up in the side parking lot near Door 11 by Central Office using the correct lane based on grade level as preschool begins before kindergarten and first grade. **DO NOT** line up earlier than 8:45am as we are sharing the parking lot with other buildings and do not want to disturb their arrival

procedures or flow of traffic. See the map for detailed line instructions.

- Unloading begins at **8:50 AM for preschool and 9:00am for kindergarten and first grade students**. Staff will open passenger side car doors for students. Students must wait for a staff member before exiting the vehicle. Kindergarten and first grade students may not exit their vehicles until 9:00 AM. If they are in the preschool line before 9:00 they will be directed to join the kindergarten and first grade line.
- **All cars must follow the designated flow of traffic for their students' grade level** while in the parking lot.
- Students arriving after **9:20 AM** must be walked into the building at Door 1 and receive a tardy pass before going to class. (Please try to have your child at school before this time so they can start their academic day promptly.)
- There is no supervision before 9:00 AM, **DO NOT** drop students off early.
- Breakfast is available and free for kindergarten and first grade students starting at **9:00 AM**.

Afternoon Dismissal

- Car rider **dismissal begins at 3:30 PM**. Please do not arrive before then, as other building dismissal procedures will be in progress.
- Cars will enter the side lot, stay in line, and follow directions from staff. Remain in your vehicle and display your car rider name tag.
- Your child will be brought to your car and assisted into your vehicle safely.
- **Staff may not fasten car seats**, so please practice this skill with your child or pull into a parking space in the side parking lot to assist after pickup.
- Once vehicles are loaded, staff will dismiss cars. Do not pass other vehicles.
- Follow the flow of traffic at all times to ensure the safety of all students.

Important Reminders

- **Do not cut** around vehicles or through parking spaces to move ahead in line.
- **Cell phone use** is strongly discouraged in the car rider line to avoid distractions.
- Parents must **remain alert** and help us keep the process moving quickly and safely.
- Be patient during the first few weeks as families learn the routine.

Thank you for helping us keep our ECC Pirates safe by following these procedures every day!

COMMUNICATION WITH SCHOOL

It is our intention to stay in close contact with the families of our students. We do this in the following ways:

1. E-news- These weekly updates are sent by email and text to all of our supporters and families. Please be sure to let the school know of any email changes.
2. Teacher's newsletters- Classroom teachers frequently send home classroom news; these can be found in your child's book bag.
3. Contact with the Teacher: We welcome your phone calls when you need information or clarification; we will connect you with your child's teacher. 859-5121 ext. 4400
4. Parent Conferences - Held twice a year in the fall and spring.

COMMUNICATION DEVICES SUCH AS CELL PHONES OR WATCHES ARE NOT PERMITTED FOR STUDENT USE

DRESS CODE

All clothing must meet reasonable standards of cleanliness and decency.

1. Please NO bare midriff, spaghetti straps, see-through clothing, pajama pants, or bedroom slippers.
2. Inappropriate printing, pictures, or advertisements (such as beer or cigarettes), or grotesque graphics are not allowed.
3. Sweatshirts or sweaters are recommended for students to wear if classrooms are chilly.

4. Label child's clothing (boots, coats, winter hats, gloves, sweaters) with the student's name.
5. Sneakers/tennis shoes are the preferred footwear for active children.
6. Students are not allowed to wear ball caps or hoodies with the hood up during the school day.

FEES

The kindergarten and first grade instructional material fee for the 2025-2026 school year is \$35.00.

The preschool instructional material fee for the 2025-2026 school year is \$25.00.

Fees are payable starting the first day of school.

LUNCHROOM PROCEDURE

NO OUTSIDE FAST FOOD LUNCHES ARE PERMITTED.

Breakfast and lunch will be served daily at no cost to all kindergarten and first grade students.

NOTES FROM HOME

Good communication between home and school is crucial. Please send a note to your child's teacher explaining:

- absences or tardiness
- request for early dismissal
- change in transportation
- after school activity

All messages must include your child's first and last name, the date, and a parent's signature.

PARENT RIGHTS



The role of both parents and/or guardians plays a vital role in the educational process of a child and is encouraged and appreciated by the staff at the West Carrollton Early Childhood Center. Our team will make every effort to maintain open communication with both parents/guardians of those parents who may have shared custody. No student on the basis of gender, race, or handicap should be excluded from the participation in, be denied benefits of, or be subject to discrimination under any education program or activity.

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office, sign in, and get a visitor badge.

Students with a suspected disability can be referred by parent, teacher, service providers, Help Me Grow, or an LEA referral from Miami Valley Child Development center. Following evaluation students are eligible for services indicated on their IEP at West Carrollton ECC. WCECC provides services of intervention specialist, Speech/Language Therapist, Occupational Therapist, Physical Therapist, Adapted Physical Education and Mental Health services. Families may also apply for an Autism Scholarship to receive funding for services provided at the school. If a family chooses not to send their child to our preschool program then itinerant services are offered to the family to meet the child's IEP goals.

Every preschool student participates in an on-going child assessment process. In the spring (May) children who have been accepted into the preschool program for the following year attend a screening session and are individually administered the Brigance Screener. This focuses on the following areas of development: Physical, Academic/Cognitive, Language, Self help and Social/Emotional Development. In addition, the Early Learning Assessment is administered to all preschool students in the fall and spring of the school year. The ELA provides teachers on how to improve and support growth and development of children from early preschool to kindergarten. As preschool students enroll in the program throughout the school year, the ELA and Brigance are administered. The results of the assessments are reported and shared with the families during parent/teacher conferences held in November and March with their progress report.

FAMILY INVOLVEMENT

West Carrollton Early Childhood Center families are invited to join the Family Involvement Team. By entering this group, West Carrollton Early Childhood Center families will have the opportunity to become involved in a variety of activities to support students and staff. The staff is always looking to involve parents in volunteer opportunities, such as to assist with picture

days, book fair, academic nights, spirit weeks, and fundraisers, just to name a few. The Family Involvement group will meet once a month to prepare for upcoming events at the school. For more information, please contact Ms. Koesters at 937-859-5121, ext. 4400 with questions or concerns.

PLAYGROUND RULES

1. Be Safe – Use equipment correctly. Ask permission to leave the playground.
2. Be Respectful – Use kind hands.
3. Be Responsible – Pick up any equipment that you may have used and put it away.

PROPERTY DAMAGE

Any school property suffering damage, whether deliberate or through carelessness, must be repaired or replaced by the student responsible.

SCHOOL PICTURES

School pictures are taken once a year in the fall.

STUDENT SAFETY & EXPECTATIONS

It is very important that our children are safe while present at school. We have identified behavior expectations for our students as well as visitors to our school.

BEHAVIOR EXPECTATIONS

1. Be safe
2. Be respectful
3. Be responsible



Students in violation of West Carrollton Early Childhood Education policies, rules and regulations may be subject to discipline.

WEATHER DELAYS OR CANCELLATIONS

Two-Hour Delay Schedule

Arrival and Dismissal Times for Preschool and Kindergarten

Kindergarten and First Grade	11:00AM – 3:45PM
AM Preschool (NO TRANSPORTATION)	11:00AM-1:00PM
PM Preschool (NO TRANSPORTATION)	2:00PM-4:00PM

In the event of a delay, we will be using the above schedule. The West Carrollton School District's website (www.westcarrolltonschools.com) is the fastest method of finding out if there is a delay or closing. In addition, delays and closings will be posted on the West Carrollton School District's Facebook Page. Local radio stations and television stations are also notified of delays or closings. Calling the school is not recommended since no one will be in the office to answer phones.

In the event that there is a program in the evening of a day when the school is closed, the program will be canceled.

WCSD CLINIC SERVICES

Clinic Information:

- School clinics will be staffed by a Licensed School Nurse or School Health Associate (RN or LPN).
- The school clinic's primary purpose is to care for illnesses and injuries occurring at school and to provide specific care for students with documented and ongoing medical conditions or needs.
- Parents will be contacted if the nurse feels like there is an immediate health concern for the student that needs to be addressed.
- All dismissals for illness or injury must take place through the clinic.

Emergency Medical Authorization Form (EMF):

- A new EMF must be submitted to the school at the beginning of each school year.

- It is very important that parents/guardians keep this information updated throughout the school year.
- Students are not permitted to attend any school-sponsored functions or field trips without a completed and current EMF on file.

Immunizations:

- In compliance with Ohio State Law, students will be excluded on the 15th day of attendance if completed immunization documentation has not been received. Absences related to incomplete immunizations will be considered unexcused.
- Students are not permitted to attend any school-sponsored functions or field trips without current immunizations on file.

Medications at School:

- Students are not allowed to bring medications into the school building. Exceptions are students with prescribing practitioner, parent, and nurse authorization to self-carry epinephrine auto-injectors, inhalers, and diabetic supplies only.
- ALL medications used in the schools require a Medication Authorization Form to be completed and on file. Prescription medications require signatures from a prescribing practitioner and parent/guardian. Over-the-Counter medications (including cough drops) require a parent/guardian signature.
- An adult responsible for the student must deliver medications in the original packaging to the school clinic.
- Medications must match the written prescription.
- All medications must be picked up by the last day of school, or they will be discarded.

When to Keep Your Student Home from School:

- Fever of 101.0 or higher; the student must be fever-free for 24 hours without fever-reducing medications before returning to school.
- Diarrhea (3 or more loose stools in a 24 hr. period)
- Uncontrollable cough or respiratory distress
- Extreme redness of the eye, accompanied by discharge and/or pain
- Rashes of unknown origin
- Severe sore throat or difficulty swallowing
- Severe headache
- Stomach ache with vomiting
- Severe itching of body or scalp
- Untreated head lice

If your student has any possible symptoms or diagnosis of a contagious disease, please contact your nurse for readmission guidelines. Ohio Department of Health readmission guidelines for schools may differ from your prescribing physician's policies.

Head Lice:

Parents/Guardians should check their student's head regularly for evidence of head lice. If lice are found, please contact the school clinic to make a report, or with questions related to treatment.

Health Screenings:

- Vision: Preschool, K, 1st, 3rd, 5th, 7th, 9th and students new to the district or upon request of the parent, teacher, or student
- Hearing: Preschool, K, 1st, 3rd, 5th, 9th, 11th, and students new to the district or upon request of parent, teacher or student.
- Dental: School oral screenings will be conducted as necessary by a School Nurse, Community Dentist, or Local Dental Hygienist.

If you want to opt-out of ANY screenings for your student, you must submit your wishes to the school clinic in writing.



PRESCHOOL DISCIPLINE POLICY ADDENDUM

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

(2) No discipline shall be delegated to any other child.

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug so that the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle. (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame, or frighten a child.

(8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

(9) Separation, when used as a discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Definition of Terms for Level 1 Behaviors

Level 1 Behaviors - (conduct that impedes the orderly operation of classrooms, schools and/or district vehicles) cover students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner, even though unaccomplished, any of the offenses designated in this section.

Level 1 Behaviors & Intervention Strategies

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectations (Level 1)
BE SAFE	<ul style="list-style-type: none"> ● Stay in assigned area ● Follow directions ● Keep hands, feet and body to yourself 	<ul style="list-style-type: none"> ● Disruptive behavior ● Leaving the classroom or assigned location without permission ● Horseplay
BE RESPECTFUL	<ul style="list-style-type: none"> ● Follow school rules ● Demonstrate positive social skills 	<ul style="list-style-type: none"> ● Profanity ● Inappropriate behavior/gestures ● Taking something that does not belong to you ● Talking out
BE RESPONSIBLE	<ul style="list-style-type: none"> ● Think before you act ● Communicate your needs in 	<ul style="list-style-type: none"> ● Refusal to comply with a reasonable request ● Inappropriate use of technology

	an appropriate way	
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Possible Corrective Strategies

Multiple options may be selected from the list below depending on the individual students' needs. This is not intended to be an exhaustive list and items are not listed in a progressive manner.

- Reteach the behavioral expectation
- Building level behavioral curriculum activities
- Student conference
- Parent contact/conference
- Loss of Privileges
- Require the student to complete a community service task/special assignment
- Have the student choose a method of apologizing to making amends to those harmed or offended
- Time out (i.e., partner classroom)
- Provide a reflective activity to think about what happened
- Recess detention

Definition of Terms for Level 2 Behaviors

Level 2 Behaviors -students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner, even though unaccomplished, in the commission of any of the offenses designated in this section.

Level 2 Behaviors & Intervention Strategies

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectation (Level 2)
Be Safe	<ul style="list-style-type: none"> ● Keep your hands and feet to yourself ● Solve problems peacefully ● Be aware of your surroundings ● Remain in assigned area 	<ul style="list-style-type: none"> ● Fighting ● Threats to Staff/Students ● Leaving school without permission

Be Respectful	<ul style="list-style-type: none"> ● Consider the feelings of others ● Use polite words ● Accept and respect others when the answer is “no” 	<ul style="list-style-type: none"> ● Inappropriate physical contact ● Verbal Abuse ● Refusal to follow directions
Be Responsible	<ul style="list-style-type: none"> ● Tell the truth ● Follow school rules ● Take care of school property ● Keep your school clean 	<ul style="list-style-type: none"> ● Use of personal communication devices including cell phones and smartwatches ● Destruction of school property ● Theft
<p>Possible Corrective Strategies:</p> <p>Multiple options may be selected from the list below depending on the individual students’ needs. This is not intended to be an exhaustive list. Items are not listed in a progressive manner.</p> <ul style="list-style-type: none"> ● Restorative Conversation ● Require class-by-class check-ins with staff member for a set period of time ● Loss of privileges ● Recess Detention ● Refer to counseling ● Parent Behavior Conference ● Complete a Functional Behavior Assessment/Behavioral Plan ● Time out 		

Level 3 Behaviors & Intervention Strategies

Level 3 Behaviors - (illegal and/or serious misconduct that is life or health-threatening as defined by state, county, or federal laws and/or school standards). A student found to have engaged in behavior that is classified as Level 3 may be removed from school.

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectation (Level 3)
Be Safe	<ul style="list-style-type: none"> ● Keep your hands and feet to yourself ● Solve problems peacefully ● Be aware of your surroundings ● Ask for help if you are not safe 	<ul style="list-style-type: none"> ● Arson ● Assault/Battery ● Bullying, Intimidation or Harassment ● Use/Possession/ Distribution of Weapon ● Use/Possession/ Distribution of Alcohol and Drugs ● Use/Possession of Explosive Devices ● Bomb Threats/False Alarms
Be Respectful	<ul style="list-style-type: none"> ● Consider the feelings of others ● Use polite words ● Accept and respect others when the answer is “no” 	<ul style="list-style-type: none"> ● Sexual Misconduct ● Unwelcome sexual conduct ● Racial, ethnic or sexual harassment
Be Responsible	<ul style="list-style-type: none"> ● Tell the truth ● Follow school rules ● Take care of school property ● Keep your school clean 	<ul style="list-style-type: none"> ● Severe destruction of school property/vandalism ● Multiple instances of Theft
<p>Possible Corrective Strategies:</p> <p>Multiple options may be selected from the list below depending on the individual students’ needs. This is not intended to be an exhaustive list. Items are not listed in a progressive manner.</p> <ul style="list-style-type: none"> ● Restorative Conversation ● Alternative Schedule 		

- Loss of privileges
- Refer to counseling
- Parent Behavior Conference
- Complete a Functional Behavior Assessment/Behavioral Plan
- Suspension
- Expulsion

Ohio law requires districts to eliminate out-of-school suspensions and expulsions for students in prekindergarten through grade 3 for offenses that do not pose significant danger to school and student safety.

Offenses that pose significant danger and are exempt from the law are defined below:

- Bringing a firearm to a school or any other district property;
- Bringing a firearm to an interscholastic competition, extracurricular event or any other school program or activity that is not on the district's property;
- Bringing a knife capable of causing serious bodily injury to a school or other district property, interscholastic competition, extracurricular event, or other program or activity sponsored by the school or in which the district is participating;
- Possessing a firearm or knife capable of serious bodily injury (including any initially brought on school property by another person) at a school or other district property, interscholastic competition, extracurricular event, or any other school program or activity.
- Committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property while the student is at school, on other district property, or at an interscholastic competition, extracurricular event, or any other school program or activity
- Making a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat.

Definitions:

Destruction of School Property

Loss, destruction, defacement, inappropriate use of textbooks, media center materials, computers and/or computer related materials. All students are required to comply with the district's internet acceptable usage guidelines.

Fighting

A physical altercation (making physical contact with the intent to inflict bodily harm on another individual) between two or more students, in which a student's actions do not represent reasonable self-defense, is

considered to be fighting. This includes mutual participation in an incident involving physical violence.

Physical Aggression

Behavior that is intended to harm another individual with only a small amount of forethought or intent.

Inappropriate Physical Contact

No fondling, touching, or kissing in school facilities, on school grounds, at school related activities, or while on buses transporting students to and from school related events.

Inciting to Fight and/or Contributing to a Disruptive Situation

The promotion to engage another student in physical conflict and/or continuous harassment and/or the promotion of misconduct for any purpose.

Insubordination

Refusal to comply with a reasonable request from school personnel or disobeying any general rule of the school, including not following directions of teachers, school administrators, or other staff members (e.g., refusing to leave an area or stop engaging in aggressive/disruptive behavior).

Leaving School without Permission

Leaving class, school, or school grounds during the designated school day without first obtaining permission from the principal or principal's designated representative and/or not reporting or returning to class or school activities.

Possession of Electronic Devices

Devices that impede or interrupt the educational process including, but not limited to, video games, cellular phones, radios, CD players, MP3 players, laser pens and others.

Possession of Tobacco or Tobacco Products

Smoking or the use of any tobacco products (including e-cigarettes) shall be prohibited on all lands and inside all facilities and motor vehicles owned or leased by the district. The use of or the possession of any form of tobacco or tobacco products while in or upon the school premises or in any area under the

control of the District or at any activity supervised by any school within the district.

Repeated Violations of School Rules

Persistent offenses (two or more) either all Level I or in combination with Level II or violations of the criminal laws.

Arson

Setting fire, or attempting to set fire to school property, any property belonging to, rented by, or on loan to the school district, or the property of persons employed by the school or in attendance at the school.

Assault/Battery

An attack, whether physical or with an instrument, that is designed as or used as a weapon on any staff member(s) or student(s) who has not participated in or provoked the action or any act causing physical abuse or injury. Such behavior shall not be limited to occurrences on school property, in school buses/vehicles or at any school sponsored activities.

Bomb Threats/False Alarms

Making a false statement regarding the possession or location of explosive materials. Reporting a fire when no fire exists or attempting to activate the fire alarm system on school property or buses.

Bullying

Bullying is when an individual or a group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, and is often hidden from adults. While the bullying definition is broad and can occur in a variety of environments it usually is a relationship problem and requires relationship-based solutions.

What bullying is not: single episodes of social rejection or dislike, single episode acts of nastiness or spite, random acts of aggression or intimidation, mutual arguments, disagreements or fights. These actions can cause great distress. However, they do not fit the definition of bullying, and are not examples of bullying unless someone is deliberately and repeatedly doing them.

Use/Possession of Explosive Devices

Handling, using, threatening to use or transporting any explosive devices/ items that eject or release a spray, foam, gas, spark, fire, smoke, or odor. Items may include, but are not limited to, bullets; ammunition; fireworks; smoke bombs; paint bombs; stink bombs; homemade bombs including gasoline, kerosene, explosive or corrosive chemicals; or any explosive aids, devices and caps, or items which by virtue of their shape or design give the appearance of the aforementioned.

Use/Possession/Distribution of Drugs

Possessing, carrying, and/or concealing drugs or items that may be considered as look-alike drugs or substances represented to be drugs of the seller or distributor and/or thought to be drugs by the buyer or receiver.

Racial, Ethnic or Sexual Harassment

Unwelcome sexual advances or comments, including request for sexual favors, unwanted or offensive touching, racially derogatory comments, jokes, slurs, or remarks.

Theft/Attempt/Possession

The unlawful taking or disposition of another's property with the intent to deprive the person of the property. Receiving stolen property or attempted theft by deception, including public property, possession of stolen property, counterfeit items or missing items and/or possession of any federal, state or district mandated test(s). Students are encouraged not to bring inappropriate non-instructional or valuable items and large sums of money to school. *The West Carrollton City School District will not be liable for any loss, stolen or damaged items brought to school.*

Use/Possession/Distribution of a Firearm

Possession of, on or about their person, handling, bringing to school/school-related activities, a gun (firearm). This includes, but is not limited to, loaded or unloaded firearms (e.g., pistol, blank pistol, signal/startup pistol, revolver, rifle, shotgun, pellet/B.B. gun, or look-alike firearm). Possession of a gun will result in an expulsion for one full year. The Superintendent may lessen this expulsion based on intent, age, previous discipline record, academic record, and/or disability on a case-by-case basis.

Vandalism

Destruction/damage/attempts/threat/vandalism or threats to destroy/damage/deface school, private, or public property. This includes, but is not limited to, setting fires, attempting to destroy/damage/deface a school or staff property or property used by the

school including, but not limited to, breaking windows, graffiti, destroying restroom fixtures, using paints or any other materials to deface school property (e.g., furnishings and equipment housed within or upon the school property). Student must make restitution for damage to school property.

Expulsion Hearing

The Superintendent or designee will hear evidence presented by the student, parent(s)/guardian(s) and principal (i.e. witness statements). The Superintendent will consider recommendations ranging from returning the student to school, referring the student to an outside agency for intervention, referral to an alternate educational setting, suspension, expulsion, or permanent exclusion.

In- School Suspension

Exclusion from regular classes assigned by the principal or designee to a setting in the school building where class assignments are completed. The student may not attend or participate in extracurricular activities while assigned to this setting.

Out-of-School Suspension

The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

Parent/Guardian Conference

An opportunity for school administrator(s) and parent(s)/guardian(s) to discuss issues related to student academics, behavior and/or discipline.

Restitution

Parent(s)/Guardian(s) of students responsible for defacing or damaging school property/district vehicles are required to pay the cost of restoring or repairing the property.

Student Conference

An opportunity for school staff and student(s) to discuss issues related to the student's academics, behavior and/or discipline. A written contract may be generated.

Timeout

The temporary isolation of the student within the classroom or from classmates to another supervised setting within the school.

OTHER DISTRICT POLICIES

Please refer to the district's website for a list of additional district policies including policies related to Title VII, Title IX, Child Find, Section 504 and Special Education. If you have any questions regarding the district or school policies, please contact the Principal, Jennifer Longworth at extension 4401.