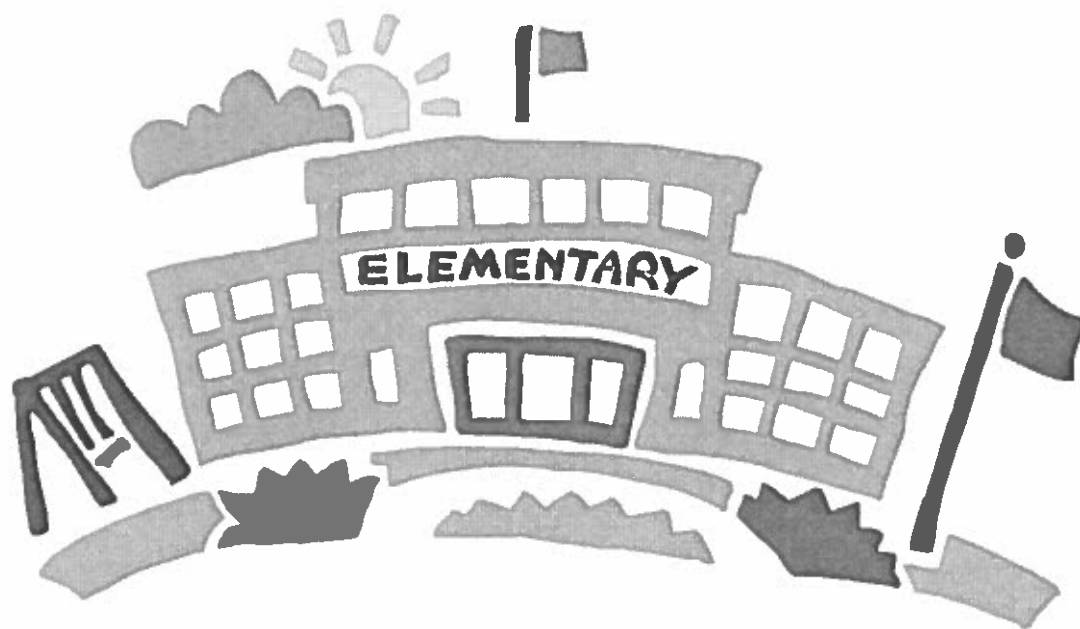


Westlake Elementary Schools Parent/Student Handbook

2016-2017



WELCOME TO THE WESTLAKE CITY SCHOOL DISTRICT

This elementary Parent/Student Handbook provides information about policies and procedures that govern our schools. Please read this handbook and discuss the appropriate information with your child. Our success is also dependent on the cooperation and active involvement of our parents. Working together, Westlake students receive an outstanding start in their elementary years.

If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. Copies of current Board policies are available on the District's web site. Policies can be found on the district website: <http://www.neola.com/westlakecity-oh/>

VISION STATEMENT

The Westlake City School District will provide a dynamic, student-centered, 21st century learning environment. Our district will be characterized by high achievement, actively engaged learners, mutual respect, shared knowledge, pursuit of new skills and capabilities, collaborative learning, willingness to take action, a team commitment to data-driven continuous improvement, and tangible results.

MISSION STATEMENT

WE EDUCATE FOR EXCELLENCE...

Empowering all students to achieve their educational goals,
to direct their lives, and to contribute to society.

DISTRICT PHILOSOPHY

The Westlake City School District will provide for each student, regardless of color, national origin, race, sex or creed, the opportunities to obtain a quality education. The district will offer meaningful learning experiences in an environment conducive to intellectual, social, physical and vocational growth. The staff, in partnership with the family and community, will assist students in acquiring skills necessary to lead a productive, socially responsible and personally satisfying life.

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ATTENDANCE POLICIES AND PROCEDURES

Regular attendance by all students in the Westlake City School District is very important. Regular attendance and engagement in activities at school by all students contributes toward the District's mission of ensuring that each student meets their educational goals, directs their lives and contributes to society. As a result, all families are encouraged to schedule, to the extent possible, necessary appointments and travel outside of the school calendar and school day hours.

Absence from school must be considered either excused or unexcused. Excused absence from school must be in accordance with State Attendance laws (Board Policy 5200). The following reasons are considered to be excused absences:

- Personal illness (a written physician's statement verifying the illness may be required)
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death in the family
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- Observation or celebration of a bona fide religious holiday
- Out-of-State travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
- Such good cause as may be acceptable to the Superintendent
- Medically necessary leave for a pregnant student in accordance with Policy 5751
- Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

All other absences will be considered unexcused.

Requests for Planned Absences

While the Board of Education does not sanction absence from school for reasons other than those listed above, the Board recognizes the value of opportunities to travel as a family. Additionally, the Board recognizes that these opportunities may arise at times that conflict with the school calendar. If in a rare and unique circumstance a parent determines that they must remove their child from school for a family trip, the District requests that a Planned Absence form be completed and turned in to your child's school with at least five (5) school days' notice of the absence. When provided with at least five days' notice, the District will make an effort to compile work that will be missed to be provided to the family in advance of the trip. It is the expectation that work provided in advance of the trip be completed and turned in upon the student's return.

No requests for planned absences shall be approved during the first and last week of a semester, or during the time periods when required State testing is being conducted.

In the event of a planned absence that is not approved prior to the occurrence of the extended absences, the undocumented lack of attendance may result in withdrawal of the student. As a result, the student may be required to re-enroll upon their return.

Late or Tardy Arrival/Early Dismissal

Late/tardy arrival to school and early dismissal from school must also be considered excused or unexcused. The same reasons as outlined above for absences will be used as the basis for determining the excusal. Any late arrival or early dismissal or combination of the two that results in absence from school for more than two hours shall be considered a half day absence.

Absence Reporting Procedure

The following information must be provided when reporting an absence. Calls must be received by 8:05 am on the days of the absences. The District is not able to accept emails as an official notification of an absence.

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

Please assist our health services in tracking communicable disease by reporting your child's confirmed diagnosis (e.g., strep throat, flu, chicken pox, pink eye, etc.) when you call your child's absence into the attendance line. If your child has not been seen by a physician but is still suffering from symptoms, please report any/all of the following symptoms when calling the attendance line:

- Fever
- Headache
- Cough
- Sore throat
- Body aches
- Diarrhea and/or vomiting

Attendance Line Phone Numbers

Bassett Elementary - (440) 835-6331

Hilliard Elementary - (440) 835-6345

Dover Elementary - (440) 835-6320

Holly Lane Elementary - (440) 250-1410

Excessive Absence

If a student is absent seven (7) school days in a semester (excused or unexcused), communication will be sent to the parents alerting them of the school's concern. If a student is absent (excused or unexcused) for ten (10) days in a semester the school will contact the parent to schedule a conference with an administrator, counselor, and/or other members of the student's educational team.

If a student is absent from school for twelve (12) school days in a semester (excused or unexcused) an administrative conference will take place to review the reason for the absences and to discuss a plan for improved attendance. Following this conference, if attendance is not improved, the school may pursue more formal actions including, but not limited to a referral to Children and Family Services, or a referral to juvenile court (filing of truancy).

Withdrawal of Students

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

- Receipt of signed, written notification from the student's parent/guardian requesting a records transfer to a designated school for the purpose of enrolling in that school
- Receipt of a written request for records from another school district indicating the student is seeking enrollment or has enrolled in another school district
- Accumulation of 105 consecutive hours of unexcused absences without documented rationale for those absences despite district staff members' efforts to contact the parent/guardian/student to remedy attendance.
- Inability to substantiate continued residency within Westlake, despite District attempts to verify residency, excluding exceptions outlined in RC3313.64 as permitted by current BOE policy.

ARRIVAL AT SCHOOL

The student day begins at 7:50 a.m. with the first bell, with a tardy bell at 8:05. Dismissal for the day is at 2:20 p.m. Students use the time from 7:50 a.m.-8:05 a.m. to organize and prepare for their day. Students who are not transported by school bus should arrive at 7:50 a.m. The students need to be in their seats prepared for the day before 8:05 a.m. Kindergarten for half-day students is as follows: Morning – 7:50 a.m. – 10:45 a.m. Afternoon – 11:40 a.m. – 2:20 p.m.
Full-day Kindergarten – 7:50 a.m. – 2:20 p.m.

DISMISSAL FROM SCHOOL

When students are to leave school in other than the usual manner, i.e. bus riders who wish to walk, or when students are going someplace other than home, a note signed by a parent/guardian must be provided to the classroom teacher.

NO STUDENT IS PERMITTED TO RIDE A BUS TO WHICH HE/SHE IS NOT ASSIGNED.

Students who participate in regularly scheduled activities after school will need only one note for the duration of the activity. (If an early dismissal is necessary, see "Release During The School Day").

TARDINESS

Any child arriving after the start of the instructional day (8:05 a.m. or 11:40 a.m. for afternoon kindergarten) is considered tardy. Tardiness will be recorded on the nine-week report card. *For safety reasons, parents must accompany their child to the office to obtain a tardy slip and/or sign in.*

RELEASE DURING THE SCHOOL DAY

If a child is to be excused from school during the school day, the parent/guardian must call or send a note to the school office. The note must indicate the time, date, and reason for release and who will pick up the child. A parent/guardian must sign out the child in the office on the day of the appointment.

MAKE-UP WORK

Make-up work for students will be provided for those absent for any reason for more than two days. Parents wishing to pick up work may do so by calling the office before 10:00 a.m., (or request in writing at least two days before planned absence), thus giving the teachers an opportunity to gather the

necessary materials during their planning period or at the end of the day so that classes are not interrupted. Make-up work may be obtained in the office after school.

EMERGENCY SCHOOL CLOSING

BEFORE SCHOOL OPENS

In the event of inclement weather or other circumstances that require the schools not to open, the Superintendent will make the decision to cancel school. School cancellation notices will be broadcast by local television, radio stations, and the School Messenger. If no message is broadcast by 7:30 A.M., please assume that school is in session. For all school closing information call 871-7300, or check the Westlake City Schools homepage at www.wlake.org. Please do not call the individual schools.

RELEASE DURING THE SCHOOL DAY

Other than in extreme circumstances, Westlake elementary schools will not be dismissed early due to weather conditions. In the event that an emergency situation develops and it becomes necessary to evacuate a building, procedures exist that allow students to be sent home. Information from the Emergency Medical Authorization portion of the annual Registration Update regarding early dismissal will be used if parents/guardians are not at home.

STUDENT HEALTH AND SAFETY

EMERGENCY MEDICAL AUTHORIZATION

Each school is required by Board of Education Policy (5341) to have on file for each student an Emergency Medical Authorization Form providing information from the parent/guardian on how he/she wishes the school to proceed in the event of a health emergency involving a student and a release for the school in case emergency action must be taken. Annually, the Board of Education distributes to parents or guardians of all students the Emergency Medical Authorization Form using the on-line back to school information update process.

MEDICATION

For the protection of the children, the administration of medication at school is discouraged. When no alternative is available, school personnel will be permitted to administer medication with a signed Parent Consent and Physician Order Form. The consent form must contain specific directions for the administration of medication. The Parent Consent and Physician Order Form are available in the school office and on our website: www.wlake.org. Please note: Medication must be transported to and from school by the parent/guardian.

VACCINATIONS

Students in kindergarten through grade 12 must submit evidence of immunization as required by the Ohio Department of Health and the Westlake Board of Education (BOE Policy 5320) within 15 days after admission or face exclusion from school. Required inoculations include diphtheria, tetanus, pertussis, poliomyelitis, measles (rubeola), rubella, mumps and Hepatitis B vaccine. The Chicken Pox vaccine is required for students entering kindergarten.

ILLNESS/INJURY

In the event that a child becomes ill or injured during the school day, he/she will be sent to the school clinic and parents will be contacted as deemed necessary by school personnel.

RETURN TO SCHOOL AFTER A FEBRILE ILLNESS

An oral or rectal temperature over 100°F is considered a fever. In most mild childhood illnesses, (2-5 days), the fever is lowest in the morning hour, begins to rise in the afternoon, and reaches its height in the evening. When the child begins to recover, the temperature may be normal in the morning, but fever may be present that afternoon. Students must be fever free without medication for 24 hours before returning to school.

COMMUNICABLE DISEASES

In order to protect the health and safety of students, staff, and the community at large, the Westlake Board of Education follows all state statutes and Board of Health regulations, which pertain to contagious disease. (BOE Policy 8450)

The following specific information may be helpful to you during the school year:

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

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

BIKE RIDERS AND WALKERS

Students riding bicycles to and from school and those children assigned to buses who prefer to walk must have a signed release form from their parents/guardians. Such forms are available in the school office. Bicycles are to be locked in the bicycle rack provided. Students must wear bike helmets. To ensure the safety of the students, no bicycles are permitted at school from December 1 through March 15th. Students are not permitted to use roller skates, roller blades, skateboards, or scooters to travel to and from school. These items are not allowed at school at any time.

FIRE AND EMERGENCY DRILLS

Each teacher will give students specific instructions about procedures to follow during such drills. When the fire alarm sounds, students not in a classroom should exit at the nearest door. To ensure the safety of all students, it is mandatory that order and silence be maintained throughout the drill procedures. In the event any building exit is blocked, teachers will give students emergency instructions. During tornado drills, students will report to assigned areas. Order and silence must be maintained.

MEGAN'S LAW

Since 1997, convicted sexual offenders must register with the County Sheriff. The Sheriff is responsible for making the citizens of Cuyahoga County aware of serious offenders living in the community. One means of doing this is with the web site maintained by the Sheriff's Office. This site can be found at www.cuyahoga.oh.us/sheriff/. The Sheriff's Office also provides, upon request, e-mail notification whenever an offender registers within one mile of a specified address. Parents should monitor this website periodically to maintain accurate and up to date information of serious sex offenders living in the neighborhood.

BUS SAFETY

TRANSPORTATION GUIDELINES

The Westlake City School District is proud to offer a quality transportation program for its students. The service is a privilege. In order to maintain the safety and quality of our program, we need the support and cooperation of our students and parents.

STUDENT RESPONSIBILITIES

1. Directions should be followed the first time they are given.
2. Behavior on school buses should follow the same guidelines as behavior in the classroom.
3. Students should board and leave the bus at their designated stop.
4. Students should not cross the street to enter or exit a bus until the driver motions them to do so.
5. Students must be absolutely silent at railroad crossings and whenever the bus driver tells them it is necessary.
6. Students should not bring items onto the bus that cannot be held on their lap. Ohio law forbids animals, glass or liquids on school buses. (*Ohio Revised Code 4511.76*)

PARENT RESPONSIBILITIES

1. Parents are responsible for reviewing transportation guidelines with their children.
2. The safety and discipline of students as they go to and from the bus stop is the parents' responsibility.
3. Children should arrive at the bus stop at least five minutes before the scheduled pickup time. Our buses operate on a schedule that does not allow us to wait for tardy students. If your child's bus is more than 15 minutes late, call the Transportation Dispatcher at 440-835-6313.
4. Parents are financially responsible for any damage done by their children to a bus or to property at a bus stop.
5. School district responsibility for students begins when the school bus arrives to pick up students and ends when students have reached a driver-designated Point of Safety. Student problems en route to the bus stop or while waiting for the bus is the responsibility of the parent.
6. Please do not discuss transportation issues or problems with bus drivers who are completing a route. Concerns or problems should be directed to the Transportation Department at 440-835-6313.

Student Conduct on School Buses

Student conduct on school buses is governed by the Transportation Department's School Bus Code of Conduct, the high school Code of Conduct, and B.O.E. policy. For Further information, see Board Policy 8606.

Bus Conduct

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

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

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school). Each student shall:

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

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

During the trip – Each student shall:

1. Remain seated while the school transportation is in motion;
2. Keep head, hands, arms, and legs inside the school transportation at all times;
3. Not push, shove or engage in scuffling;
4. Not litter in the school vehicle or throw anything in, into, or from the vehicle;
5. Keep books, packages, coats, and all other objects out of the aisle;
6. Be courteous to the driver and to other riders;

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

Exiting the school vehicle - Each student shall:

1. Remain seated until the vehicle has stopped;
2. Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
3. Be alert to a possible danger signal from the driver.
4. The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions

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

5610.04 - SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

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

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

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

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

R.C. 3319.41, 3327.01, 3327.014

A.C. 3301-83-08

(Note: This policy must be posted in a central location in each school building and made available to students upon request in order to be effective, i.e. to take advantage of the ability to suspend students from bus privileges for more than ten (10) days without the full panoply of rights otherwise available under 3313.66. Furthermore, this policy and any guidelines should be incorporated into student handbooks.)

GUIDANCE AND SCHOOL COUNSELING

PHILOSOPHY

The guidance philosophy of the Westlake City Schools is based on the recognition of the dignity, worth, and needs of the individual. Guidance is a cooperative venture, which includes students, counselors, teachers, administrators, parents, and all those who provide special services. Our purpose is to provide each child with the opportunity for growth as an individual according to his/her interests, needs, and potential. We believe that each individual is a dynamic human being who differs physically, emotionally, socially, and intellectually from his/her peers but may have similar characteristics in common with all others.

SERVICES

The Westlake City Schools’ elementary guidance and counseling program is an integral part of the total elementary school experience. The school counselors work in cooperation with teachers, staff, administrators, and parents to provide optimum learning for each student. The elementary guidance and counseling program is preventative in nature and has been designed to benefit all children. A main feature of the program is group guidance, which is built on sound principles of growth and development. Please feel free to contact one of the counselors listed below when you have concerns about the social, emotional, or academic needs of your child.

Mrs. Sandee Erdman	Bassett 250-1436	Mrs. Sheri Foster	Hilliard 250-1155
	Dover 250-1366		Holly Lane 250-1401

SPECIAL SERVICES

SPECIAL EDUCATION

Special education programs serve children who are identified as disabled (ages 3 – 21) as per The Individuals with Disabilities Education Improvement Act – re-authorized in July 2004. Students have available to them a range of services to meet their needs, including supplemental services, individual/small group instruction, special class learning centers, and collaborative teaming support with regular education personnel. In some cases, out-of-district placements are sought for children with low incidence disabilities whose needs cannot be appropriately met within the school district. When students are placed outside the district for appropriate services, the Westlake City Schools are responsible for tuition and transportation.

MEETING THE NEEDS OF GIFTED STUDENTS

The Westlake City School District believes in educating for excellence. In accordance with that mission, the district recognizes that gifted and talented children have unique learning characteristics that warrant specific educational supports to empower students to achieve their educational goals, to direct their lives, and to contribute to society.

Through a program of differentiated instruction and a continuum of services focusing on the development of the whole child, gifted and talented children in Westlake experience a challenging and in-depth approach to learning that encourages problem-solving, evidence-based writing, scholarly exploration, and critical/creative thinking, along with intellectual stimulation, motivation, and social/emotional support.

The Westlake City School District employs highly-qualified licensed gifted specialists and provides professional development with support to faculty and staff as they work to meet the educational, social, and emotional needs of gifted students. The district, working together with the individual student and parents/guardians, facilitates and encourages students to become self-directed learners who strive for educational excellence.

READING INTERVENTION SERVICES

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

PROJECT LINK

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

OTHER SERVICES

Speech and Language pathologists are available to work with students who have speech/language problems. Tutoring in English as a second language (ESL) is provided to children whose native language is not English.

TESTING AND STUDENT RECORDS

TESTING SERVICES

Students in grades K-4 participate in required assessments as determined by their teacher, the district or the State in order to identify learning strengths, needs and progress. All elementary students participate in the administration of MAP (Measures of Academic Progress) beginning in kindergarten and continuing as needed throughout their elementary experience.

State required assessments include the following:

- Kindergarten Readiness Assessment – Literacy (KRA)
- American Institutes for Research (AIR)
 - 3rd Grade English Language Arts and Math
 - 4th Grade English Language Arts, Math and Social Studies

PROGRESS REPORTS

Elementary progress reports are issued four times a year. A variety of evaluation measures will be used and accurate records will be kept to substantiate the evaluation. (BOE Policy 5420) Scheduled parent-teacher conferences are held in conjunction with the first nine-week grading period. Additional conferences may be requested as needed throughout the school year.

ACCESS TO STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the Westlake School District to maintain thorough educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with law, and yet be guarded as confidential information.

Upon request, all records and files that are included in the student's cumulative folder will be available to parents, guardians, or the student if he/she is over 18 years of age. This request must be in writing to the school principal and will be granted within seven calendar days. Since no records are to be removed from the school, an administrator, teacher or other qualified school personnel must be present to explain any of the tests or other material.

STUDENT DISCIPLINE

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal.

Student Suspension

Out-of-school suspension results in the loss of the privilege to participate in school, extracurricular, and co-curricular activities during the time of the suspension or expulsion. Students are not permitted on school grounds during a suspension or expulsion. Credit is permitted for work during out-of-school suspension for any first OSS offense in a given school year. Upon any second offense during a given school year resulting in OSS, credit for work will not be granted. Students in vocational programs are not permitted to go to their vocational job site during the suspension. The procedure for suspension will be in accordance with the Board of Education policy regarding suspension. Copies of this procedure are posted in the office and online and are available upon request. In summary:

1. The principal may suspend. Each suspension will not exceed ten school days.
2. Due process shall consist of:
 - The administrator will give written notice of the intention to suspend to the student. The notice will have the reason for the action.
 - The student will have an opportunity to appear at an informal hearing before the principal or his designee to explain the situation. The hearing may take place immediately. Due process is guaranteed to the student.
 - The student and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal.
 - The student and/or his parents may appeal a suspension to the Superintendent of the Westlake City Schools. This request must be done in writing within 14 calendar days after receipt of the suspension. Appeals may be made because of the severity of the punishment or because of lack of due process.
 - The student and/or his parents have the right to be represented in all appeal proceedings.

Emergency Removal of Students

If a student's presence poses a continuous danger to persons/property or an ongoing threat of disrupting the academic process, then the principal or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or co-curricular activities under his/her supervision but not from the premises.

If the emergency removal exceeds 24 hours, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing.

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

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

If an emergency removal takes place, the student can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

Student Expulsion

At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Expulsion should generally be viewed as a last resort. However, at times, the student's action may be so serious as to merit expulsion as its immediate consequence. Actions meriting expulsions are outlined in the Student Code of Conduct. Only the Superintendent may expel a student. Expulsion is a removal of a student for more than 10 days, but not more than 80 days in duration, except for a weapons violation. An expulsion can extend beyond the current semester but not beyond the end of the school year. The procedure to pursue such appeal will be as provided in regulations approved by the Westlake Board of Education. Notice of appeal must be filed with the treasurer within ten (10) days of the Superintendent's decision. For further information, see Board Policy 5610.

Permanent Exclusion

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

- A. Conveying deadly weapons onto school property or to a school function;
- B. Possessing deadly weapons onto school property or at a school function;
- C. Carrying a concealed weapon onto school property or at a school function;
- D. Trafficking in drugs onto school property or at a school function;
- E. Murder, aggravated murder on school property or at a school function;
- F. Voluntary or involuntary manslaughter on school grounds or at a school function;
- G. Assault or aggravated assault on school property or at a school function;
- H. Rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. Complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents. For more information, see Board Policy.

Appeal Procedure

A student who is 18 or older or a student's parent(s) or guardian(s) who choose to appeal the suspension must do so within 14 days of the notice of suspension. A written request to appeal a suspension must be sent to the Superintendent of the Westlake City Schools. The procedure for such will be provided in regulations approved by the Westlake Board of Education. A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, or guardian. If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

The suspension may be appealed, within 14 calendar days after receipt of the suspension notice to students, parent, guardian or custodian. The request for an appeal must be in writing.

During the appeal process, the student shall not remain in school.

Discipline of Students with Disabilities

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

Suspension of Bus Riding/Transportation Privileges

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

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

Search and Seizure

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. For further information, see Board Policy.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion

from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

Westlake City Schools CODE OF CONDUCT

SECTION 1

These examples of misconduct will generally result in the following penalties that are cumulative for any offense in this section. The principal may modify this sequence based on circumstances.

OFFENSE and CONSEQUENCE

- 1st Up to 3-day Suspension and/or Friday School
- 2nd Up to 5-day suspension and/or Friday School
- 3rd 10-day suspension and recommendation for expulsion
- 4th 10-day suspension and recommendation for expulsion

Rule 1 - Misconduct

Interference, disruption or obstruction of the educational process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission process, activity, or function of the school including all curricular and extracurricular activities. Neither shall any student urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school including all curricular and extracurricular activities. Misconduct prohibited by this rule includes, but is not limited to the above listed examples.

Rule 2 - Inappropriate Language

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events. Neither shall any students use profane, vulgar, or other improper gestures, publications, pictures or signs, nor engage in any socially or sexually improper behavior.

Improper Dress:

No student shall wear clothing deemed inappropriate. Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

Displays of affection/sexual activities:

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

Possession of Pornography:
Possessing sexually explicit material.

Rule 3 - Truancy and Tardiness

Students are required by law to regularly attend school. A student shall not be absent from an assigned location for all or part of any school day without school authorization and/or parental consent, and shall be considered truant when s/he is absent from school for any portion of the school day. Excessive tardies shall be considered truancy. Leaving the school building and/or grounds without permission is truancy.

When the building principal advises the superintendent that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days in any term or semester, the following procedure will apply:

A. The superintendent will notify, in writing, the student and his/her parent, guardian or custodian that information regarding the student's absences has been provided to the superintendent, and that, as a result the student's driving privileges will be denied. This notification will also state that the student and his/her parent, guardian or custodian may appear before the superintendent or designee to challenge the information provided to the superintendent.

B. The notice from the superintendent to the student must set forth the information received and must include the date, time and place of the hearing. The hearing must be scheduled between three and five days after the notification is given unless an extension is requested by the student, parent, guardian or custodian and is granted by the superintendent. If granted, the superintendent must notify the student, and the parent, guardian or custodian of the date, time and place of the new hearing.

C. At the hearing before the superintendent or designee, the student will have an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Under Ohio law, "legitimate excuse" includes, but is not limited to:

1. Enrollment in another school or school district in Ohio or another state;
2. Possession of an age and schooling certificate;
3. A bodily or mental condition that prohibits attendance under ORC 3321.04 or
4. Participation in a home instruction program in accordance with ORC 3321.04.

D. If a habitually absent student does not appear at a hearing before the superintendent or designee, or if the student does not convince the superintendent or designee that the absences are legitimate, the superintendent may notify the registrar of the Bureau of Motor Vehicles (BMV) and the County Juvenile Judge. Such notification must be given to the registrar of the BMV and the Juvenile Judge within two weeks of the receipt of the information regarding habitual absences, or if a hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of the BMV and the Juvenile Judge must comply with ORC 3319.321 and the Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

The registrar of the BMV is required to suspend the temporary instruction permit or driver's license of any student who is the subject of such a notice. If a temporary permit or license has not yet been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

The denial of a student's driving privileges will remain in effect until the student reaches age 18 or until the denial is permitted for another reason allowed by Ohio law. In accordance with Ohio law, a student

whose driving privileges have been denied can file a petition with the juvenile court in the jurisdiction where s/he resides.

***SPECIAL NOTE: For students with excessive absences from school, the Superintendent may notify the Bureau of Motor Vehicles to suspend the student's driving privileges.**

Rule 4 - Unauthorized Sale or Distribution

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

Rule 5 - Forgery/False Reports

No student shall cheat, lie, prefabricate, deceive, use crib notes, receive or disseminate answers to a test, or falsify records and/or school documents of any kind. Neither shall any student forge, falsify, distort or misrepresent (in verbal or written form) dates, times, addresses, grades, signatures or other data contained in any communication to or from the school. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.

Rule 6 - Academic Dishonesty

No student shall fraudulently, dishonestly or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty by providing information or by any other means. For purposes of this Policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed work product, examination questions and examination answers. Any student who misappropriates or plagiarizes someone's work, assists another in such misappropriation or otherwise engages in academic dishonesty shall not obtain credit for the work in question and shall be subject to other disciplinary action.

Rule 7 - Trespass/Loitering

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

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

A. No student shall enter upon school grounds or enter any school building to which the student is not assigned, either during or after school hours, except with express permission of the building principal or for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school have been invited to attend or participate.

B. A student who is already the subject of an emergency removal, a suspension or an expulsion shall not enter upon any District property without the express permission of the principal.

C. Loitering is defined as a student's presence in a restricted area at an authorized time. This includes the student parking lot; no student is to be in the parking lot during school without an administrator's permission.

D. Students not involved in afterschool or evening activities are expected to leave the building in a timely fashion. Loitering on school grounds is not permitted.

Rule 8 - Repeated Violations of School Rules

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals or other authorized school personnel.

Rule 9 - Failure to Comply with Directives/Insubordination: Violation of Rules

A. Students shall comply with the directives and orders of teachers, student teachers, educational aides, substitute teachers, principals or other authorized school personnel during any period of time when they are properly subject to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered "insubordination" for anyone to disobey willfully, fail to comply with directives or act in defiance of staff members relating to this code by authorized school personnel.

B. Students shall comply with all school rules and regulations which are a part of this Code and which shall be posted in the school. It is the responsibility of each student to familiarize himself/herself with all school rules and regulations.

Rule 10 - Use of Flame Producing Devices

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

Rule 11 – Hazing/Bullying

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

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

No student shall harass, bully, persecute or participate in any act(s) or attempt to threaten, act or participate in any act(s) that injures, degrades, disgraces or tends to injure, degrade or disgrace any student. Hazing/bullying is banned in any form. Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy. Bullying is defined as a form of habitual aggressive behavior that is hurtful or deliberate. For further information, please refer to Board Policy.

Rule 12 - Harassment and Sexual Harassment (including Bullying/Cyberbullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be

tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, age, disability, status as Vietnam-era veteran or special disabled veteran. For the purpose of this Code of Conduct, the term "harass" includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (orally or in writing) abuses another or while in a dating relationship. No student shall retaliate against any other student, school employee, or community member or school visitor for assisting with the investigation of a complaint of harassment.

Students are specifically prohibited from sexually harassing any other student, school employee, or community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions and unwanted body contact.

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

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

Any student who believes that he/she has experienced any form of harassment including sexual harassment should report this conduct immediately to his/her building principal, guidance counselor or a teacher.

A member of the administration will meet with the student to discuss the complaint and to develop a clear understanding of the student's statement of facts. An administrator will then attempt to meet with the charged party to obtain his/her response to the complaint. The administrator also will attempt to meet with individuals identified by the charging party or the charged party to substantiate the position of the charged party or charging party. Based on this evidence, the administrator will make a decision regarding the need for discipline.

All complaints of harassment will be treated as "confidential" and information will only be released on a "need to know" basis.

No student shall be retaliated against for reporting harassment or assisting in the investigation of a harassment claim. Students should report charges of retaliation to the administrator investigating the complaint.

For further information, please refer to Board Policy.

Rule 13 - Gambling

No student shall engage in or promote games of chance, place a bet or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority. Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

Rule 14 - Transportation

No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists.

Rule 15 - Driving/Parking

Any student driving to school must keep his/her vehicle under control at all times, follow established safety procedures, and comply with school parking regulations. Failure to follow these guidelines may result in the student's driving privileges being withdrawn. While parked on school property, student vehicles are subject to routine patrols and exterior inspections that may be conducted without the student's consent, and without a search warrant. The inside of student vehicles may also be searched when school officials have reasonable suspicion to believe that illegal or unauthorized materials are contained therein.

Rule 16 – Accomplice

No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition of this section includes but is not limited to serving as a "look out" for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who a student knows has violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy) or any illegal, prescription or counterfeit drug. In administering discipline under this Section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

Rule 17 - Electronic Devices

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of building principal or authorized designee. Examples of prohibited devices include but are not limited to cell phones, computers, tablets, lasers, radios, "boom-boxes", headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, beepers, other paging devices and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

A. The Westlake City School's (BYOD - Bring Your Own Device) electronic device policy will be distributed annually via Registration Gateway. Students are granted the limited right to use their personally owned technology resources at Westlake City School District upon completing online registration before the start of each school year or upon enrollment.

B. Consequences for Inappropriate Use of ECDs:

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

Rule 18 - Failure to Accept Discipline or Punishment

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

Rule 19 - Misconduct During Extracurricular Activities

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations or policies which govern participation in an extracurricular activity which rules, regulations or policies are provided to participants and made part of this code. Students attending any school-sponsored or related activity shall not behave in any manner that, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity.

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Rule 20 – Extortion

No student shall use an expressed or implied threat, violence, harassment, coercion, force, intimidation or deception to take, or receive money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds or any other time the student is subject to school authority.

Rule 21 - Gang Activity

Subject to any applicable legal and constitutional limitations, no student's dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:

- A. cause school officials to have reasonable suspicion that such behavior, apparel, activity, acts or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- B. present a physical safety hazard to the student in question, other students, staff members or other employees;
- C. create an atmosphere in which a student's, staff members or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem whether on school or personal property or on one's person.

Rule 22 - Any Other Conduct Which Disrupts or Interferes with the Educational Process

Students may be disciplined for any other misconduct that, although not detailed herein, is determined by school authorities to disrupt or to interfere with the educational process.

SECTION II

These examples of misconduct, which are cumulative, will generally result in up to a 10-day suspension along with a possible recommendation for expulsion and/or police and court referral due to the more serious nature of these offenses.

Rule 23 - Damage, Destruction, or Theft of School or Private Property, Vandalism

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function or event off the school grounds. The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive or, any form of computer piracy, any improper usage of the Internet or other online agencies.

Pursuant to ORC 3109.99 and ORC 3109.091, a student and/or their parent or legal guardian shall be held financially accountable to the Westlake City Schools for any damage, destruction or theft caused by their child.

Damaging property (Vandalism):

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

Theft, or knowingly receiving or possessing stolen property:

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

Burglary:

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

For further information, see Board Policy.

OFFENSE and CONSEQUENCE

- 1~ Up to a 10-Day Suspension and/or Court Referral with Possible Recommendation for Expulsion
- 2~ 10-Day Suspension and Recommendation for Expulsion

Rule 24 - Weapons, Dangerous Instruments, Fireworks and Explosives

Use and/or possession of a firearm:

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

Use, possession or knowledge of a weapon:

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any

toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon or an object as a weapon may subject a student to expulsion and possible permanent exclusion.

- A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.
- Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.
- Knowledge of dangerous weapons or threats of violence

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

Possession and/or use of explosives and/or fireworks

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

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school.

For further information, see Board Policy.

OFFENSE and CONSEQUENCE

- 1st Up to a 10-Day Suspension with Possible Recommendation for One-Year Expulsion from School
- 2nd 10 Day Suspension and Recommendation for One-Year Expulsion from School

Rule 25 - Assaulting/Hitting/Threatening

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

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

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

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal

assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

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

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

Violent Conduct

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

Terroristic Threat

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

OFFENSE and CONSEQUENCE

Threatening

- 1st Up to a 10-Day Suspension with Possible Recommendation for Expulsion
- 2nd 10-Day Suspension and Recommendation for Expulsion

Assaulting

- 1st Up to a 10-Day Suspension and/or Referral to Court and/or Recommendation for Expulsion

Rule 26 - False Alarms

The act of initiating a fire alarm or initiating a report warning of a fire or catastrophe such as a tornado without cause.

OFFENSE and CONSEQUENCE

- 1st Up to a 10-Day Suspension and/or Police Contact and/or Court Referral and Recommendation for Possible Expulsion
- 2nd 10-Day Suspension, Police Contact, Court Referral and Recommendation for Possible Expulsion

Rule 27 - Bomb Threats

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

OFFENSE and CONSEQUENCE

1st 10-Day Suspension, Police Contact, Court Referral and Recommendation for Expulsion of up to one year

Rule 28 - Arson

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

OFFENSE and CONSEQUENCE

1st 10-Day Suspension, Police Contact, Court Referral, Recommendation for Expulsion

Rule 29 - Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants

During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, apply or be under the influence of any mood-altering chemical of any kind, including alcohol. "Possession" includes, with limitation, retention of a student's person or in a student's purse, wallet, locker, desk or automobile parked on school property. "Under the influence" is defined as manifesting signs of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior which is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, anabolic steroids, or inhalants. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student's name and with directions for proper use. Prescription medications shall be kept in the school office. All other procedures outlined in school policy should also be followed.

- A. Legal authorities will be informed.
- B. The substance will be turned over to legal authorities.
- C. The student will be suspended and/or expelled from school.
- D. The student will be referred to an Insight Group.
- E. The student may be referred to an outside agency for an assessment. If this assessment is in conjunction with the 5/10 suspension option, then the student must follow through with the assessment recommendation.
- F. A first incident of selling, supplying or transmitting mood-altering chemicals shall be treated as a second offense as defined below.

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

OFFENSE and CONSEQUENCE

1st 5/10 option and/or referral to an assessment with the recommendation being followed. Five days of out-of-school suspension are in effect with the remaining 10 held. If not the 5/10 option, then a 10-day out-of-school suspension and/or a police contact and/or a court referral and/or a recommendation for expulsion.

2~ 10 days out-of-school suspension and a police contact, court referral and a recommendation for expulsion

Rule 30 - Look-Alike Drugs

A student shall not use, conceal, sell, purchase, accept or transmit any substances which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse. (Medications prescribed by a physician must follow the Board-adopted policy regarding student medication.)

- A. *A counterfeit controlled substance is defined as:*
 - 1. Any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
 - 2. Any unmarked or unlabeled substance that is represented to be a controlled substance;
 - 3. Any substance that is represented to be a controlled substance or is a different controlled substance;
 - 4. Any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.
- B. No students shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 29 (Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants).
- C. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
- D. No student shall knowingly make, offer to sell, give, package or deliver a counterfeit-controlled substance. Violations of this provision will be treated in the same manner as Rule 29 (Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants).

Rule 31 - Drug Paraphernalia

A student shall not possess, use, transmit or conceal any item which is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

OFFENSE and CONSEQUENCE

- 1~ Up to 10-Day Suspension and/or Recommendation for Expulsion

Rule 32 - Fighting

Students involved in fighting on school property, Board-owned vehicles or in attendance at any Board-sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended. Students in violation of this rule may be required to complete Peer Mediation or another form of intervention as a conflict resolution solution.

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

OFFENSE and CONSEQUENCE

- 1st Up to 10-Day Suspension
- 2nd Up to 10-Day Suspension with a Possible Recommendation for Expulsion
- 3rd 10-Day Suspension and Recommendation for Expulsion

Rule 33 - Use of Tobacco

The use of any tobacco products by students is prohibited. This applies to all extracurricular activities both on school property and away from school. Use includes possession; smoking is defined as holding a tobacco product, whether lit or unlit or having held it and tossed it aside. This rule includes e-cigarettes or other electronic products that contain nicotine, as well as e-cigarettes or other electronic products that do not contain nicotine or other controlled substances.

Possession/use of tobacco:

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

SB 218 – Youth Tobacco Possession Bill (Effective March 15, 2001, Main components)

- Makes it illegal for individuals under 18 to attempt to purchase, possess, use, or order cigarettes, other tobacco products or papers used to roll cigarettes.
- Prohibits a child from knowingly furnishing false identification to obtain or order cigarettes, other tobacco products or papers used to roll cigarettes.
- Creates the offense of permitting children to use cigarettes or other tobacco products.
- If juvenile court finds that a child violated the provisions of this law, the court may do either or both of the following: (1) Require the child to attend a youth smoking education program, (2) Impose a fine of not more than \$100.00 or, (3) Child and parent may choose to sign a waiver and pay the \$100. If the child disobeys a juvenile court order issued under this law, the court may do any of the following: (1) Increase the fine, (2) Require the child to perform 20 hours of community service or, (3) Suspend for 30 days the temporary instruction permit, probationary permit or driver's license issued to that child.

OFFENSE and CONSEQUENCE

- 1st Up to 3-Day suspension or 3-Day in-school assignment and mandatory attendance at an educational seminar sponsored by the Maerican Lung Association, American Cancer Society or another similar health organization approved by the Board of Education, and issued a ticket under ORC 2151.87.
- 2nd Up to a 5-Day Suspension and issued a ticket under ORC 2151.87.
- 3rd 10-Day Suspension and/or Recommendation for Expulsion and issued a ticket under ORC 2151.87

Rule 34 – Disruption of School

Students shall not engage in any activity/conduct that creates a disruption to the learning environment or endangers students, employees or visitors to the school in any way. This includes but is not limited to any act by a student or groups of students that induces panic or riotous behavior.

The superintendent shall publish to all students a policy outlining these and any other District rules regarding student conduct and the sanctions, which may be imposed for their breach. Said policy shall also be posted in a central location in each school and shall be made available to students upon request.

RELATED ACADEMIC INFORMATION

BOOKS/FINES/FEEES

The Board of Education supplies textbooks to all students. With the privilege of their use comes the obligation for their care. Books must be kept in good condition. Students will be charged a fee for any damage or loss of school books, materials, equipment, or school property loaned to them. The late return of borrowed materials from the school library may be subject to appropriate fees.

Bassett Elementary

**fee covers the following materials, if applicable*

- 1st grade National Geographic magazine
- 2nd grade Scholastic News

Dover Elementary

**fee covers the following materials, if applicable*

- K- "Let's Find Out"
- 2nd - "Scholastic News
- 3rd - "Scholastic News/ Storyworks Jr.
- 4th - "scholastic News/ Storyworks

Hilliard Elementary

**fee covers the following materials, if applicable*

- Kdg. - Scholastic
- 3rd - Scholastic News
- 4th - Social Studies Weekly

Holly Lane Elementary

**fee covers the following materials, if applicable*

- Gr. 1-3 -Scholastic News
- 4th - Social Studies Weekly

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

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

HOMWORK/ASSIGNMENTS

Most student work is completed during the school day. Other work, including homework, may be assigned and started during class to be finished as homework. Students are expected to complete all

assignments and required work. Problems concerning incomplete work will be handled on an individual basis. Parents can assist by providing a quiet place to study and by providing a regular time each evening for homework to be done. Checking a student's assignments nightly and providing guidance are ways parents can be supportive of their child's academic growth. Students are expected to be completely prepared for each school day.

PHYSICAL EDUCATION

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

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

MISCELLANEOUS

ASSEMBLIES

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

CAFETERIA

Food and milk may be purchased in the cafeteria. Students are responsible for their own money. If a student forgets his/her lunch, a basic lunch will be provided; however, the student must pay the next day. All food must be eaten in the cafeteria. Tables, chairs, and floor areas must be clear of trash and arranged in an orderly manner before dismissal. Students may talk quietly during lunch but must remain seated until dismissed. No glass containers are permitted. The District has implemented an electronic point-of-sale cash register system in our cafeterias. This system allows money, either cash or check, to be paid in advance to a student's account and used to pay for food offered in the cafeteria. The District has also implemented an on-line system called EZ-Pay. This system offers parents the opportunity to pay for their child's lunch account(s) and receive Account Low Balance notification without having to put money on a student's lunch account. Parents may use Visa, Master Card, Discover, American Express credit and/or debit card for this transaction for a small fee of \$1.50 per transaction. The district is unable to take credit card payments at buildings; this option is available over the internet. The district will accept cash and checks. Parents should establish an online account by going to the district website (www.wlake.org) then click on the EZ-Pay tab at the top. Complete the registration page and add the child's name and ID number. ID numbers may be obtained by contacting the school office. No low balance letters will be sent or emailed. Parents must check for low balances online.

CAFETERIA SAFETY MEASURE FOR STUDENTS WITH NUT ALLERGY

In the interest of safety, students in grades K-6 who have a known history of reaction to nut products have a nut-free table available to them in the cafeteria at lunchtime. Choosing to sit at this table at lunchtime is voluntary. Classmates may also sit at this table providing they purchase a school lunch. Students who sit at the other unrestricted cafeteria tables are permitted to bring peanut butter sandwiches and other foods containing nut ingredients in their packed lunch from home.

CARE OF MATERIALS

Westlake City Schools provide the educational materials necessary for all students. Students are responsible for the care and return of books and other equipment used. Replacement costs will be charged for lost or damaged equipment. Students are responsible for keeping their desks and lockers in order and for keeping rooms, halls, and restrooms clean.

COMPUTER

Students must sign the Acceptable Use Policy to access the Westlake City Schools Network.

DRESS CODE

No clothing with inappropriate language or pictures (tobacco, beer, etc.) will be worn to school. Hats or hoods may not be worn in the school building. No revealing clothing is permitted. This includes mesh shorts or shirts, short shorts, or clothing with bare midriffs. Pants should be of correct size and worn at the waist.

FIELD TRIPS

Field trip experiences normally are scheduled for elementary students. These trips are curricular based. Parents will receive advance notice of all trips, including the date, time, and purpose. A permission slip for each trip will be provided for parent/guardian signature.

GUM AND CANDY

Candy and snacks are restricted to lunch periods and parties. Gum chewing is prohibited on school premises.

LOST AND FOUND

All clothes, supplies, and lunches should be clearly marked with the student's name. Items may be retrieved from the lost and found box. Personal possessions of greater value (watches, glasses, etc.) may be claimed in the school office. Unclaimed items will be donated to charitable organizations at the end of every school year.

PARENT COMMENT/COMPLAINT PROCEDURES

Communication is always the key to a successful learning experience. Communication should always begin with the parent and the teacher. Should a situation arise where consensus cannot be reached then administrative avenues may be pursued.

PETS

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

PTA

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

RECESS

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

RESTROOMS

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

RETURNED CHECK FINES/FEES

Westlake City Schools will assess a \$30 fee for any check returned because of non-sufficient funds, stop payment or account closure. This fee will be in addition to the amount of the returned check. Payment to settle accounts will only be accepted in the form of cash, money order, or bank certified funds. The school district will not accept further personal checks until the above debt has been satisfied.

TELEPHONES

Student use of office or classroom telephones should be limited to emergencies and cleared by office personnel or the classroom teacher.

THIRD PARTY INFORMATION

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

VISITORS

Visitors will be required to use the buzzer/camera system located at the building's main door to gain entrance, stating their name and the purpose of their visit. Once "buzzed in", visitors must report to the main office to sign in, state their reason for the visit, and secure a visitor's identification badge. Visitors must also sign out and return their badge before exiting the building.

WESTLAKE ELEMENTARY SCHOOLS

Students who are not transported by school bus should arrive at school by 7:50 a. m. The tardy bell rings at 8:05 a.m.

Bassett Elementary School Principal: Mr. Jim Sanfilippo 2155 Bassett Rd., Westlake, OH 44145	Phone: 835-6330	Kindergarten: 7:50 a.m. – 10:45 a.m. 11:40 a.m. – 2:20 p.m. Grades 1 – 4: 7:50 a.m. – 2:20 p.m.
Dover Elementary School Principal: Mr. Tim Barrett 2300 Dover Center Rd., Westlake, OH 44145	Phone: 835-6322	Kindergarten: 7:50 a.m. – 10:45 a.m. 11:40 a.m. – 2:20 p.m. Grades 1 – 4: 7:50 a.m. – 2:20 p.m.
Hilliard Elementary School Principal: Mrs. Kimberly Tucker 24365 Hilliard Blvd., Westlake, OH 44145	Phone: 835-6343	Kindergarten: 7:50 a.m. – 10:45 a.m. 11:40 a.m. – 2:20 p.m. Grades 1 – 4: 7:50 a.m. – 2:20 p.m. Preschool (M-Th) 8:35 a.m. – 11:05 a.m. 12:20 p.m. – 2:50 p.m.
Holly Lane Elementary School Principal: Mrs. Mimi Verdone 3057 Holly Lane, Westlake, OH 44145	Phone: 835-6332	Kindergarten: 10:45 a.m. – 2:20 p.m. 11:40 a.m. – 2:20 p.m. Grades 1 – 4: 7:50 a.m. – 2:20 p.m.
Transportation Information		Phone: 835-6348
School Closing Information: Local radio and television stations, and www.wlake.org		

WESTLAKE CITY SCHOOLS 2016 – 2017 School Calendar

August 18 & August 19, 2016	Staff Work Day-No Students
August 22, 2016 & August 23, 2016	Kindergarten Screening
August 22, 2016	First Student Day Gr. 1-12
August 24, 2016	Kindergarten & Pre-K Orientation
August 25, 2016	Kindergarten First Day
August 29, 2016	Pre-school First Day
September 5, 2016	Labor Day – no staff/students
October 5, 2016	Staff Work Day – No Students
October 14, 2016	NEOEA Day – No Staff/Students
October 27, 2016	End of 1 st Quarter
October 28, 2016	Staff Work Day – no students
November 22, 2016	Conferences- no school for students
November 23 - 25, 2016	Thanksgiving Break – Vacation Days
December 21, 2016 – January 3, 2017	Winter Break – Vacation Days
January 16, 2017	MLK Day – no staff/students
January 19, 2017	End of 2 nd Quarter/1 st Semester
January 20, 2017	Staff Work Day (records) – no students
February 20, 2017	President’s Day – no staff/students

March 24, 2017
March 27, 2017
April 14 -21, 2017
May 29, 2017
June 1, 2017
June 7, 2017
June 7, 2017
June 8, 2017

End of 3rd Quarter
Staff Work Day – no students
Spring Break
Memorial Day – no staff/students
Pre-school – last day
End of 4th Quarter
Last Student Day – Grades K-12
Staff Work Day – No students