WEST CARROLLTON MIDDLE SCHOOL

STUDENT - FAMILY HANDBOOK 2026-2027

5829 STUDENT STREET
WEST CARROLLTON, OHIO 45449
Telephone: (937) 859-5121 ext. 7700
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Direct Phone Extensions

Mr. Eric Krissek, Principal	**7701**
Ms. Amy Kincer, Assistant Principal	**7703**
Ms. Meghan Wertalik, Counselor, Last Names A-G	**7707**
Ms. Sharon Petrick, Counselor, Last Names H-Z	**7791**
Mrs. Julie Delph, Principal's Secretary	**7700**
Mrs. Angel McGlaun, Attendance Secretary	**7714**
Mrs. Karin Gaudin, School Nurse	**7704**
Mrs. Michelle Grim, School Psychologist	**4443**
Ms. Erecca Liva, Middle School Athletic Director	**8810**

This handbook belongs to:

Name:_____

Grade:_____**Advisory:**_____

Address:_____

Phone:_____

Follow us online and on social media

Westcarrolltonschools.com

@wcms_pirates

Family Quick Guide

⏰ School Hours: 7:20 - 2:10

📞 Attendance Line: 937-859-5121 ext. 7714

🤝 PBIS Expectations:

- Be Safe
- Be Respectful
- Be Responsible

📱 Cell Phones: Yondr Bags

🎒 Book Bags: Stored in Lockers

🏈 Athletic Eligibility: 2.0 GPA + no more than 1 F

🌐 Important Websites:

- FinalForms - https://westcarrollton-oh.finalforms.com/
- District website - https://www.westcarrolltonschools.com/

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Student Handbook Certification

Dear WCMS Families:

This student handbook can be found online at the West Carrollton Schools district website.

Please contact the school office at any time if you have questions about information in this handbook. Our staff will certainly partner with you to discuss your child's academic or social progress since we spend the 7th and 8th grade years preparing students to launch into their high school career.

Complete the "Student Handbook Certification" on Final Forms by the end of the first full week of this school year. This will assure us that you have read the Title IX policy and have had an opportunity to share this vital information with your student. Keep the handbook as a quick reference for answers to questions you may have in the future.

Note that completion of "Student Handbook Certification" is necessary to participate in any extracurriculars (including athletics, student dances, etc.)

Any addendums to the handbook will be communicated to students and families via student announcements, schools newsletters, and FinalForms.

Certification

_____ _____

Parent/Guardian Name (please print) Student Name (please print)

We have received, reviewed, and discussed with my student the information contained in the 2026-2027 WCMS Handbook and Code of Conduct. We understand the rights and responsibilities pertaining to students and will abide by the rules, guidelines, procedures, and policies of the West Carrollton City School District and the expectations of school staff and administrators.

Parent/Guardian Signature: _____ Date: _____

Student's Signature: _____ Date: _____

This form needs to also be completed on FinalForms. Please fill out and electronically sign.

https://westcarrollton-oh.finalforms.com/

Thank You.

Our Vision: Every West Carrollton Pirate will be empowered to learn, lead and succeed.

Our Mission: Together with our community, WCSD empowers every Pirate to grow, belong, and thrive through strong relationships, meaningful learning and supportive experiences.

Our Core Values:

- **Pride** | We take pride in our schools, our students, our staff, our community and our shared success.
- **Inclusivity** | We ensure every voice is valued and every student belongs.
- **Relationships** | Positive connections build on trust, respect and collaboration.
- **Achievement** | We ensure all students have access to high expectations, meaningful learning opportunities, and the support needed to succeed and grow.
- **Teamwork** | Mutual support and collaboration among students, staff and families to support student success.
- **Engagement** | Students, families and staff are actively invested in learning.
- **Success** | We ensure positive outcomes for every student through reaching meaningful goals in learning and life.

Priority Area 1 - Student Achievement

In partnership with our community, strengthen student achievement by ensuring high-quality instruction, aligned curriculum and effective supports that promote academic growth and success for all students.

District iMTSS	Evidence Based Literacy and Math	Rigor & High Expectations	Kindergarten Readiness	Career Pathways

Priority Area 2 - Pirate Support

In partnership with our community, ensure every student is supported academically, socially and emotionally through equitable access to instruction, wellness services and safe schools.

District iMTSS	Mental Health Access & Wrap-Around Services	Comprehensive Health Hubs	Proactive Safety & Security

Priority Area 3 - Talent Acquisition

Acquire and develop talents, diverse staff while providing meaningful personal and professional growth through our collaborative culture.

Pirate Pilot Mentor Program	Staff Recognition & Retention	Collaborative Professional Growth

Priority Area 4 - Communication & Connections

Build strong connections with families and the community by sharing positive stories, promoting equity, encouraging involvement, and supporting student success.

Proactive Positive Branding	Two-Way Engagement	Community Partner Network

Priority Area 5 - Finance & Operations

Maintain community trust and support, ensuring equitable access to quality programs and facilities while remaining fiscally responsible stewards of public funds.

Financial Health, Stability & Transparency	Resource Allocation for Edt Priorities	Capital Improvement

Daily Procedures

Office Hours 6:45am – 3:00pm

Breakfast/Arrival 7:10am – 7:20am

Bell Schedule

Period 1	7:20	8:05	45
Period 2	8:05	8:50	45
Period 3	8:50	9:35	45
Period 4	9:35	10:20	45
Period 5	10:20	11:05	45
Period 6 + Advisory	11:05	12:35	45 + 15
Advisory - 8th Grade	11:05	11:20	15
Lunch A	11:05	11:35	30
Lunch B	11:25	11:55	30
Lunch C	11:45	12:15	30
Lunch D	12:05	12:35	30
Advisory - 7th Grade	12:20	12:35	15
Period 7	12:35	1:20	45
Period 8	1:23	2:10	46

Student Day 7:20 – 2:10

Early Dismissal permitted until **1:45 p.m.**

Dismissal begins	2:09 p.m.

West Carrollton Middle School
2026-2027 School Calendar

Aug. 13, 14, 17, 18	TEACHER WORK DAYS
Wed., Aug. 19	First Day for Students - 7th GRADE ONLY
Thurs., Aug 20	First Day for Students - 8th GRADE ONLY
Fri, Aug 21	ALL STUDENTS ATTEND
Mon., Sept. 7	LABOR DAY, NO SCHOOL
Fri., Sept. 18	Quality Process Time (QPT) Day - NO SCHOOL
Fri., Oct. 16	1st Quarter Ends
Fri., Oct. 16	QPT Day - NO SCHOOL
Mon., Oct. 19	2nd Quarter Begins
Nov. 23, 24, 25, 26, 27	FALL BREAK, NO SCHOOL
Mon., Nov. 30	School Resumes
Fri., Dec. 18	2nd Quarter Ends
Dec. 21-Jan. 3	WINTER BREAK, NO SCHOOL
Mon. Jan 4	QPT Day - ALL BUILDINGS - NO SCHOOL
Tue., Jan. 5	School Resumes
Tue., Jan 5	3rd Quarter Begins
Mon., Jan 18	MARTIN LUTHER KING, JR. DAY,
Fri., Feb 12	NO SCHOOL
Mon., Feb. 15	PRESIDENTS' DAY, NO SCHOOL
Fri., March 12	QPT Day - ALL BUILDINGS - NO SCHOOL
Fri., March 12	3rd Quarter Ends
Mon., March 15	4th Quarter Begins
March 26-Apr. 2	SPRING BREAK
Mon., April 5	School Resumes
Fri., May 14	QPT Day - ALL BUILDINGS - NO SCHOOL
Thurs., May 27	Last Day for Students
Fri., May 28	TEACHER WORK DAY

STUDENT CODE OF CONDUCT

General Guidelines for Discipline
The West Carrollton City School District's Board of Education adopts guidelines and policies based upon these federal and state laws. Accordingly, individual rights of students will be weighed against the safety and welfare of the majority of students in the school.

The code of conduct applies to all West Carrollton City District Middle School Students:

- While they are being transported to or from school, at public expense, on a school bus, a school-sponsored vehicle;
- While they are at a West Carrollton City School District bus stop as it relates to all District property and vehicles;
- While they are on school grounds before, during, and after school hours;
- When they are engaged in a school sponsored activity on the school premises or away from school premises;
- At all times whenever a student's conduct is related to school or school activities.

It is the responsibility of the school principal (or designee), faculty, and school staff to help students and parents understand and follow the *Student Code of Conduct.* Parents are encouraged to read and discuss this handbook with their children in order to help them be more successful at school.

Purpose of Student Code of Conduct

- To provide clear and explicit expectations and rules governing student behavior, activities, and discipline;
- To provide a framework for building a safe and orderly learning environment;
- To identify guidelines for teaching and encouraging positive behavior necessary to meet the district's behavior initiative; and
- To describe methods of corrective instruction and consequences for responding to violations of the rules

West Carrollton City Schools *Student Code of Conduct* provides examples of expected behaviors, definitions of behavior infractions including its severity (Level I, II, or III), and possible corrective strategies. Some definitions include examples. Examples are not intended to be exhaustive lists; that is, the behavior covered by the definitions include, but are not limited to, the examples given. **The building administrator has the discretion to determine which Level a student's behavior falls, regardless of where the definition is located within this document, based on the facts and circumstances of each individual situation.** Persistent violations or offenses, either all Level I or in combinations with Level II, of Student Code of Conduct or violations of criminal laws are considered incorrigible conduct. Prompt and effective corrective actions will be taken to address these behaviors.

West Carrollton City School District students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, damaging property, impede the orderly conduct of the school program, or interfere with the orderly implementation of the desegregation plan. All provisions of the special education laws (IDEA) are considered to govern the administration of discipline in the West Carrollton City School District. Consequently, some provisions of this handbook may not apply in some cases where a student's program is determined by an approved Individual Education Plan (IEP).

The West Carrollton City School District Middle School will have a safe and orderly learning environment as evidenced by positive student behavior, reduction of suspensions, and increased student learning performance indicators.

STUDENT RESPONSIBILITIES AND RIGHTS

A. Students have the responsibility to know and obey rules and laws which govern their conduct while at school or on school property.
B. Students are to expect consequences for inappropriate behavior.
C. Students have the responsibility to respect the dignity and worth of yourself, your fellow students, teachers and school staff.
D. Students have an obligation to attend school and avail themselves to a free and appropriate education.
E. Students have the right not to be subjected to discrimination.
F. Students have a responsibility to respect other persons and the property of others in the school setting and at school activities.
G. Students have the responsibility to conduct themselves within the school rules and regulations so that disciplinary action will not be necessary.
H. Students have the responsibility to take care of the school property provided to them by the school system (*e.g., textbooks, materials, equipment)*.
I. Students have the responsibility to respect the authority of teachers, school administrators and other authorized personnel in maintaining discipline and safety.

A student may be disciplined at any level depending upon the frequency and/or severity of the act of misconduct. An administrator/teacher has the discretion to determine into which category a student's behavior falls, regardless of where the definition is located within this document.

PBIS BEHAVIOR EXPECTATIONS

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed. **Our primary goal of PBIS at West Carrollton Middle School is for all students to be Safe, Respectful, and Responsible.**

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework that provides a continuum of supports and services designed to promote appropriate behaviors as well as positive academic and social-emotional outcomes. The key features of PBIS include a proactive approach, data-based decision making, and a problem-solving process.

Studies have found that the implementation of PBIS in schools is associated with the following: reduction in problem behaviors; increased academic achievement; improved social-emotional competence; improved perception of safety; increased attendance; and increased staff satisfaction.

Establishing guiding expectations that are broadly stated, apply to all students in all settings, and describe the general ways that students should behave is the key to building a successful school climate. Ideally, three expectations should achieve this goal. The district has established three guiding expectations:

- Be Safe (Example: *Keep hands, feet and objects to self*)
- Be Respectful (Example: *Listen to instructions and follow directions*)
- Be Responsible (Example: *Clean up after yourself*)

Our main goal of PBIS here at West Carrollton Middle School is for our students to Be Safe, Respectful and Responsible.

DISTRICT EXPECTATIONS

Students are subject to school disciplinary action, up to and including suspension and expulsion for actions that negatively affect the good order, efficiency, morale, management and welfare of the school.

Primary emphasis will be directed to activities taking place on school premises, at any school activity, function or event, during any school transportation (in a school vehicle or in any mode of transportation arranged by the school), and near school premises before, during or after any school-related activity. However, any student action or behavior that directly affects the school regardless of place or time will be subject to disciplinary action by the school.

A violation of these rules, regulations, policies, statutes or ordinances, including the rules listed below, may result in disciplinary action. A student who is repeatedly suspended may be recommended for expulsion. Due process procedures as mandated by law and approved by the Board of Education will be followed.

The following school district rules are in effect:

Rule 1: **Disruption of School:** No student shall, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or by any other conduct, cause any significant disruption or obstruction of any mission, process or function of the school.

Rule 2: **Damage or Theft of School or Private Property:** No student shall cause or attempt to cause damage to or theft of school or private property.

Rule 3: **Assault/Fighting:** No student shall cause or attempt to cause physical harm to another or behave in such a manner that their conduct is likely to result in physical harm to themselves or another.

Rule 4: **Dangerous Weapons and Instruments:** No student shall possess, use, threaten the use of, or exhibit any object that can reasonably be considered a dangerous weapon or look-alike weapon.

Rule 5: **School Violations:** No student shall fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, administrators, or other authorized school personnel during any period of time when subject to the authority of school personnel.

Rule 6: **Narcotics, Alcoholic Beverages, and Drugs**: No student shall possess, use, transmit, or be under the influence of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, anabolic steroid, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. No student shall use, possess or transport paraphernalia that is commonly associated with or construed to be used for any of the above mentioned chemicals or substances. No student shall make, sell or possess counterfeit drugs or related tools as regulated by Sec. 2925.37 O.R.C.

Rule 7: **Tobacco:** No student shall use or possess tobacco in any form, including but not limited to, cigarettes, cigars, chewing tobacco, snuff, and any other tobacco in or about a school building, on school grounds, or school buses, or at any activity supervised by the school district.

Rule 8: **Truancy:** Unexcused failure to attend class or school may result in suspension or expulsion.

Rule 9: **Profane, Vulgar, or Other Improper Language or Gestures:** No student shall use profane, vulgar, abusive, or other improper language or gestures.

Rule 10: **Sexual Harassment:** Sexual harassment by a student towards another student includes any unwelcome conduct of a sexual nature, whether verbal or physical, and is prohibited.

Rule 11: **Discrimination/Harassment/Bullying:** The Board will not tolerate discriminatory practices and views harassment as a form of prohibited discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting, intimidating or stigmatizing an individual or group of individuals.

Rule 12: **Violation of Board of Education Policies:** No student shall violate Board of Education policies, including but not limited to:

a. **Circulation of Literature:** Circulation by or to students of literature for or against any candidate or cause is prohibited in the schools or on school premises with the exception of literature pertaining to West Carrollton School District levies and bond issues.
b. **Technology Acceptable Use Policy:** No student shall abuse the computer equipment, programs, services or conditions of use as outlined in the Acceptable Use Policy of West Carrollton School District. Students will be charged for damages to Chromebooks.
c. **Secret Societies:** Secret societies, sororities, and fraternities are forbidden.
d. **Hazing:** No student shall commit any act or coerce another, including the victim, to do any act of initiation unto any student or other organization that causes or create a substantial risk of causing mental or physical harm to any person.

In addition, any conduct outside of school hours or away from school which may adversely affect the educational process or endanger the health, safety, ethics, reputation, and/or well-being of other students, teachers, or other employees of the school system may be addressed by school officials, at the discretion of the school.

This additional information about the Student Code of Conduct provides examples of expected behaviors, definitions of infractions and corrective strategies. Some definitions include examples which are not intended to be exhaustive lists; that is, the behaviors covered by the definitions include, but are not limited to, the examples provided.

STUDENT CODE OF CONDUCT: INFRACTIONS

Level 1 Offenses

Classroom managed behaviors that could possibly impede the orderly operation in any school setting. A student exhibiting a behavior that is classified as a Level I offense should receive Tier I support and not be excluded from school. Consequences that may be appropriate for singular or repeated offenses from this category include but are not limited to teacher conference, reflection activities, parent contact, team level consequences/detentions, administrative level detentions or after school interventions (repeated only).

LEVEL 1 BEHAVIOR EXHIBITED	DEFINITION
Behavior Reported by Substitute	Any Level 1 behavior that is reported to the classroom teacher by the substitute.
Cheating/Academic Dishonesty	Copying the work of another without citation, including previously written work on a test or assignment, or improperly consulting notes or other answer sources (ex: Wikipedia).
Dress Code	Failure to comply with the school building's Dress Code, which can be found in the Student Handbook. During a health crisis where facial coverings are required, students are permitted to wear masks that cover the nose, mouth, and chin.
Inappropriate Noises / Talking Out	Repeated vocalizations or audible sounds that impede classroom instruction or a safe and respectful environment at school. If a teacher or

	other school adult is prevented from starting an activity or lesson, or has to stop what he or she is doing to try to stop the student's behavior, the behavior is considered inappropriate. For example, if a student causes an interruption by talking out, making noises or sounds, or otherwise audibly distracting one or more classmates, the student is engaging in inappropriate physical contact.
Inappropriate Physical Contact (Non-sexual)	Repeated movements or physical actions that impede classroom instruction or a safe and respectful environment at school. If a teacher or other school adult is prevented from starting an activity or lesson, or has to stop what he or she is doing to try to stop the student's behavior, the behavior is considered inappropriate. For example, if a student causes an interruption by throwing objects, play-fighting, horseplay, or otherwise distracting one or more classmates, the student is engaging in inappropriate physical contact. These movements or actions may include physical items other than a student's body (ex. Throwing items)
Inappropriate Use of Technology (Minor)	A minor (isolated issue or limited impact) failure to comply with the district's Acceptable Use Policy, which can be found on the WCMS website, such as playing games or accessing YouTube during instructional time.
Nonverbal Refusal	Nonverbally refusing 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). This includes, but not limited to, sitting with head down, throwing assignments away, kicking, hitting, throwing items, running, pushing, shoving.
Out of Bounds	Walking out of classrooms without permission and/or being in an unsupervised area without staff permission.
Out of Seat/Assigned Area	Repeatedly out of seat/assigned area without staff permission. Such movements impact other's personal space and/or ability to concentrate on the educational process.
Profanity	Swearing/cursing or displaying profane gestures in school buildings, on school's buses/vehicles, on school grounds, off campus at a school sponsored activity.
Skipping Class	Being out of the assigned class without staff permission - not exceeding half the class period.
Tardy to Class	Failure to report to the classroom or other instructional area, without a reasonable excuse, after the "tardy bell."

Tardy to School	Office use only. Failure to report, without a reasonable excuse, to school after the "tardy bell."
Verbal Refusal	Verbally refusing 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). This includes, but is not limited to, screaming, yelling, cussing, etc.

Level 2 Offenses

Serious misconduct expressed either directly or indirectly through word, act or electronic media. Serious misconduct includes students who have any involvement in the offense. Disciplinary actions that could be used to correct behavior may range from a parent conference to expulsion depending on the seriousness of the infraction and the student's conduct history.

A student charged with a behavior that is classified as a Level 2 offense **may** be removed from the classroom or building. The criteria for removal from the classroom (AEP) or school (out of school) must be carefully weighed as the less exclusionary options need to be considered first.

LEVEL 2 BEHAVIOR EXHIBITED	DEFINITION
Behavior Reported by Substitute	Any Level 2 behavior that is reported to the classroom teacher by the substitute.
Destruction of School Property	Loss, destruction, defacement, or inappropriate use of textbooks, school materials, computers and/or computer-related materials. This includes all West Carrollton Schools property.
Fighting	A physical altercation between two or more students. This also includes the mutual participation in an incident involving physical violence.
Forgery/Falsification	Acts, including but not limited to, falsifying school records, forging signatures, making or providing false statement(s), counterfeiting, bribery, and/or using an unauthorized computer user ID or passwords (including emails).
Gambling	Betting money or items on card games, dice games, the outcome of games or activities, and/or possession of gambling materials or paraphernalia.
Inappropriate Public Displays of Affection	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.

Inappropriate Social Media Use	The use of social networking sites during the school day such as Facebook, YouTube, Instagram, TikTok, Snapchat, or any other similar websites, unless used for educational purposes and with permission from school staff.
Inappropriate Use of Technology (Major)	A major (substantial issue requiring corrective action) failure to comply with the district's Acceptable Use Policy, which can be found on the WCMS website.
Inciting Conflict	Inciting conflict means intentionally or unintentionally encouraging, provoking, or spreading actions or messages that lead to arguments, fights, or other forms of student conflict. This includes but is not limited to physically touching other students, starting rumors, urging others to fight, using social media or group chats to escalate tension and can be any action that promotes misconduct for any purpose.
Pre-Fighting	Any behavior between students that builds tension and requires intervention to prevent a physical altercation. This can include any of the following: verbal and/or physical aggression, aggressive posturing, intimidation, face-to-face arguments that escalate in volume or tone, squaring up, encouraging others to fight, etc.
Possession/Use of Tobacco/Vaping	The use of, or the possession of any form of tobacco or tobacco products while in or upon the school premises, is prohibited. Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic cigarettes and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form including vaping. Smoking or the use of any tobacco products shall be prohibited on all lands and inside all facilities and motor vehicles owned or leased by the district.
Recording/Distributing Prohibited Acts	Making, producing, screencasting, or distributing videos, images, sound recording, or other mediums that show behavior prohibited by the Student Code of Conduct or (videos, images, recording, etc.) involving staff members on school property or at school events, including using school-owned or personal electronics devices (i.e., laptops, tablets, e-readers, cell phones, or video/still cameras). Depictions of such conduct on social networking sites such as Facebook, YouTube, Instagram, TikTok, Snapchat, or any other similar websites are prohibited. Sharing or disclosing such conduct to other students or community members is also prohibited. Any representations of prohibited behavior must be immediately turned over to the Principal or Principal's designee. Reproduction and/or distribution of these items is also prohibited. Level II recorded acts include but are not limited to physical altercations, destruction of school property, etc.

Skipping Class	Being out of the assigned class without staff permission - exceeding half the class period.
Theft	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. West Carrollton Schools will not be liable for any lost, stolen or damaged items brought to school.
Threats to Staff (Transient)	Intentional transient threat by word or action to do violence to a staff member or his/her property.
Threats to Students (Transient)	Intentional transient threat by word or action to do violence to another student, or his/her property.
Unauthorized Sales & Commercial Activity	Selling, soliciting, advertising, trading, or distributing any goods, services, or items of value on school property, on school buses, during school-sponsored events, or through school communication platforms without prior written approval from school administration. This prohibition includes, but is not limited to, food, beverages, candy, merchandise, tickets, digital products, fundraising activities, and any exchange involving money or other compensation. Any items involved in unauthorized sales may be confiscated.
Use/Possession of Electronic Devices/Cell Phones	Possession of unauthorized electronic equipment and devices (ex. cell phones, iPads, smartwatches, smart glasses, video games, earbuds, audio devices, etc.). This may result in the item being confiscated from the student by school personnel and disciplinary action will be taken. Students are personally and solely responsible for the care and security of any electronic equipment or devices brought to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.
Verbal Abuse of Peer	Any unwelcome profane or insulting remarks or gestures directed at any West Carrollton Schools' student.
Verbal Abuse of Staff	Any profane or insulting remarks or gestures directed at any West Carrollton Schools' staff member, volunteer, visitor, teacher, or bus driver.

Level 3 Offenses

Illegal and/or serious misconduct, life or health threatening as defined by municipal, county, state or federal laws and/or school standards. A student charged with behavior that is classified as Level 3 can be removed from the school immediately and is subject to a recommendation for expulsion.

LEVEL 3 BEHAVIOR EXHIBITED	DEFINITION
Arson	Setting fire, or attempting to set fire, to school property or 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 offensive attack (this includes unwanted contact with a staff member intervening to stop a fight) whether physical or with an instrument that is used as a weapon on any staff member(s), or student(s) who has not participated in or provoked the confrontation; any act causing physical abuse or injury. Such behavior shall include, but not be limited to, occurrences on school property, in school buses/vehicles, or any school sponsored activities.
Bomb Threat	Making statements regarding the possession or location of explosive materials.
Bullying - Admin Only	Targeted, repetitive, and intentional behavior between peers which includes any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once. This behavior both: Causes mental or physical harm to the other student, and Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
False Alarm	Making a knowingly 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. Making false or inappropriate 911 calls.
Harassment - Admin Only	Any intentional written, verbal, electronic, or physical act portrayed through an imbalance of power and the behavior both: Causes mental or physical harm to the other student; and Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
Inappropriate Use of Technology (Critical)	A critical (poses serious risk and requires immediate action) failure to comply with the district's Acceptable Use Policy, which can be found on the WCMS website.

Intimidation - Admin Only	Any intentional written, verbal, electronic, or physical act which causes mental or physical harm to the other student or creates an intimidating, threatening, or abusive educational environment for the other student.
Possession of Weapon	Possession of a firearm, including any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option. Possession of, on or about their person (e.g., locker, desk, book bags or bus) or distribution of any weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. Possession of, on or about their person (locker, desk, book bags, bus, etc.) or at school/school-related activities, a weapon, device, instrument, material or substance designed as a weapon or used as a weapon [e.g., rattail comb, box cutter, utility knife of any size, any razor (e.g., straight, regular, retractable, double or single edge), taser, pepper spray, gas repellant, stun gun, fireworks, bullets, ammunition, smoke bomb, paint bomb, stink bomb, chemical sprays, lighters, and/or martial arts devices (e.g., throwing star, nunchakus, darts, blackjacks, chains, clubs, metals/brass or any artificial knuckles, rings, pipes, studded or pointed
Possession/Under Influence of Alcohol	Possessing, carrying, concealing, consuming or showing evidence of having consumed alcoholic beverages.
Possession/Under Influence/Intent to Distribute or Sell a Controlled Substance	Possessing, carrying to sell, 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. Attempting to sell or distribute any prescription and over-the-counter medicines, chemical substances, and all other legal substances. Drug-related paraphernalia includes, but is not limited to, pipes, clips, rolling papers, and other items used or related to drug use. No such items shall be in a student's possession at school-related activities, on buses, or in a student's desk or locker. This includes selling, soliciting, advertising, trading, or distributing any goods of controlled substances on school property, on school buses, during school-sponsored events, or through school communication platforms.

Recording/Distributing Prohibited Acts	Making, producing, screencasting, or distributing videos, images, sound recording, or other mediums that show behavior prohibited by the Student Code of Conduct or (videos, images, recording, etc.) involving staff members on school property or at school events, including using school-owned or personal electronics devices (i.e., laptops, tablets, e-readers, cell phones, or video/still cameras). Depictions of such conduct on social networking sites such as Facebook, YouTube, Instagram, TikTok, Snapchat, or any other similar websites are prohibited. Sharing or disclosing such conduct to other students or community members is also prohibited. Any representations of prohibited behavior must be immediately turned over to the Principal or Principal's designee. Reproduction and/or distribution of these items is also prohibited. Level III prohibited acts are severe and damaging in nature to the recorded party. This may include but is not limited to any recording that may be considered sexual in nature.
Serious Bodily Injury	An incident that results or is intended to result in serious bodily injury to oneself or others. Serious bodily injury is defined as any bodily injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or faculty.
Sexual Misconduct	Engagement of any sexual acts including, but not limited to, vulgar/obscene words or gestures, indecent exposure, possession of profane/vulgar/ obscene material, possession/distribution of derogatory/offensive poster(s), cards, pictures, cartoons, graffiti, or drawings on school property/buses or at school-sponsored activities.
Threats to Staff (Substantive)	Intentional substantive threat by word or action to do violence to a staff member or his/her property.
Threats to Students (Substantive)	Intentional substantive threat by word or action to do violence to another student, or his/her property.
Unwelcome Sexual Conduct	Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).
Use/Possession of Combustible Materials	Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, and a mine or similar device. This definition would also include any weapon

	that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one- half inch in diameter. This includes, but is not limited to, possession of a cigarette lighter or firecrackers.
Vandalism	Destruction/damage/attempts and threats to destroy/damage/deface school, private, personal, 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.

BULLYING-HARASSMENT-INTIMIDATION PROTOCOL

We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, or nationality.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

We, the students and staff agree to:.

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a staff member or administrator.
5. Support students who have been or are subjected to bullying.
6. Talk to students, teachers, and parents about concerns and issues regarding bullying.

If students have a bullying-harassment-intimidation complaint about another student, they are to seek a staff member right away to disclose the necessary information. This may begin with a classroom teacher or grade level counselor. The district investigation procedures will begin immediately and necessary parties will be informed in an appropriate manner.

For students found to have intimidated, harassed or bullied other student(s), appropriate consequences/interventions will be given based on the factual information and preponderance of evidence discovered from the investigation.

SEXUAL HARASSMENT

Sexual harassment is defined as unwanted sexual advances, or unwanted verbal, visual or physical conduct of a sexual nature. Offensive behavior could include (but is not limited to) the following:

- Unwanted sexual advances or propositioning
- Making threatening responses to being turned down
- Non-verbal conduct: leering, making sexual gestures, displaying suggestive objects or pictures
- Verbally abusing in a sexual nature, either spoken or written
- Physically abusing by touching, assault, impeding or blocking movement

Both state and federal laws prohibit sexual harassment, and it will not be tolerated in school. If students are being sexually harassed, they need to report the behavior to a counselor or administrator for documentation and investigation. **Instances of sexual harassment will result in parent notification and disciplinary action.**

TEACHER LEVEL CONSEQUENCES

Students who violate classroom expectations (commonly Level I offenses) will consistently receive teacher-level consequences, which include but are not limited to the following:

1. Warning / Practice the desired behavior
2. Phone call home to the parents or guardian
3. Teacher assigned consequence (i.e. detention or other disciplinary/restorative technique)
4. Teacher assigned consequence and parental contact
5. Counselor referral
6. Referral to administrator's office.

SCHOOL LEVEL CONSEQUENCES

Students who violate school wide expectations (Level II and Level III offenses or repeated Level I offenses) will receive consequences, which include but are not limited to the following:

DETENTION The term detention shall mean requiring a student to be detained for a quiet study period. Teacher assigned detentions are usually after school and the time will be set by the teacher. Students must provide their own transportation home as there is not a detention bus. At least a 24 hour notice is given so pick-up arrangements can be made.

- School detentions are held after school on Monday & Wednesday. The students will report to a designated detention room from 2:15-3:00. On occasion and with parental approval, detention may be held before school. Also, lunch detention may be used for Level I infractions. Students who fail to serve detention will have it reassigned one time before considering following progressive discipline alternatives.

AFTER SCHOOL (ASI) ASI is an alternative to out-of-school suspension. A student may be assigned to this rather than be suspended out of school. It is held on Monday & Wednesday from 2:15 to 4:00 p.m. Students who fail to serve ASI will have it reassigned one time before considering following progressive discipline alternatives.

ALTERNATIVE EDUCATION PLACEMENT (AEP) AEP is an alternative to out of school suspension. The student will be placed in an alternative location with a classroom teacher away from peers where work will be completed in lieu of out of school suspension. Since AEP is an alternative to suspension, students assigned to AEP are ineligible to participate in public-facing extracurricular events during the length of their assignment to AEP; students are allowed to practice (clubs, athletics, etc.) but not allowed to play or perform.. This only applies to the duration of time assigned to AEP. Additionally, students will turn in their cell phones to building staff while assigned to AEP. Cell phone use is prohibited and will escalate to additional consequences.

EMERGENCY REMOVAL The term emergency removal shall mean the removal of a student from curricular or extracurricular activities or from the school premises where the student's presence poses a

danger to persons, or property, or a threat of disrupting the academic process as determined by an administrator.

SUSPENSION The term suspension shall mean the removal of a student from the school premises and all related school activities for a period of one (1) to ten (10) school days.

EXPULSION The term expulsion shall mean the exclusion of the student from all school attendance and related activities for a period not to exceed 80 days.

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.

LOSS OF INCENTIVES - Extracurricular activities (athletics, field trips, incentives, clubs, etc.) are a privilege for students to attend. Violations of the Code of Conduct at previous extracurricular activities or in close proximity to extracurricular activities may result in the loss of the privilege to attend/participate in these incentives.

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.

RESTORATIVE JUSTICE - Restorative justice is focused on mediation and agreement. The idea is that offenders must accept responsibility for harm and make restitution with the student(s) or staff involved in order to restore the relationships.

SCHOOL POLICIES & PROCEDURES

Please note that the Student Handbook contains the latest information about school wide policies and procedures. Any addendum(s) to the student handbook will be communicated to students and families via student announcements, schools newsletters, and FinalForms.

ADVISORY

Every student will have an advisory class in their schedule. Families are recommended to use their student's advisory teacher OR intervention specialist as the initial point of contact for questions of the school. As a school staff, our intention is to build the relationship between families and advisory staff.

ARTIFICIAL INTELLIGENCE (AI)

As new technologies like Artificial Intelligence (AI) become commonplace, our school encourages responsible and ethical use of AI tools. This policy outlines the expectations for how middle school students may use AI during the school year.

1. Purpose of AI Use | AI tools may be used to support learning, such as:
   - Generating ideas for writing or projects
   - Practicing math or language skills
   - Getting feedback on assignments
   - Researching topics with teacher approval

2. What Is Not Allowed | Students may not use AI tools to:
   - Complete assignments without understanding or learning the material
   - Copy and paste answers or essays without making them their own
   - Use AI to cheat on tests, quizzes, or homework
   - Create or share inappropriate, offensive, or false content

3. Be Honest and Original | Students must:
   - Always do their own work and only use AI as a support tool
   - Tell a teacher if they used AI to help with an assignment (if required)
   - Give credit when AI was used to generate ideas or content

4. Stay Safe and Respectful | Students must:
   - Never give out personal information to AI tools
   - Only use school-approved AI platforms
   - Treat AI use like any other school tool: with respect, safety, and good judgment

5. Consequences for Misuse | Misusing AI tools (cheating, plagiarism, inappropriate content, etc.) will result in disciplinary action, which may include:
   - Redoing the assignment
   - Loss of technology privileges
   - Parent notification
   - Additional consequences depending on the situation

When in Doubt, Ask - If you're not sure whether it's okay to use AI for something, ask a teacher first.

ATHLETIC ELIGIBILITY

Eligibility for a student athlete at West Carrollton Middle School will be determined by district adopted standards and will be made available to all student athletes at the beginning of each season.

Any student passing less than 75% of his or her classes (at WCMS, failing two or more classes) in the prior quarter will be ineligible to participate for the entire next quarter in accordance with the Ohio High School Athletic Association guidelines.

The athletic programs that are offered at WCMS are below:

Fall	Winter	Spring
-Football -Volleyball -Cross Country -Cheerleading	-Basketball (girls & boys) -Cheerleading -Wrestling	-Track -Softball -Baseball

ATHLETIC EVENTS

All students in grades PK-8 must have an adult chaperone with them to attend any WCSD athletic event. Students in grades PK-8 will be turned away from the event without an adult chaperone. Tickets are nonrefundable. Additionally, students must have been in attendance at school the day of an event in order to attend.

Students are expected to follow the Code of Conduct while at athletic events and to meet any additional behavioral expectations outlined by school staff and/or by the hosts of the event. Students who have violated the Code of Conduct or expectations at athletic events will be excluded from future athletic events.

In addition, consequences at school may be assigned for violations of the Code of Conduct or violations of expectations at athletic events. These can include but are not limited to parent conference, reflection activities, AEP, out of school suspension, and/or recommendation for expulsion.

AWARDS & INCENTIVES

We will award and incentivize academics and positive behavior. Awards will be given quarterly for Honor Roll and yearly for academics, student leadership, student council and more! Additionally, we will host quarterly PBIS incentives to reinforce positive student behavior centered on being safe, being respectful and being responsible.

Students who demonstrate appropriate classroom behavior will be reinforced in any of the following ways:

1. Praises (verbal, written, awards, etc.)
2. Positive contact to parents
3. Special attention to privileges
4. Class-wide attention or privileges
5. PBIS Rewards Points

ATTENDANCE POLICY

We believe that school attendance is a crucial factor in student achievement. Both excused and unexcused absences help to determine a student's success and 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). Additionally, students must have been in attendance at school the day of any extracurricular event in order to attend and/or participate.

In the event that your child is absent from school, please contact us. Mrs. Angel collects attendance data can be reached at 937-859-5121 ext. 7714.

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 (physician's statement required beginning with the 7th day or 37 hours).
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 good and sufficient cause for absence from school

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 (prior notification and Principal permission needed)
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 5 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 10 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 most important 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.

BOOK BAG USAGE

Students will use lockers for the upcoming school year. Students are permitted to bring items to and from school in a regular size book bag but will not be allowed to carry the book bag to class. Other bags, with the exception of a girl's purse, are not permitted to be used during the school day. A bookbag is defined as a bag that can fit a 3 ring notebook in it. The book bag will be stored in the student's locker during the school day. Lockers can be accessed at the beginning (prior to 1st period) and the end of the school day (following 7th period depending on transportation needs).

BUS TRANSPORTATION

Bus transportation is a privilege provided to students who are not within walking distance of school. Students are expected to obey all bus drivers' rules as well as school rules while riding a bus to or from school, or during a school sponsored activity.

Misconduct on the bus will result in a conference with a principal and possible suspension from the bus and/or school. Students are to ride their assigned bus. Anyone caught riding a bus without permission will face disciplinary action. Severe or repeated offenses will result in suspension from the bus.

CELL PHONE (PERSONAL COMMUNICATION DEVICES) AT SCHOOL

Cell phones are not permitted at West Carrollton Middle School without permission from the principal or principal's designee. For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), smart watches (Apple watch), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), smart glasses and/or other web-enabled devices of any type.

In order to avoid disruption of the educational environment and protect students' right of privacy, **student use of PCDs is prohibited on school grounds during school hours, and on school buses or other Board-provided vehicles.** PCDs can only be used with permission from the building principal. **Students will also be prohibited from using headphones (ear buds, Beats, etc.) from 7:10-2:10pm.**

The use of a PCD to engage in non-education-related communications is expressly prohibited. The devices must be powered completely off (i.e. not just placed in vibrate or silent mode) and stored in a student's locker or in a school issued Yondr bag. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

PCDs may not be on the student's person at any time during the school day. This includes but is not limited to pockets, hoodies or jackets, purses or bags, pencil pouches or binders, waist packs or similar personal items, etc. A student is considered in violation of this policy if a PCD is found on their person or with their non-secure belongings at any time during the school day, regardless of whether the phone is being used.

Students who violate this policy will have the following consequences or an alternative dependent upon where that student stands with respect to progressive discipline. In accordance with Board Policy, violations of this policy will result in confiscation of the PCD, and a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Non-Compliance Discipline/Consequences for Unauthorized use of a PCD

PCD is confiscated by school staff

- 1st Offense: ASI + phone is returned at the end of the day + parent phone call
- 2nd Offense: ASI + phone is returned at the end of the day + parent phone call
- 3rd Offense: ASI + phone is returned at the end of the day + behavior plan for the PCD, including the following options
    - PCD will be secured in a Yondr pouch for a designated period of time, including up to the duration of the school year.
    - PCD will be turned into the main office each day and returned to the student at the end of the school day, as determined by school administration.

- 4th Offense: ASI + Parent must pick up the PCD + PCD turned into office each day for the remainder of the year
- 5th Offense: Parent must pick up the PCD and AEP/OSS/loss of privileges + PCD turned into office each day for the remainder of the year

Student refuses to turn over the PCD to school staff

- 1st Offense: Parent phone call + AEP (1)
- 2nd Offense: Parent phone call + AEP (2) + loss of privileges
- 3rd Offense: Parent phone call + OSS (1)
- 4th Offense: Face-to-face parent meeting to discuss online plan

*** Consequences may progress to online plan (if necessary)***

CLASS TRANSITIONS

Students are expected to be in class to maximize time on their schoolwork. In order to decrease unstructured time for students and the behaviors that accompany it (student conflict, destruction of school property, etc.), we restrict use of restrooms and locker bays during transitions. We also expect students to go directly from one class to another while in between classes. This allows us to maximize time on teaching and learning and the classwork associated with it.

See information about Book Bag Usage and Hall Passes for information about when students are to use their lockers and/or hall passes.

Students will be taught how to meet the expectation of going from one class to another. Students who do not go directly from one class to the next are tardy. Being tardy to class repeatedly will result in progressive disciplinary action.

CLINIC SERVICES (SCHOOL NURSE)

Health Care Providers: The district employs School Nurses, RN's or LPN's to provide student care in the clinics.
Emergency Medical Authorization Form: A new Emergency Medical Form (EMF) must be submitted at the beginning of each school year. Parents/guardians MUST keep EMF information updated, so contact can be made in an emergency. Students are not permitted to attend school sponsored field trips without a completed and current EMF on file.
Immunizations: Immunizations are required within 14 days of enrollment as indicated by ORC 3313.671. Beginning the 15th day of school, your student may not be allowed to return to school without proper documentation.
Medications at School: Students may not self-carry medications, with the exceptions of an Epi-Pen or Inhaler, (and in some cases, diabetic supplies), with proper authorization. ALL prescription medications require a Medication Authorization Form to be fully completed and on file. Over-the-Counter medications require only a parent signature. An adult must deliver medications (in properly labeled containers or original packaging) to the clinic. Medications not picked up by the last day of school will be discarded.

When to Keep your Student Home from School:

- Fever of 100.4 or higher; MUST be fever free for 24 hours without fever reducing medications.
- Diarrhea (3 or more loose stools in a 24 hrs. 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
- Stomachache with vomiting
- Severe itching of body or scalp
- Untreated head lice

For students with symptoms or diagnosis of a contagious disease, contact your nurse. Ohio Department of Health readmission guidelines may differ from your physician.

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

Health Screenings:

- Vision: 7th; New to district; ETR; or request of parent, staff or student,
- Hearing: New to district, IEP; or request of parent, staff or student.
- Dental: School oral screening will be conducted as necessary,

Parents: To opt out of ANY screenings, a letter must be submitted to the nurse.

COUNSELING

Teachers and administrators can refer students to counseling or families can initiate interest in these services. Our school offers a variety of services, including school counseling and mental health therapists from Samaritan Behavioral Health. Please contact your grade level counselor for more information about the social emotional support that we can offer.

- Students with Last Name A-G: Meghan Wertalik, 937-859-5121 ext. 7707
- Students with Last Name H-Z: Sharon Petrick, 937-859-5121 ext. 7791

DISPUTE RESOLUTION

We want to make your family's WCMS experience academically and socially rewarding. However, from time to time, conflict may arise. For all matters of dispute, we ask that you please notify the classroom teacher first of the issue, student's counselor second, and then the administrators (assistant principal/principal) third. We take your concerns seriously, and ask that you follow these steps to find a resolution.

DRESS CODE

Students at West Carrollton Middle School have considerable choice in their style of dress and appearance. In order to support our goals around teaching and learning, we commit to enforcing the dress code outlined below.

The following are not permitted:

- Clothing that refers to drugs, alcohol, tobacco, weapons, contains profanity, displays of crude words or pictures, or would be a source of hatred towards others
- Exposed underwear, boxer shorts, spandex shorts
- Shorts or pants worn in a sagging position
- Pajama onesies
- Hats and stocking caps or other inappropriate headwear. Hoods are not to be worn in an "up" position during school.
- Tank tops, especially spaghetti straps, and/or undershirts in the form of a tank top
- Clothing w/ a low neckline, that is see-through, and/or exposes the midsection or undergarments
- Tube tops
- Pants/jeans that have holes in them near undergarments or cut in a way that reveals undergarments
- Shorts, skirts, or skorts must be approximately mid-thigh and all pants/jeans/shorts must be worn above the hips

- Bandanas worn for a reason other than a headband
- Blankets
- Slippers

Additional notes:

- Sunglasses are approved for wear outside, but not for inside the school building
- Shoes are required to be worn at all times. Due to safety reasons, flip-flops and beach sandals are strongly discouraged. Students who come to school in flip-flops or beach sandals will be limited in their participation in physical education classes.
- During a health crisis where facial coverings are required, students are permitted to wear masks that cover the nose, mouth and chin only.

Please note that administrators have the final discretion on determining the appropriateness of dress and attire choices. **Students in violation of this policy will be instructed to adjust their dress. Families will be called to bring appropriate clothing if necessary.** Repeated violation of this policy can result in progressive disciplinary action. Violation of this policy will result in disciplinary action, which may include loss of instructional time until dress code is met.

Gang Symbols and Gang Related Apparel

The Board of Education desires to keep district schools and students free from the threats or harmful influences of any groups or gangs which advocate drug use or disruptive behavior. For the purpose of these guidelines, "gang related apparel" is defined as apparel that, if worn or displayed on campus could be determined to threaten the health and safety of the school environment.

EMERGENCY DRILL GUIDELINES

Emergency drills include: fire, tornado, crisis, and evacuation are a regular part of our school training. Getting students out of the building is our primary concern. Teachers will review with students the procedures for leaving the building. When the alarm sounds, students are to stop talking and listen for instructions from the teacher. **All** alarms are honored whether intentional or false.

Teachers will refer to their Crisis manual for directions regarding all expectations for all drills.

- Fire – evacuation to areas around the perimeter of the building.
- Tornado – moved to the MS gymnasium
- Lockdown – locked in a classroom or location on campus
- Evacuation – moved to alternative location

EXTRA CURRICULAR ACTIVITIES

All school regulations are in effect for all school events and during all extra curricular activities (here and away). Students are expected to follow the Code of Conduct while at extracurricular events and to meet any additional behavioral expectations outlined by school staff and/or by the hosts of the event. Students must be eligible to attend dances, lock-ins, or other school/ team based on criteria set and shared by school staff. Students must have been in attendance at school on the day of any event in order to attend and/or participate. Only WCMS students are eligible to attend activities. Any student under suspension or expelled from school is not permitted to attend any school activity. (Additionally, see note about student eligibility for extra curricular activities while being assigned to AEP.)

Students who have violated the Code of Conduct or expectations at extracurricular events will be excluded from future extracurricular events Such activities include clubs, concerts, dances, and other school sponsored activities.

In addition, consequences at school may be assigned for violations of the Code of Conduct or violations of expectations at extracurricular events. These can include but are not limited to parent conference, reflection activities, AEP, out of school suspension, and/or recommendation for expulsion.

Barring the need for emergency removal, criteria for such extracurricular events will be established prior to the event and will be communicated to families and students. Tickets for extracurricular events are nonrefundable.

FAMILY CONFERENCES

Formal family-teacher conferences will be scheduled on the following evenings:

- Tuesday, October 13 (3:15- 6:45)
- Thursday, October 15 (3:15- 6:45)
- Tuesday, February 9 (3:15- 6:45)
- Thursday, February 11 (3:15- 6:45)

Additional conferences may be scheduled at the request of parent or teacher. Conferences will not be scheduled during instructional time. Every teacher has a planning time during which family-teacher conferences can be scheduled.

FINAL FORMS

West Carrollton School District uses FinalForms as an online database of important information. All families have access to FinalForms and will use this database to complete the following documents:

Contact Information	Health History	Transportation Information
Emergency Medical Form	Medications	Acceptable Use Policy
Student Handbook	Injuries & Hospitalizations	ODE Connectivity Questions
Field Trip Permission	Past & Ongoing Health Cond	Student Media Release

If at any time during the school year, a change occurs in your home address or telephone number, updates can be made on FinalForms. Additionally, a change of address can be made by uploading documentation to FinalForms. Appropriate documentation includes a DP&L bill, telephone bill, or renter's agreement to change your address. Finally, if there is a change in the telephone number, where a parent may be reached during the day, please make this change in FinalForms. The accuracy of records is essential in handling emergency situations which may arise. If you have any difficulty with these changes in FinalForms, please contact Julie Delph at 859-5121 ext. 7700.

FOOD/BEVERAGES

Food, candy, and beverages are not permitted in the halls and classrooms without teacher permission (snacks). Food and beverages need to be contained to the cafeteria area or inside a student's locker. Students who have these items in class will need to give them to staff when prompted. Repeated violation of this policy can result in progressive disciplinary action, most frequently with lunch detentions.

Students/families are not permitted to order food via any food delivery service (DoorDash, UberEats, Pizza Hut, etc.) On the other hand, families are permitted to bring lunch for a student and can deliver fast food items to only their student(s). If outside of a student's lunch time, students will be required to consume their food in an office space before returning to class.

FIELD TRIP GUIDELINES

Field Trips will be conducted under the guidelines of the West Carrollton Board of Education. Students must have a signed registration and emergency medical forms with working phone numbers on file in order to participate in field trips. This sheet should be completed by the parent and returned by the date set by the coordinating teacher.

Students who do not have Emergency Medical forms, updated phone number or the returned permission slip will not be permitted to participate in the field trip. Students are expected to follow the Code of

Conduct while on field trips and to meet any additional behavioral expectations outlined by school staff and/or by the hosts of the field trip. Students who have violated the Code of Conduct in school may be excluded from the field trip or a parent may be asked to chaperone the student. Students who have violated the Code of Conduct or expectations on previous trips will be excluded from future field trips.

In addition, consequences at school may be assigned for violations of the Code of Conduct or violations of expectations on previous field trips. These can include but are not limited to parent conference, reflection activities, AEP, out of school suspension, and/or recommendation for expulsion.

GIFTED EDUCATION

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, 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.

GRADING SYSTEM

The recommended district-wide grading scale is:
90 - 100 = A 80 - 89 = B 70 - 79 = C 60 - 69 = D 50 - 59 = F
Teachers may give plus or minus grades based on the following criteria:

A+ = 100 to 97	A = 96 to 93	A- = 92 to 90
B+ = 89 to 87	B = 86 to 83	B- = 82 to 80
C+ = 79 to 77	C = 76 to 73	C- = 72 to 70
D+ = 69 to 67	D = 66 to 63	D- = 62 to 60
F = 59 to 0		

Grades will be reported quarterly and will be weighted with 50% assessment and 50% practice.

During middle school, it is important to prepare students for high school credits and how they earn their grades. It is equally critical for families to know that student retention, where a student repeats the same grade multiple years in a row, has many adverse effects on a student's chance to graduate from high school. As a result, at the conclusion of the school year, we will communicate whether a student has been **promoted or assigned** to the next grade.

- A student is **promoted** if they have passing grades in ALL of their four core content area courses. Core content courses are English/Language Arts, Math, Science and Social Studies.
- A student is **assigned** if they have a failing grade in AT LEAST TWO of their four core content area courses. A student has a failing grade in a course if there are at least two F's across the four quarters of a school year. A student who is assigned is still moved on to the next grade for the next academic year.

HALL PASSES

Students will receive 1 hall pass per day, accessible via our SmartPass electronic pass system.
Students using a hall pass will need to comply with the time windows allotted to their teacher for a given class period. Students may use a hall pass to access their locker, go to the restroom, get water

from a drinking fountain, etc. Students wishing to move in the hallways during class time must have a hall pass. Students may secure a hall pass from the staff person responsible for them at that particular time. Students without hall passes will be subject to disciplinary action.

Students will have access to passes during lunch time that do not count toward their daily limit. Nevertheless, families seeking additional passes for their student are encouraged to reach out to Ms. Kincer and Mr. Krissek for changes to be reflected in our SmartPass system.

HOMEWORK POLICY

Homework is an important part of a student's school experiences. Homework helps to reinforce daily practice and provide studying strategies for skills that will be built upon in high school. The purpose of homework is:

1. To provide opportunities for independent practice of essential skills.
2. To review relevant information.
3. To prepare for test and quizzes.
4. To complete class assignments.

The completion of homework is required for all students. Teaching teams will develop their own late homework policy and distribute to students and parents at the beginning of the school year.

LATE CLASSWORK

For students who are absent, all missing classwork from those absences will be due following the number of days that a student has been absent. (For example, if a student misses three school days then that student has three days upon their return to complete the missing work.)

For students who have missed deadlines, teaching teams will create "checkpoints" during each quarter of the school year that they will accept late classwork up until the given "checkpoint" date. Those dates will be communicated to students and families by each respective teaching team.

LEAVING SCHOOL GROUNDS

Once a student has arrived at school, they will not be permitted to leave the school at any time, other than dismissal time, without first receiving permission from administrators, counselors, or secretaries. **Parents or any other adults desiring to contact students** MUST REPORT TO THE OFFICE. NO STUDENT IS PERMITTED TO LEAVE SCHOOL, **once they have arrived, without permission from office personnel.**

LOCKERS

Lockers are considered the property of West Carrollton City Schools and are subject to search by the administrators and/or security resource officers. Police dogs may be used to search lockers for illegal materials. Any illegal materials will be confiscated. Charges may be filed for possession of illegal substances or weapons. Students are not to mark on, hang signs and/or posters or damage the locker in any way. Students are responsible for keeping their lockers clean. Each student is assigned a locker and a locker combination. You are responsible for your personal things as well as school items you may be using. **DO NOT GIVE YOUR LOCKER COMBINATION TO ANYONE.**

To maximize instructional time, students will be permitted to use their lockers at scheduled times. This includes before 1st period (7:10-7:20), between 7th and 8th (1:20-1:22), before or after a Physical Education class, and at lunch time only if bringing a lunch to school. This limited access is because most materials (Chromebooks, class workbooks, calculators) are kept inside respective classrooms. Minimizing time at lockers will also help us maximize minutes on teaching and learning.

LOST AND STOLEN ARTICLES

The school cannot be held responsible for the lost or stolen personal property of students. Valuables should not be brought to school. This includes but is not limited to electronics, Air Pods, jewelry, etc. It is not permissible under Ohio Law for schools to reimburse citizens for such articles. While the school will make every reasonable attempt to help recover lost or stolen articles, **students are instructed not to bring valuable items to school**. Lost and found items may be claimed from the cafeteria.

NONDISCRIMINATION

The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district.

Rights of Students and Parents

In public schools, parents and students have certain rights given by federal and state laws. The West Carrollton City School District's Board of Education adopts guidelines and policies based upon these federal and state laws. Accordingly, the individual rights of students will be weighed against the safety and welfare of the majority of students in the schools.

Title IX Policy - NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES

The Board of Education of the West Carrollton City School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner.

Please go to our district homepage under the Human Resource tab to see the entire Board Policy on Title IX policies and procedures.
Board Policy No. 2266 - Nondiscrimination on the Basis of Sex in District Programs or Activities

NUTRITION SERVICES

West Carrollton Schools' Child Nutrition Department is self-supporting. It receives no money from the district's General Fund budget, tax levies or property taxes. Child Nutrition is funded only from federal reimbursements and student payments to cover all operating expenses and fees. By federal law, Child Nutrition Department must meet or exceed expenditures. Therefore, unpaid charges would affect the ability for the Child Nutrition Department to support itself. The Child Nutrition Department Meal charge procedure goals:

1. To treat all students with dignity in the serving line regarding meal accounts;
2. To establish a consistent department procedure regarding meal charges, and the collection of charges;
3. To encourage parents to assume responsibility for meal payments and to promote student self-responsibility;
4. To support situations with district staff, district business policies, students and parents to the maximum extent possible.

Students and staff in the West Carrollton School District may pre-pay lunches utilizing our point-of-sale lunch account system. Lunches may be pre-paid daily, weekly, monthly, or even annually. Money may be deposited directly at the school cafeteria, or for your convenience, online. Online payments may be made by setting up an account on www.payschoolscentral.com where you can make deposits using a credit/debit card, monitor accounts, and even set up low balance reminders. Even if you choose not to make online deposits, setting up an account at www.payschoolscentral.com will allow parents to

monitor spending, and set up low balance reminders. Parents may also download the free mobile phone app at www.payschoolscentral.com for additional convenience.

Note that a la carte items are an extra charge for students. Students must have funds on their account in order to purchase a la carte items. The online tools above support the monitoring of a la carte.

Students owing outstanding fees and/or other school fines will be restricted from participation in school activities which require an admission charge such as dances, lock-ins, field trips, etc. until past due fees/fines are paid or a payment plan is created.

Free & Reduced Lunch
If you feel your student qualifies for a free or reduced priced lunch, complete the ONLINE APPLICATION or return a paper copy of the application to your student's school office or to the district office. Paper copies are available at all school offices as well as the district office. Students will not be turned away without lunch, while we simultaneously want to ensure that we are fiscally responsible. Students owing amounts on their account will not be eligible to purchase a la carte items.

For newly enrolled students, there is a five (5)-day grace period during which new students may receive lunch. This allows for the processing of meal eligibility applications. Parents/Guardians are continually encouraged to submit a "Free/Reduced Meal Application." If the student qualifies for:
a. FREE meals – charges will be reviewed and, if warranted, will be forgiven.
b. REDUCED meals – the balance on a student's account will be adjusted accordingly and the parent/guardian will be responsible for the adjusted balance.

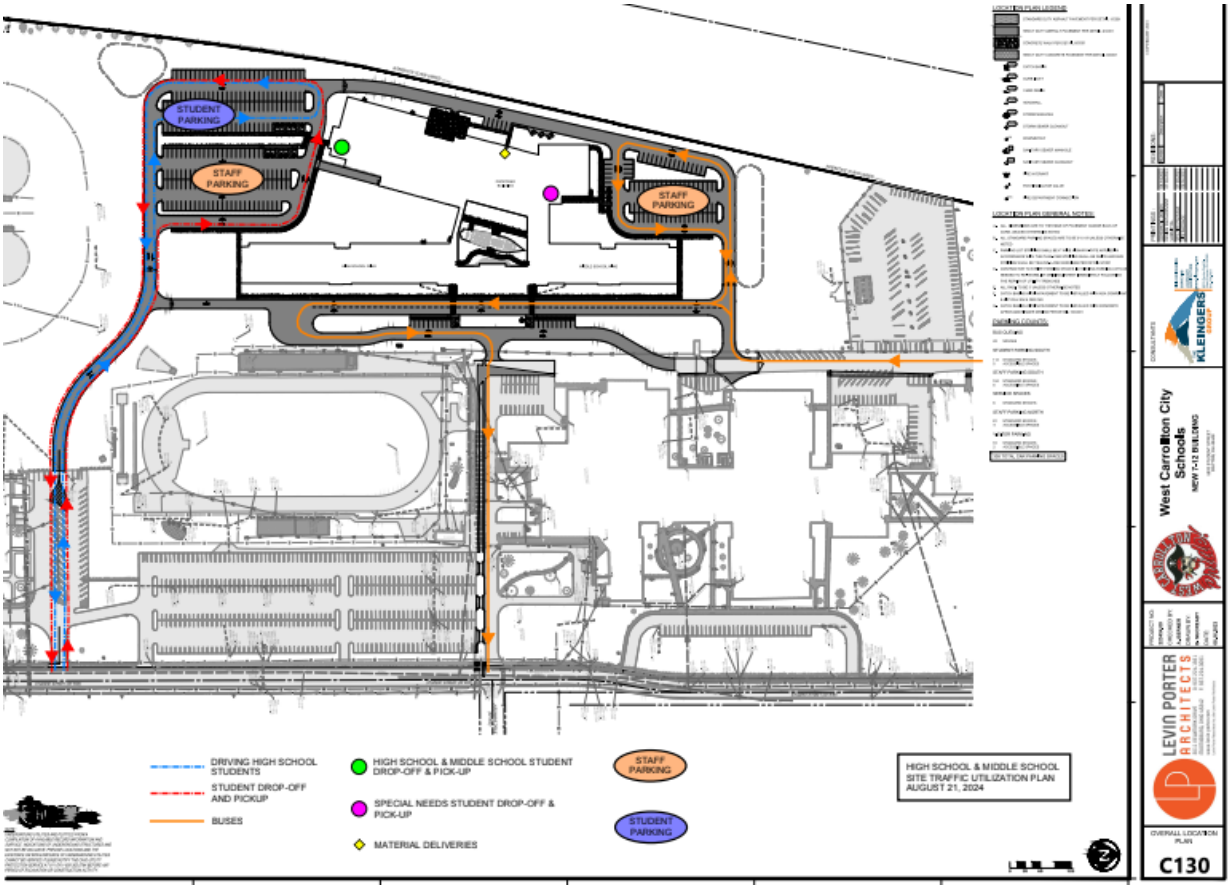
Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An email request is also acceptable.

Unclaimed Funds must be requested within one full year. Unclaimed funds will then become the property of the West Carrollton Food Service Program.

If you have any questions, you may contact Student Nutrition by email at bgreene@wcsd.k12.oh.us or call 937-859-5121, ext. 1121.

PARENTS DROPPING OFF/PICKING UP STUDENTS AT SCHOOL

Student drop off/pick up is on the South side of the building at the HS Varsity athletic entrance. During the peak school rush hours of 7:00-7:30am and 2:00-2:20pm, it is requested that families use the street between the football stadium and the tennis courts (old Schnell entrance) at both drop off/pick up to avoid traffic from school buses. It is recommended that students arrive as close to our arrival times of 7:10-7:20am as possible. There is no supervision for early arrivals.



RETAKE POLICY

For students seeking an opportunity to retake an assessment, the following policy exists for students in grades 6-12:

- The retake option applies only to FORMATIVE assessments, not summative
- One retake is allowed per assessment
- Students must make an appointment with their teacher for remediation prior to the retake date
- Students must retake the assessment with the teacher from that course only
- The retake option can occur before or after school, but not during the student's class
- Retakes must be completed no later than one day before the summative test is given
- The retake assessment will be a variation of the original assessment, with a slight increase in rigor

SEARCH AND SEIZURE

A teacher or school official is permitted by law to search students when it is suspected they have dangerous, stolen, illegal items or other items not permitted at school in their possession. Such items will be confiscated and the police will be notified.

SELLING ITEMS AT SCHOOL

Students are **NOT** to sell or buy anything at school from other students without permission from an administrator.

SCHOOL ISSUED MATERIALS

Textbooks/learning materials (calculator, Chromebooks, headphones, library books, band instruments, etc.) will be issued to students by their teacher. A record is kept of the item number and the condition of the item issued.

Each student is responsible for the proper care of school materials. This is especially true for student Chromebooks, which students have been assigned in each classroom that they visit. Students need to inform school staff if they notice defects on their assigned Chromebook. Students who have been found to damage a Chromebook (intentionally or unintentionally) will be charged for its repairs.

Any damaged or lost book must be paid for by the student to whom the books were issued. Unpaid fines from school issued materials are linked to student ID numbers and will follow students as they travel from school to school. Materials must be carried by the students on a daily basis to every class.

STUDENT FEES

Student fees pay for consumable goods, PBIS store items, school awards, transportation for field trips, computer expenses, etc. Student fees are $40.00 and are payable at the beginning of the school year at www.payschoolscentral.com or in the Middle School Main Office. Fees must be paid by all students or a payment plan needs to be created. Families eligible for free/reduced lunch will have their student fees waived. Documentation needs to be completed via Nutrition Services in order to have these student fees waived. Contact Julie Delph at 937-859-5121 ext. 7700 for additional details.

Students owing outstanding fees and/or other school fines will be restricted from participation in school activities which require an admission charge such as dances, lock-ins, field trips, etc. until past due fees/fines are paid or a payment plan is created. This practice is implemented to keep families aware of their accumulated fees so that a large set of fees are not owed when it is time for high school graduation.

TECHNOLOGY USE

All students must follow the acceptable use policy when using school equipment. Students will be responsible for any misuse of technology while on the school network regardless of whether the device they are using is school property or personal property. Students can be charged for repairs, from partial to complete replacement of technology items. Students are also responsible for the proper care of technology materials. Students are not permitted to use their own devices from 7:10-2:10. This would include any violation(s) as defined in Level I, Level II or Level III offenses.

TECHNOLOGY - SMART SENSOR MONITORING

To protect students and faculty, promote security, and protect the health, welfare, and safety of students, staff, and visitors, the Board authorizes the use of smart sensor electronic monitoring equipment on the school property, including buildings and on school vehicles.

VISITORS

Families are always welcome and are recommended to make an appointment should they need/want to meet with a specific staff member (principals, counselors, teachers, etc.). Student safety is our utmost priority, so visitors will need to enter the Middle School Main Office through Door #1 for their initial interaction with staff. Our clerical team will then provide further direction to maintain school safety.

Visitors must refrain from using tobacco or THC products while on school grounds, including but not limited to vapes, e-cigarettes, THC infused drinks, etc. This applies to events during the school day and outside of the school day but on school grounds or are school sponsored.

All visitors picking up their student for an early dismissal are required to bring identification to show to school staff before we can dismiss a student.

Other visitors will only be permitted to visit school staff during scheduled times approved by the building principal (Ex. Visiting former teachers during their planning time.) This will include a Visitor Pass if staying inside the building.

This protocol will be followed during school hours and when students are present in the building.

- All visitors, parents, students and district employees must enter through the front door during school hours.
  * Visitors must ring the front doorbell, state their name and reason for the visit.
  * The secretary, principal or school nurse will verify the visitor's identity using the student information system prior to allowing the visitor to enter the building. Students and other staff members are not permitted to open the door for visitors.
- Only visitors listed in the student information system will be granted access into the building.
- Visitors must report directly to the main office.
- Visitors must show identification to validate their identity and follow sign in/out procedures.
- If the visitor is not related to a student or is not affiliated with a school sponsored organization, the visitor will not be allowed in the building. The principal will meet with the visitor outside of the building and may use the following prompts to gather more information,
  * How can I help you?
  * I'm not able to give you a tour of our building right now, but I welcome the opportunity to schedule a time for you to come back when school is not in session.
  * Direct the person to leave the building.
  * Remain polite and calm at all times.

Safety is our first priority.

West Carrollton Middle School (this statement is included in the West Carrollton Student Handbook)

In accordance with Public Law 2916.211, all parents and visitors entering the building must report immediately to the office when entering the building. Roaming the halls and visiting classrooms is not permitted. If you have a concern about your child, please contact the building administrator or classroom teacher to set up a meeting time.

VISITATION GUIDELINES

Classroom observation and visitation must be approved by the building principal. This is a time to observe your student, not to become a distraction or to discipline other children. Parents will be asked to leave the building if they are using their cellphone or interacting with other students during visits.

If you want a conference with your child's teacher, you must schedule a time in advance with the teacher that is not during instructional time. Please do not come to the school and expect to meet with the teacher during the school day unless it is during his/her planning time. All visitors MUST SIGN IN at the main office AND check in with an administrator before. The office staff will notify the teacher of your arrival. This is in the interest of safety for ALL students.

Staff members' and volunteers' children will be expected to follow all of the expectations of the building. Parents are encouraged to participate at WCMS as volunteers or as members of organizations which seek to maintain and improve the quality of education at WCMS and the school district. If you are interested in being a volunteer, contact your child's teacher or a school administrator.