

# West Liberty-Salem

Elementary Student & Parent Handbook



**2018-2019**

# WL-S Elementary Handbook

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## WELCOME

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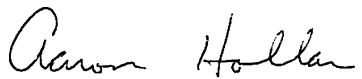
Dear Parents and Students,

Welcome to the 2018-2019 school year at WL-S Elementary! I am certain that this is going to be a great year! Please take some time to review this handbook, as it includes important information for both students and parents about rules, policies, and procedures.

Please note: We'll be operating on an extended school day schedule all year. The Elementary school day hours are 7:45 a.m.-2:57 p.m.

This handbook has been designed to help all students get the most out of their educational experience. If all students, parents, and staff are on the same page, it is likely that students will reach their full potential which is the ultimate goal. I look forward to working with all of you, and remember to always do your TIGER BEST!

Sincerely,



Aaron Hollar

## SAFETY & SECURITY

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**School safety and security has always been and will continue to be an important issue not only on the minds of school personnel, but all the members of the school community.**

To have an excellent and successful learning environment, students must feel safe and secure. In order to establish organization and create the conditions for that to happen, we at West Liberty-Salem are always discussing our practices and procedures and are looking at ways to improve them. This includes routine drills and practice of safety procedures. We want ALL students to become successful, lifelong learners, not only able to do so individually but also to work well with each other and all school staff members and parents.

To establish the conditions of a successful learning environment, it is very important that we all work together. **Please read the student-parent handbook and all school publications and news.** Be aware of student expectations and the expectations of all members of the school community. Then discuss these within your family and the community. Please follow the procedures we have established. It is very important that students be dependable and assume responsibility to follow school and classroom rules and regulations so that the safety and security of EACH of our 1,200 students is assured. It is equally important that each of us treats each other with ultimate respect.

Here are a few very importance procedures to follow:

- **Communicate with the school IMMEDIATELY about your student's attendance and any other special concerns such as emergencies, pertinent legal matters, health, etc.**
- Read and discuss the Student/Parent handbook with your child.
- **Fill out emergency medical cards completely and as soon as possible.**
- Strive to reach West Liberty-Salem's attendance goal of 95% or better.
- Use designated parking areas when arriving at school. DO NOT double park or block fire and bus lanes before or after school.
- Use the main entrance and follow special, posted instructions.

## **SAFETY FEATURES**

The following safety features should ONLY be used in emergency situations. If students use these features otherwise, the discipline process will be followed (see Code of Conduct).

- **Egress windows:** easily opened piano hinge emergency exit windows located in all classrooms with outside windows.
- **Door indicators/locks:** thumb turn locks located on all classroom doors clearly display locked/unlocked door status when inside the classroom.
- **Shatter resistant window film:** window film can significantly impede unwanted entry/window shatter compared to standard windows.
- **Reinforced door locks:** emergency lock bars positioned on classroom doors can significantly impede unwanted entry by withstanding extreme pressure.
- **School resource officer:** full time employee located at WL-S.

## **WHEN VISITING THE SCHOOL**

Press the buzzer, located to your left, in the entryway when entering the school. An office secretary will then allow you access directly into the office. All visitors must **SIGN IN** and obtain a **VISITOR'S PASS** in the office. **DO NOT** go directly to classrooms, the cafeteria, or playground. THIS ELIMINATES CLASSROOM INTERRUPTION AND HELPS STUDENTS FEEL SAFE. PASSES MUST BE WORN WHERE VISIBLE. The safety of children at school is a primary concern of the school staff. Visitors to the building are carefully monitored. **State law requires all visitors to report to the Office before visiting the classrooms.** Please be prepared to show identification.

## **EMERGENCY CLOSING OF SCHOOL**

Delays will be announced as soon as weather conditions dictate a need. The school must follow many procedures before delays and cancellations occur. The school will announce information as soon as possible, by calling parents through the **Blackboard Connect Notification System**. Before school and during the day, school-closing information can also be heard on the following stations:

**WPKO FM – Bellefontaine – 98.3 | WHIO TV – Dayton – Channel 7**

Keep monitoring your favorite station, as a one-hour delay can turn into a two-hour delay or a cancellation. Occasionally, due to snow, ice, or fog, the buses may be 5-10 minutes late while running their regular route. This will not be reported to the media.

## **CURRENT CONTACT INFO**

The Office MUST have on file: **ALL CURRENT TELEPHONE NUMBERS IN CASE OF EMERGENCY:**

Home Phone | Work phone | Cell phone

**Please make sure all legal papers are on file concerning the custody of your child. Please make sure the school is notified of any changes at home that directly affect your child.** Together parents and the school will work for the safety of your child. **The school building is not open before 7:40 a.m. The school cannot be held responsible for supervision of students before 7:40 a.m. or after 3:00 p.m.**

## ATTENDANCE

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**School Begins at 7:45 a.m and Ends at 2:57 p.m.**

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**Good attendance is important to maximize the benefit of classroom and instructional participation, and directly affects academic performance.**

**Parent responsibility when student is absent:** Notify the school of student absence (email preferred). Email [attendance@wlstigers.org](mailto:attendance@wlstigers.org) by 9:00 a.m. If email is unavailable, call 937-465-0060 x103 or communicate in person.

One of the following forms of contact indicating an excused reason will excuse an absence:

- Phone call from parent
- Parent note
- Email
- Doctor note stating dates/times of absence
- Signature of parent on sign in/out sheet in the School Office

If the school does not receive notification, the school is required to make a “best-effort” attempt to contact the parent/guardian by phone to confirm the student’s absence. Requests for homework may be made on the second consecutive day of absence by 9:00 am. Students will have time equal to the number of days missed, plus one additional day to complete the homework.

### **EXCUSED ABSENCES**

Excused absences are based upon definitions established by the State of Ohio and the WL-S Board of Education. Notification by phone or note does not automatically excuse an absence. The following are excused reasons for absences:

1. personal illness
2. family illness: applies to severe illness of the parents or siblings.
3. quarantine of the home: limited to the length of the quarantine
4. death of a relative
5. religious observance
6. family vacation: limited to 5 days in a school year. Requests for vacation absence must be submitted in writing to the Elementary Principal prior to the days absent.
7. emergency or set of circumstances which in the judgment of the administration constitutes a good and sufficient cause of absence from school.
8. doctor/dental appointments: limited to the time required for the appointment. A doctor’s excuse should be submitted for all appointments and absences ordered by a doctor.
9. court appearance

### **LATE ARRIVAL**

Students who arrive late to school (and who are not in class by 7:45 a.m.) must report with their parents/guardians to the Elementary Office to sign in and receive a late slip. Students arriving between 7:45 – 8:15 am will be counted tardy.

## **EARLY DISMISSAL**

**If a student leaves school property during the day, all absences are unexcused until a valid excuse is submitted. Please limit early dismissal of students to unavoidable circumstances.**

1. If a student needs to be dismissed early, parents should notify the teacher stating the time, reason and who will be picking up the student.
2. Students are to be signed out in the front office. Parents should not go directly to the classroom; the office will notify the teacher and student.
3. Students will be released only to the custodial parent or guardian, or to an adult designated by the custodial parent or guardian by written or telephone confirmation. The office may ask for identification of adults signing out students.

## **EXCESSIVE ABSENCES**

In December 2016, the Ohio General Assembly passed House Bill 410 changing the law for “habitually truant” and “excessively absent” beginning with the 2017-2018 school year. The West Liberty Salem Local School District has amended and adopted policies that are required by law. The following is the definition of “habitually truant,” as defined by law:

### **Habitually Truant:**

Students deemed “habitually truant” in any of these circumstances will be turned into the Madison Champaign Educational Service Center attendance officer. The attendance officer is required to contact the parent regarding the date and time of a meeting set by the school’s Absence Intervention Team (AIT) that the parent is required to attend. Failure to attend may result in the school district contacting Children’s Services. During this meeting, the AIT will develop an absence intervention plan. The school’s AIT will monitor and evaluate the intervention plan during implementation. Failure to follow and meet the plan requirements will result in the district filing an official complaint in juvenile court.

- Absent 30 or more **CONSECUTIVE** hours (equiv. to approx. 4.5 days) **without** a legitimate excuse
- Absent 42 or more hours (equiv. to approx. 6.5 days) in one school month **without** a legitimate excuse
- Absent 72 or more hours (equiv. to approx. 11 days) in one school year **without** a legitimate excuse

### **Excessively Absent:**

House Bill 410 also defined “excessively absent” as the following:

- Absent 38 or more **TOTAL** hours (equiv. to approx. 6 days) in one school month **with or without** a legitimate excuse OR
- Absent 65 or more **TOTAL** hours (equiv. to 10 days) in one school year **with or without** a legitimate excuse

## **PERFECT ATTENDANCE ELIGIBILITY**

Tardy, brief, half day or full day excused **OR** unexcused absences eliminate the possibility of achieving perfect attendance. Perfect attendance is perfect.

## FOR PARENTS

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### **VISITING THE SCHOOL**

**PARENTS/VISITORS ENTERING THE BUILDING DURING SCHOOL HOURS MUST BE BUZZED INTO THE BUILDING AND THEN SIGN IN AT THE OFFICE TO OBTAIN A VISITOR'S PASS. ALL VISITORS MUST ALSO SIGN OUT AT THE OFFICE BEFORE THEY LEAVE THE BUILDING.**

- Visitors attending a school-planned event such as, field trips, class parties, assembly programs, etc., MUST obtain a visitor's pass.
- All parents/visitors MUST enter the building through the main entrance, NOT through the wing entrance doors.
- Messages that need forwarded to a student or items being brought in for a student, MUST be handled through the office.
- If it should be necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements.
- If you wish to pick up your child before school is over, you must come to the office and sign your child out.
- **You may pick up your child after school ONLY by signing them out in the Elementary Cafeteria.**
- Visitors may park in the drop off lane (excluding the fire lane) or in Visitor Parking at the front of the school during normal school hours or for after school pick up. Visitors may NOT park in the drop off lane during student drop off in the morning.

### **PARENT TEACHER CONFERENCES**

There are four evenings set aside each school year for parent/teacher conferences. You are encouraged to schedule a conference with your child's teacher at these times. If additional conference time is needed during the school year, schedule in advance for teacher and parent/guardian convenience. **If an immediate conference or visit is necessary, this must be scheduled to not interrupt or interfere with class time.**

### **BUS DRIVER/PARENT CONFERENCES**

During scheduled routes, it is difficult to take time to confer with parents while students are on the bus and are waiting to be picked up at other stops. If a parent wishes to discuss a matter with the bus driver, please call the school's Transportation Department (465-0060, ext. 141) to set up a conference time. At no time is it appropriate for a parent, guardian, or other family member to board a school bus.

### **INVOLVEMENT AND SUPPORT OF PARENTS**

1. It is the parents' obligation, by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward the school. To ensure student success, parents are encouraged to check with school officials concerning their child's progress. **IT IS VERY HELPFUL TO STAY POSITIVE ABOUT THE SCHOOL IN FRONT OF YOUR CHILD. IF MISUNDERSTANDINGS OR CONFUSION OCCURS, PLEASE CONTACT YOUR CHILD'S TEACHER FOR CLARIFICATION. THE TEACHER WILL APPRECIATE YOUR CALL.** The behavior of the student in school is ultimately the responsibility of the parent and a reflection of the kind of discipline the parents have developed with the child in the home.
  - a. If a student's behavior becomes disruptive of the educational program, a danger to other students, or becomes uncontrollable, the school may legally suspend or expel the student.
  - b. Parents may be held legally liable for vandalism, damage to school property, or injury to students or staff for which their child is responsible.

2. The school expects that parents will cooperate and support the school when children are disciplined.
3. Parents and teachers should discuss problems a child displays before the problems become serious. If the parents are aware of situations in the home or in the school that may distress the child, these should be discussed with the teacher before they result in discipline problems.
4. **Any problems or concerns need to be addressed to the teacher first, before contacting the principal.**

### **SPECIAL EDUCATION PLAN**

The West Liberty-Salem Special Education Department offers a full spectrum of services for the education of students with disabilities. Services offered include identification, evaluation, placement, and service of students with disabilities in compliance with state rules, regulations, policies and procedures. If you have any questions about special education services, please contact the school. Also, if you know of any child residing in WLS School District who you suspect may have a disability, please contact Julie Hartsel at 937-465-1060 ext. 110

**HOMEWORK** Your child may have homework. There are several reasons for homework.

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom or prepare students for instruction the next day.
3. To provide an opportunity for students to learn good work habits.
4. To provide opportunity for growth in responsibility.
5. To provide you with an opportunity to see what your child is studying and how well he/she is doing.
6. Homework may occur if the student has been absent. Students with an excused absence will have 1 day more than the number of days missed to make up assignments. Example: Two days absence would equal three days to make up work. Work not completed within the allotted time could receive a zero/F.
7. Try to set aside a daily time to sit down with your child and ask about their day and have them share any papers with you.

Students in grades 3-5 can expect to have some homework several evenings during the week.

The daily homework in no way should be viewed as punishment, but rather as a way for encouraging and extending learning. **PARENTS ARE ENCOURAGED TO CONTACT THE CLASSROOM TEACHER ABOUT ANY CONCERNS IN THIS AREA. CALL THE ELEMENTARY OFFICE AT 465-0060, EXT. 121.**

### **STUDY SKILLS**

An Academically Successful Student:

1. Brings notebook, paper, pen or pencil and other materials necessary to class.
2. Is an active participant in the classroom - listens well and takes part in discussions.
3. **ASKS QUESTIONS IF HE/SHE DOESN'T UNDERSTAND THE DISCUSSION OR IF HE/SHE HAS A PROBLEM.**
4. Uses student planner to keep track of and schedule time for homework each day.
5. Makes sure he/she understands the assignment before leaving class.
6. Uses what he/she learns and sees how each subject applies to the others.
7. Has an ATTITUDE TO STRIVE TO DO HIS/HER BEST, NOT JUST ENOUGH TO GET BY.
8. Has a special place in the home designated for doing homework.

### **GRADE REPORTS**

West Liberty-Salem Elementary School will operate on a nine-week reporting system. Parents are encouraged to study the report card carefully and to schedule conferences with teachers should they have a concern or question.



**The grading scale is as follows:**

A	100-96
A-	95-92
B+	91-89
B	88-86
B-	85-83
C+	82-80
C	79-77
C-	76-74
D+	73-71
D	70-68
D-	67-65
F	64 or below

O= Outstanding    U = Unsatisfactory  
S = Satisfactory    I = Incomplete  
N = Needs Improvement

**K and 1<sup>st</sup> Grades:**

Bg = Beginning skill
Dv = Developing in skill
Sc = Secure in the skill
Ac = Area of Concern

**Test Ranking Terms:**

- Advanced
- Accelerated
- Proficient
- Basic
- Limited

**INCOMPLETES**

Students receiving an incomplete on their report card must make up the work within 5 school days. All incompletes after this time will be recorded as failures.

**IDEAS FOR HELPING YOUR CHILD**

**Ways parents can help with homework:**

1. Be sure they understand the assignment.
2. Form the habit of using a certain time and place for study.
3. Study conditions should include good lighting, ventilation and quiet.
4. Have necessary materials.
5. Try to help the child develop the skill of working independently.
6. Spend enough, but not too much time on each subject.
7. **If homework is exceeding 1 hour per evening, please notify the teacher.**

**HONOR ROLL**

An honor roll will be established at the end of each grading period for grades Four and Five. The following criterion will be used: **Highest Honors (Only A's and A-'s), Honors (All A's and B's, no B-'s) Where the letters O, S, N and U are given, only O and S will qualify for the Honor Roll (No S-'s).** Fourth and Fifth grade students obtaining all A's and at most, one B or B+, will be invited to the Breakfast of Champions.

**FEES AND REPORT CARDS**

There is a school fee assessed for each student to cover the use of materials in the classroom. Fee notices are sent home quarterly. The board reserves the right to withhold grade cards and progress reports for any students owing fees. Unpaid fees will be carried from one year to the next, and grade cards will not be issued. If families are experiencing financial difficulty, please notify the school so payment plans can be worked out. Students and parents should also recognize that damaged or lost school property has to be returned, replaced, or paid for as do school fees.

**STUDENT PLACEMENT**

**Student placement for each upcoming school year is the responsibility of the classroom teacher.**

Teachers meet as a grade level team and discuss student placement. Many things have to be considered before a student is put in any particular classroom. Teachers appreciate your input, **but in no way are requests encouraged for next year's placement, nor would a request guarantee placement of your**

**child.** If you have major concerns please contact your child's homeroom teacher. Since so many things have to be considered, we thank you for understanding our situation as we strive to do our best for the education of each and every child.

## **AWARDS**

Awards are given for Perfect Attendance, Honor Roll all year, Spelling Bee, Geography Bee, and Student Council. Band awards and Proficiency/Achievement awards are also presented. All students have an opportunity to be recognized, when appropriate, throughout the course of the year.

## **STUDENT RECORDS**

### **CONFIDENTIALITY**

- Student records are confidential and are protected by the *Privacy Act*. Only the school staff and the child's natural parents or legal guardians have access to the records.
- Basic directory information on the child is not protected by the *Privacy Act*. Directory information includes name, address, phone number, age, weight, etc. Parents may request the school not release this information. Please complete form given.

### **PARENTS ACCESS (ORC 3319.321)**

- Parents requesting access to their child's records must be granted access within 45 days of the request.
- Parents have the right to receive copies of their child's records. The school may charge the actual cost of duplicating the records.
- Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.
- Parents have the right to an opportunity for a hearing to challenge the contents of those records.

### **NON-CUSTODIAL PARENTS ACCESS**

- A divorce or change in custody does not change the rights of a natural parent to their child's records.
- Non-custodial parents may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.
- Step-parents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them.

### **CHILD ABUSE REPORTING**

All employees of the District who know or suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered or is suffering any type of abuse or neglect are required to report such information to children's services or the local law enforcement agency.

### **CHILD CUSTODY: VERY IMPORTANT**

Parents have an obligation to inform the school anytime the custody of a child changes. (School Board requires this information). School officials will need to see and copy court orders pertaining to a child's custody.

### **OPEN ENROLLMENT**

The West Liberty-Salem Board of Education permits the enrollment of students from any Ohio school district into the WLS District. The enrollment is contingent upon accordance with the laws and regulations of the State of Ohio concerning Interdistrict Open Enrollment, the provisions of the WLS

district policy, and the administrative guidelines established to implement the district policy. The administration looks at the enrollment limits for each grade level and determines the number of openings for each grade level and program before accepting applicants.

All applicants shall be considered on the following criteria: availability of space, program and program size. An applicant shall be denied Open Enrollment to WLS if he/she has been suspended or expelled during the school year immediately preceding the year for which the application is made. All applicants must reapply each year by June 1<sup>st</sup> for the following school year in order to be reconsidered for open enrollment.

Transportation to and from school is the responsibility of the parents for Open Enrollment students; however, they may ride a WLS bus if the parents provide transportation to and from an approved WLS district bus stop. Once approved for Open Enrollment, all regulations, rules, policies, etc. of the WLS District shall apply to the non-resident district students to the same extent they apply to WLS resident district students.

## TRANSPORTATION

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**Students will ride their designated bus if the school receives no written communication of change by 1:00 p.m. NOTE:** With more than 500 students enrolled in the elementary, it can be challenging to notify students, teachers, bus drivers and the transportation office of last minute changes in transportation plans.

The school recognizes situations may arise during the day that requires a change in plans. **Please proceed as follows:**

### Request transportation change in writing (email preferred)

- Advanced notice changes: email [k5@wlstigers.org](mailto:k5@wlstigers.org)
- Same day changes: email [k5@wlstigers.org](mailto:k5@wlstigers.org) before **1:00 p.m.**  
(if email is unavailable call 465-0060, ext. 101, send note with student or communicate in person)

## BUS TRANSPORTATION AND RULES

School bus transportation is a **privilege** that may be withdrawn for inappropriate behavior. Inappropriate behavior will be documented and severe or repeat offenses could/will result in disciplinary consequences including bus suspension.

A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and submitted to the teacher and bus driver. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. **THE BUS DRIVER IS IN COMPLETE CHARGE OF THE BUS AND ITS OCCUPANTS AT ALL TIMES.** Students on the bus are to comply with bus and school rules.

## SAFE RIDING RULES

1. Students should arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stop.
3. Behavior at school bus stop must not threaten life, limb or property of any individual.

4. Students must go directly to an available or assigned seat.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons.
9. Students must not use tobacco on the bus.
10. Students must not have alcohol or drugs in their possession on the bus except for prescription medication.
11. Students must not throw or pass objects on, from, or into the bus.
12. Students may carry on the bus only objects that can be held in their laps.
13. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Students must not put head or arms out the bus windows.

**Suspension, Expulsion or Immediate Removal From Bus:**

1. The provisions of Section 3313.66 of the Revised Code shall apply to suspension, expulsion and immediate removal of a pupil from school bus riding privileges.
  2. The Superintendent or Superintendent designees, or principals or assistant principals are authorized to suspend or remove pupils from school bus riding privileges.
  3. Immediate removal of a pupil from transportation is authorized. A pupil removed immediately from transportation must be given notice as soon as practical of a hearing, which must be held within seventy-two hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed from riding the bus shall be in accordance with school district policy, (but not more than ten days).
  4. Expulsion of a pupil from riding privileges shall be by the Superintendent and in compliance with divisions C.D. & E. of section 3313.66 of the Revised Code.
  5. School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justifies immediate removal, suspension or expulsion.
  6. Suspension or immediate removal of handicapped pupils may require a modification of the above procedures and shall be accomplished in accordance with the law.
  - 7. Balloons or any objects that obstruct the bus driver's field of vision will not be permitted on the bus. A parent or guardian must pick up students who receive balloon bouquets at school.**
  - 8. Students are to refrain from transporting: animals; glass objects; lighters or any instruments that produce combustion; or any weapons or imitations of such.**
  9. The school will not provide transportation for a sleep over or other after school social type of activity.
- It is in your child's best interest that we work together in a relationship that provides safe transportation.**  
Please go over these rules and consequences and other transportation information with your child. Please feel free to call the school if you have questions about this plan.

Board Authorized Stops to School and Return Adopted 10/11/84

- (a) No more than one student will be permitted to go home on the school bus with another student.
- (b) A student must have written authorization from his/her parent(s) each time they get off or on the bus at other than their own authorized stop. The authorization must be taken to the principal's office for his/her signature.

**BICYCLES:** Students are not permitted to ride bicycles to school.

## COMMUNICATION

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**E-MAIL**

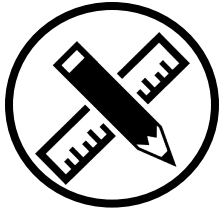
Parents may wish to contact their child's teacher through e-mail. Each teacher has

his or her own e-mail address. Use the teacher's first initial + the last name + @wlstigers.org. For example: Abbie Henry's email address is ahenry@wlstigers.org. The school's website is located at <http://www.wlstigers.org>.

**TELEPHONE** Students will only be allowed to call home in case of an emergency. Students will not be permitted to call home for forgotten homework.

## GUIDELINES & REGULATIONS

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### CITIZENSHIP

It is each student's responsibility to display qualities of good citizenship. Your best conduct is expected in the halls, in the cafeteria, on the playground, in the classroom and in leaving school grounds. West Liberty-Salem teachers want students to become good citizens. Expect all WL-S staff to remind your child of his/her mistakes. Teachers will give special emphasis to honesty, morality, and courtesy. Obedience to law, respect of our country's flag, appreciation of the Constitution of the United States, respect for parents and home, and recognition of the dignity and necessity of honest labor are characteristics desired and expected of all our students.

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. We expect students to have respect for school property and to take good care of books, desks, and other furniture and school equipment.

### RULES

The **HIGH FIVES** apply to the classroom, hallways, playground, buses, lunchroom, and the school as a whole.

The **HIGH FIVES** are general rules which you will hear about and see posted in the classrooms, lunchroom, and on the buses. Teacher (or school staff)-student relationship in the classroom, halls and on school property, including buses, is important and should be one of mutual respect. The teacher (or school staff) should be recognized as the persons in authority at all times.

1. BE RESPECTFUL
2. BE RESPONSIBLE
3. KEEP YOUR HANDS AND FEET TO YOURSELF
4. FOLLOW STAFF INSTRUCTIONS
5. BE THERE-BE READY!

### CODE OF CONDUCT

The Code of Conduct, prescribed by law and the reasonable expectations of West Liberty-Salem Schools, serves to detail the parameters of acceptable behavior as well as the consequences of unacceptable behavior at school or while participating in or viewing any school sponsored/related event or program on or off school property. The Code of Conduct cannot; however, with specificity, encompass every conceivable action listed. The teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher or staff member is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events. Students are expected to be good citizens of the school by obeying set rules and staff instruction.

## DISCIPLINE

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. Students are reminded that any teacher or staff member in the school has the right and responsibility to correct unruly individuals at school or school functions at any time.

## EXAMPLES OF MISCONDUCT

Although this section has so far emphasized making positive choices, we need to define specific misconduct that violates school policy and leads to some form of school discipline. Students should not be involved in, demonstrate, or commit any of the following:

- Bomb threat
- Bus misbehavior
- Bringing any type of weapon or its imitation to school.
- Weapons: No student shall possess, use, hold, transport, or conceal any object which would or could be considered a deadly ordinance including, but not limited to: guns, pellet/BB, starter guns, knives, clubs, bullets, and fireworks. This includes any toy presented as and/or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, letter openers, pens, pencils, jewelry, etc. Criminal charges may be filed for this violation and the student may be subjected to expulsion and permanent expulsion from school in Ohio.
- Disrupting class
- Failing to attend detention or generally failing to assume responsibility
- Disrespect, insolence, insubordination
- False fire alarm
- Fighting, including play fighting
- Gambling
- Gum Chewing (unless permitted by the teacher)
- Harassment
- Abusive language
- Profanity
- Threat of violence
- Leaving a classroom or school without permission
- Name calling
- Possession, transmission, and/or use of tobacco, drugs, or alcohol
- Possessing the following items: drugs, alcohol, laser pointers, lighters, matches or any incendiary device, toys without permission, weapons or their imitation
- Pushing and shoving
- Public display of affection
- Repeated misbehavior
- Rowdy behavior: running, pushing, shoving, yelling
- Bullying
- Sexual harassment: This may include:
  - a. sexual remarks, jokes or innuendo
  - b. personally intrusive conversations about one's body
  - c. obscene gestures, staring or leering,
  - d. inappropriate and unwelcome touching of person or person's clothing
  - e. whistling or cat calling
  - f. cornering or blocking another's passage.
  - g. obscene graffiti
  - h. displays of pornographic pictures or offensive sex-related objects
  - i. sexual gossip about an individual.
- Sexual harassment is seriously addressed in state and federal law. Such harassment needs to be reported to proper school staff immediately. Those authorities will determine the proper course of action to be taken at that time.
- Stealing
- Tardiness
- Threatening or intimidating any person, verbally or physically
- Truancy
- Vandalizing or otherwise damaging school or private property

## DISCIPLINARY CONSEQUENCES

Discipline at WL-S is a teaching process that encourages making good choices, exercising self-discipline and good citizenship, and demonstrating more than acceptable behavior that stands on its own merit and is not driven by simple fear of consequence. Furthermore, the integrity of the disciplinary process at

WL-S is maintained with a respect for the individual needs, ability, age and development of students. Teachers, staff, and administration, therefore, deal with student behavior in light of such factors as: the causes behind the behavior, the seriousness of the offense, the number of times the offense has been committed, the student's previous disciplinary record, and parental involvement.

**Possible consequences:**

- Student conferences and discussion. (During these discussions we will emphasize the importance of and practice making good choices.)
- Detention, during recess
- Bus suspension
- Monitored schedule
- In-school suspension
- Suspension from school
- Notification and discussion with parents through discipline slips and letters, phone calls, conferences.

**STUDENT DRESS CODE**

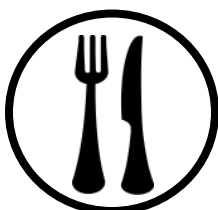
The Board of Education adopted dress code states, "In order to have a school in which we can all be proud, we must start by taking pride in our own personal appearance." Students should strive to be clean, neat and well groomed at all times. The teachers and administration have the right and duty to question and regulate dress and grooming when they feel a student's appearance is not in accordance with school policy. Clothing and shoes should provide for the safety of your child. **School dress should not threaten the health, welfare, and safety of the members of the student body and enhance a positive image of the students and the District. Any form of dress or grooming that attracts undue attention, prompting a disruption of the learning environment or violating the previous statement, is unacceptable.**

The following guidelines have been set

1. Shorts may be worn in good taste. Spandex shorts are to be worn only under an outer pair of shorts. Cut-offs may be worn as long as they are neatly trimmed. Shorts are to be no shorter than a fist when hanging at the student's side. Skirts that are extremely short will not be permitted. The school would appreciate parents allowing their child to wear shorts only before November 1<sup>st</sup> and after March 30<sup>th</sup>.
2. Bandannas are not to be worn.
3. **Students are to wear shoes at all times. It is strongly suggested that all shoes cover toes and heels for health and safety reasons. The following types of shoes are not considered appropriate for playground activity or walking in the hallways:** higher shoes, clogs/backless shoes, roller blade shoes, or flip flops.
4. Clothes with extremely low necklines or bare midriffs will not be permitted. Halter tops, tops with cutouts, and spaghetti strap tops will not be permitted on any age student.
5. With a variety of activities in the classrooms, low riding pants are a problem. Pants, shorts, and skirts should rest on the natural waistline to avoid embarrassment.
6. Clothing that depicts drugs, alcohol, tobacco, hate, racism, or vulgarity will not be permitted.
7. Hair should be kept clean and well groomed.
8. Face painting will not be permitted because of the distraction to the educational process and the mess that is created on the physical environment of the school.

**CAFETERIA**

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The school has a closed lunch period. **The cost of a Type A school lunch is \$2.75 for Elementary students, \$3.00 for Middle/Senior High students, and \$3.95 for adults.**

**The cost of a reduced lunch is \$.40 cents.**

If a student packs his/her lunch, **the price of a milk carton is \$.55 cents**. Due to state guidelines, we strongly discourage pop being brought into the cafeteria for student lunches. The state regulates the Type A lunch required for school age children. A doctor's note should be sent to school alerting the school of any food allergies or restricted diets your child has to follow. Otherwise, your child will be given food according to Type A lunch definition. Water will be provided during breakfast and lunch periods.

The students will have forty minutes in which to eat and have recreational time. Students should check with the noon supervisor for any special instructions as to where they should go after lunch, either outside or the gym.

Adults are welcome to join a child for lunch during their lunch period. After signing in at the office and acquiring your visitor's pass, please wait outside the cafeteria entrance to greet the student with whom you are having lunch. **PLEASE DO NOT go to the classroom.** Your cooperation is appreciated in this matter.

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**Lunch schedules per grade level (approximately):**

K – 10:45-11:15	2 <sup>nd</sup> – 11:45-12:10	4 <sup>th</sup> – 10:55-11:20
1 <sup>st</sup> – 11:15-11:45	3 <sup>rd</sup> – 12:00-12:25	5 <sup>th</sup> – 11:35-12:00

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### **BREAKFAST PROGRAM**

The WL-S Cafeteria has a Breakfast Program for students. All breakfast items will be grab and go bags. **All foods have met the requirements of the Child Nutrition Program.** Students who are on the Free or Reduced Program can also participate.

**Breakfast prices will be as follows:**

Students on the free lunch program: free breakfast

Students on the reduced lunch program: \$.30

Elementary Students on the regular lunch program: \$1.65

Middle/High School Students on the regular lunch program: \$1.65

Adult Breakfast - \$1.85

Milk: \$.55

Students may either charge this to their lunch account or bring cash daily. **Any questions or concerns can be directed to Kathy Smith, Food Service Supervisor, at 465-0060.**

### **CAFETERIA DEBIT ACCOUNT**

WL-S uses a computerized payment system. With this account, money can be deposited to a student's account in any amount and can cover a week, a month, or the entire year's purchases in the cafeteria. It is beneficial in many ways:

- Students will move through the lunch line quickly.
- Students will not have to carry lunch money to school every day and parents/guardians can even write one check for all their children's accounts.
- Students who qualify for free/reduced lunches will use the same procedure as all other students, thus protecting the confidentiality of special meal classifications.
- If a student has a special dietary requirement, the information will be visible on a screen viewed by the cashier. Parents can request, by note, that a block be put on their child's lunch account regarding a la carte purchases.



- Parents can budget for school meals and can pre-pay for long periods of time.
- Parents can request a computer printout, which details every item their child has purchased.

For the parents' convenience, envelopes will be sent home when a student account is low or they have a charge to be returned ASAP to update the student's account if necessary. Checks are accepted for the exact amount of deposit and should be made payable to WL-S Schools. Parents should indicate on the check the students' account numbers, grade and teacher's name(s). One check may be sent to cover the entire family. An even dollar amount to cover lunches or a la carte selections should be deposited.

If a student forgets his/her lunch money or packed lunch, he/she may charge his/her lunch for that day by telling the cashier. The amount will be charged on the student's account. A student will be permitted to accumulate a maximum of **three** unpaid lunch charges at any one given time. Lunch charges must be paid before a student may receive his/her **report card**. Any unused balance on a student's account at the end of the school year will be carried over until the next school year. If a student is transferring out of the school district, the money left in their account will be refunded by check.

Parents who wish to apply for free or reduced price lunches may do so by completing an application for each child and returning it to the school. If your income changes at anytime during the school year, please contact the school for an application.

### **PAY FOR IT**

Parents have the option of using the internet to deposit money into their student's lunch account. This secure, online payment system is called PayForIt. This is the easiest and preferred method of payment to pre-pay for your child's lunches (see the Lunch Acct. link at the school website). With a student's unique six-number student ID and a credit card, parents can deposit money into their child's account at any time. Parents can also check their child's balance and meal purchase history online.

## **STUDENT WELLNESS**

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### **ILLNESS OR INJURY AT SCHOOL**

If a student is injured or becomes ill at school, he/she is to report to his/her teacher. If the teacher thinks the illness or injury warrant, they may send the child to the office and they will direct them on to the nurse/wellness director. If deemed necessary, wellness director or office personnel will notify parent/guardian.

1. Children who become ill at school can be better cared for at home by their parent/guardian.
2. **Ultimately, the care of sick children is not the responsibility of the school.**
3. The school will release sick children only to the child's custodial parent/guardian, or a person identified by the custodial parent/guardian.
4. Parents/guardians are responsible for providing the school with work numbers or information about where they can be reached during the day.
5. Parents/guardians are responsible for providing information about someone who can care for the sick child if they are not available.
6. Students needing medication must follow the Administration of Medication Policy adopted by the West Liberty-Salem Board of Education April 11, 1985.

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**EMERGENCY INFORMATION:** It is the parent's responsibility to return one

emergency form per child indicating where someone can be reached in case of accident or illness. It is most important to notify the school of any changes in the student's personal information, such as changes in address, phone numbers, medical history and emergency numbers.

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#### **ADMINISTRATION OF MEDICATION POLICY:**

The Board of Education believes that the administration of prescription drugs to children is the right and responsibility of their parents. Therefore, no person employed by the board may, in the course of employment, administer any drug prescribed by a doctor to any student, unless a written request is made to the School Wellness Director. The request shall indicate that the drug is necessary to the health and safety of the student and must be administered during the hours that school is in session.

1. The School Wellness Director shall appoint a responsible person or persons to supervise the storing and administering of medication in the absence of the Wellness Director.
2. Written request must be obtained from the licensed provider and the parent/guardian before school personnel may administer any medication. The request must include instructions as to name of medication, dosage, time and duration of medication and possible side effects.
3. Medication must be in original containers (child proof) and have an affixed label including the student's name, a list of procedures such as injections, medication, dosage, route of administration and time to be administered.
4. New request forms must be submitted each school year and as necessary for changes in medication order.
5. It is advised that the medication and the signed permission forms be brought to the school by the parent/guardian.
6. The School Wellness Director shall monitor the medications administered.
7. The School Wellness Director shall keep accurate records of medications given. These records shall be kept in the student's medical file.
8. A permission form for the administration of medication may be obtained from the school.

#### **COMMUNICABLE DISEASES/INFESTATION**

Any time during the school year that a student has been checked by the wellness director, and by her judgment, has been determined to have a communicable disease/infestation, said student will be sent home that day for proper treatment/care. If a parent/guardian cannot be reached, said student will be separated from other students for rest of the school day. The student may not return to school until proper treatment has been conducted for communicable infestations, the incubation period for communicable diseases has expired, or upon a doctor's advice.

#### **IMMUNIZATION**

**Ohio law requires all students enrolled in Ohio schools to have had the proper immunizations upon entry to school. The school must have a copy of the immunization record on file.** Ohio Law states this must be turned in within 14 days of enrollment or the student must be excluded from school until the immunizations are on file. The only exception would be for a religious or a medical reason, and then a statement explaining the reason needs to be on file. Immunization Law (R.C. 3313.67-3313.671): Children who do not have evidence of proper immunization will be excluded from school for two weeks from the time of the last reported case.

#### **HEAD LICE**

Head lice affect more people than all other communicable diseases, not including the common cold. But like a cold, when children come in close contact with each other, it is easy to pass head lice along. Shared hats, clothing, brushes, pillows, and other personal articles are perfect vehicles to transfer lice from one

person to another. It is important to act immediately to prevent their spread to other classmates and to your family as well.

Head lice are small, only about 1/16 of an inch long. They are greenish white, wingless insects. While they cannot fly and do not jump, they move quickly. This is why it is difficult to find them in a child's hair. Diagnosis of head lice is generally made when lice eggs, called nits, are found fastened to the hair shaft. Nits are teardrop in shape and also very small. They are glued to the hair and cannot be washed or brushed out like dandruff. Clusters of nits may be found in any section of the hair, but they are more apt to be seen behind the ears and at the base of the neck.

Getting rid of head lice need not be difficult. It is a matter of washing the hair with a lice killing product and then very carefully removing all the nits. Having lice has nothing to do with cleanliness and is not reflected on you as a parent.

1. Check every member of the family. Any family members with lice or nits must be treated. (Just checking your child's hair weekly is a good preventive.)
2. Use an effective head lice treatment if a positive case is discovered. Several are available without a prescription. (Please read all instructions carefully!)
3. Remove all nits. Gently comb the child's hair with the special nit remover comb. These combs are usually provided with the lice treatment products.
4. Wash clothes, bed linens, and towels. Use hot water and dry on the hot cycle for at least 20 minutes. Items not machine washable must be dry cleaned, or stored at room temperature in a tightly sealed plastic bag for at least two weeks. Items such as headphones and helmets should be similarly bagged and stored.
5. Soak combs, brushes, etc., in hot water. (The hotter the better, but at least 130° F )
6. Items should be allowed to soak for 10-15 minutes.
7. Vacuum everywhere to make sure the rest of your home is louse free. You should vacuum all carpets, pillows, mattresses, upholstered furniture, and even the car seats.

Head lice cannot survive without a human host. They cannot survive on your family pets, so please do not use head lice treatment products on your pets. Hopefully, this information will be beneficial. **West Liberty-Salem School has a no-nit policy. Students with head lice are not to return to school until all eggs have been removed. Students must be cleared through the nurse before returning to school.**

### **CERTIFICATE OF LIVE BIRTH**

A pupil at the time of his/her initial entry to a public or nonpublic school shall present a copy of his original certificate of live birth. This document is available from any County Health Department.

## **OTHER INFORMATION**

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**FIELD TRIPS** Field trips are to be an extension of classroom activities and are directly related to curriculum goals. The classroom teacher will determine if parents may accompany the class. Parents will be notified of their involvement depending upon field trip guidelines.

**GUIDANCE SERVICE** Full time guidance services are available for every student in school. These services include assistance with educational planning, occupational and career planning, help with home, school and/or social concerns or any questions or problems the student may wish to discuss with the counselor.

**IPADS** West Liberty-Salem Elementary classrooms utilize iPads in the classrooms. The school has several iPad carts which are rotated between classrooms for various projects. Students are to use these iPads responsibly, and may only use them for school purposes.

**INTERNET POLICY** To access the Internet (and email) at school, students under the age of 18 must obtain parent permission and must sign and return this form. Students, 18 and over, may sign their own forms.

The WL-S BOE has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, contain child pornography, and/or are harmful to minors. The school system also monitors online activity of students in an effort to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access information, communication and/or services on the internet which the BOE has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use. In other words, students may be subject not only to the school's disciplinary policy and consequences but also to the penalties of civil and criminal law.

As the Parent/Guardian of this student, I have read the Acceptable Use Policy Summary and Guidelines and have discussed them with my student. I understand that I am being notified that my student will be using school resources/accounts to access the Internet if I give my permission in writing.

I understand that student access to the Internet is designed for educational purposes and that the school system has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the school to restrict access to all objectionable and/or controversial materials that may be found on the Internet.

I will not hold the BOE (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for guiding and communicating to my child concerning his/her acceptable use; setting and conveying standards for my daughter/son to follow when selecting, sharing, and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations and subject to school disciplinary consequences and/or civil or criminal law penalties.

**LIBRARY-MEDIA CENTER** Our school library is a place where students may browse and read. It is a place where students may study and do research. When a student is in the library it is his/her responsibility to be reasonably quiet. Anyone who is noisy or disruptive may be asked to leave.

Books are checked out electronically. Books may be checked out for about a 2-week period and renewed as needed, unless a request has been made for that book. Kindergarten and first grade may check out only one book at a time. Second grade may have two books and the higher grades may have three books at a time. A book is usually loaned for two weeks.

All payment for lost or damaged books must be taken care of by the last day of each grading period in order for the student to receive a report card.

**LOCKERS** Students in grades 3-5 will be assigned lockers. Students may not change lockers without permission of the homeroom teacher. It is the student's responsibility to keep their locker clean. Since the

lockers do not have locks on them, the school encourages students not to leave valuables in them. However, if they do, it is their responsibility. The school cannot be responsible for items lost or that are missing. The lockers belong to the school. The school reserves the right to open a locker at anytime.

**LOST AND FOUND** Articles found should be brought to the office. There is a container placed in the elementary lobby for clothing articles. Small items such as glasses, rings, watches and etc. are in the office. It is a good idea to clearly mark items with the owner's name so they can be returned without delay.

**OFFICE** Students are to come to the office only if they have business there.

**PTO** The Parent Teacher Organization works to support our school. Meeting dates will be announced via our website. If you have any questions, contact the PTO president through the school.

**RECESS** Students will have recess time each day. Recess will be held outdoors if the temperature/wind chill is 20 or above. Recess will be held indoors for inclement weather or extreme cold. Students will not be permitted to stay inside during their recess time without a doctor's note.

**STUDENT VISITORS** Students are not permitted to bring student visitors during the school day unless the student attended school here previously. Former WL-S students may visit for one day with prior 3-day approval by the principal and classroom teacher.

**VALUABLES** Expensive jewelry or collectibles, electronic devices (i.e. iPods, MP3 players, phones, gaming devices, etc.) and extra money are not to be brought to school during school hours unless they are required for a specific class. If they are brought for a class they are to be stored in student's locker during the day.

**VOLUNTEER PROGRAM** The purpose of the volunteer program is to provide an opportunity for parents and other interested adults to assist school personnel in the operation of the schools. Such services are valuable in library work, Ohio Reads, aiding teachers within the classroom, and assisting in the administrative offices. Contact the Elementary office to obtain information on requirements to volunteer in Ohio schools.

**WITHDRAWAL OF STUDENTS** The school should be notified at least two days in advance of a student's impending withdrawal. The student will receive instructions from the office. All textbooks, library books, lunch charges and fines must be cleared before the school will release records to another school.

#### **TITLE IX COMPLIANCE RESOLUTION**

(passed 11-13-75) The West Liberty-Salem Board of Education states its intention to assure compliance with the Rules and Regulations as set forth in Title IX Implementing the Education Amendments of 1972, and as affected by Title VI of the Civil Rights Act of 1964, therefore, "No person in the West Liberty-Salem Schools shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance.

#### **TITLE IX COORDINATOR AND GRIEVANCE PROCEDURES**

(passed 7-8-76)

Pursuant to 45 O.F.R.S. 86.8, the applicant has adopted grievance procedures and designated the following employee to coordinate its efforts to comply with part 86 and has notified all of its students and employees of these grievance procedures and the following name, address, and telephone number of designated employee.

##### **A. Coordinator of Title IX Regulations**

West Liberty-Salem Elementary Principal, Mr. Aaron Hollar, 7208 North Highway 68, West Liberty, Ohio 43357 – phone (937) 465-1060, has been appointed coordinator of Title IX compliance and will investigate complaints of employees, parents, and students concerning any conditions on sex discrimination in the West Liberty-Salem Schools.

##### **B. Grievance Procedures**

1. All grievances are to be filed initially with the building administrator for students or parents and with the immediate

supervisor for staff with written notification to the Title IX coordinator.

2. Decisions of the building administrator or supervisor may be appealed in writing within ten days to the coordinator of Title IX or the superintendent.

3. If such grievance is not lodged within thirty days following the act or condition that is the basis of said grievance, said grievance shall no longer exist.

### **PARENTAL GRIEVANCE PROCEDURE**

Following are the recommended steps for a parent or guardian to take when a question, concern, or complaint arises.

Step 1. Parent should notify and set up a time agreeable to all parties to discuss problem with the teacher, or teachers.

Step 2. Parent should notify and discuss problem with the building principal.

Step 3. Before proceeding to step four, parent and teacher should put their respective viewpoints in writing to present to the superintendent.

Step 4. Present the problem to the Superintendent.

If not satisfied after the above steps, parent may come before the Board of Education with the problem.

## **ADMINISTRATION**

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### **ADMINISTRATION**

Mr. Kraig Hissong  
Mr. Aaron Hollar  
Mr. Greg Johnson  
Mr. Andy McGill  
Mrs. Alysson Cotrell  
Mrs. Julie Nieman  
Mrs. Jennifer Wilcoxon  
Mrs. Chelsea Baldwin  
Mrs. Nancy Pennington  
Mrs. Audrey Jones  
Mrs. Jeanie Crabtree  
Mr. Jake Vitt  
Mrs. Linda Harr  
Mrs. Kathy Smith  
Mrs. Stacy Dunn  
Mrs. Jennifer Douthwaite  
Mr. Matt Westfall

Superintendent  
Elementary Principal  
Middle/High School Principal  
K-12 Assistant Principal  
Elementary Secretary  
Middle/High School Secretary  
K-12 Administrative Secretary  
Treasurer  
Assistant Treasurer  
Payroll & Fixed Asset Assistant  
EMIS Coordinator/Enrollment  
Athletic Director  
Transportation & Maintenance Director  
Food Service  
Curriculum Coordinator  
Nurse/Wellness Director  
Guidance

### **PARAPROFESSIONALS**

Mrs. Leslie Bahan  
Mrs. Allie Blackwell  
Mrs. Cassie Fairchild  
Mrs. Carmen Lianez

Mrs. Molly Perdue  
Mrs. Angie Sanborn  
Mrs. Crista Shoemaker

### **WLS BOARD OF EDUCATION**

Mr. Pat Adams  
Mr. Chuck Buck  
Mr. Dave Cline  
Mr. Tim Lamb  
Mr. Chris Moell

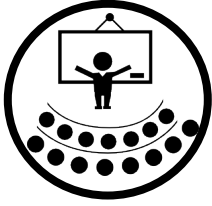
### **COUNTY STAFF**

Mrs. Julie Hartsel  
Mrs. Rachel Finch  
Mrs. Krista Hickman  
Miss Lauren Tullis

Special Education Coordinator  
Speech  
Psychologist  
Gifted 4<sup>th</sup> & 5<sup>th</sup>

## FACULTY & STAFF

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TEACHER NAME	GRADE
Mrs. Addie Watson	Kindergarten A
Miss Alison Dunn	Kindergarten B
Mrs. Emily Prince	Kindergarten C
Mrs. Angela Godwin	Kindergarten D
Mrs. Kristy Spring/Mrs. Jenny Patton	Grade 1A
Mrs. Nichole Spencer/Mrs. Jenny Patton	Grade 1B
Mrs. Sherrie Yoder	Grade 1C
Ms. Denise Reed	Grade 1D
Mrs. Lanay Cordell	Grade 2A
Mrs. Jenny Bell	Grade 2B
Mrs. Cindy Dallas	Grade 2C
Mrs. Rebekah Troyer	Grade 2D
Mr. Darrin Leichty	Grade 3A
Mrs. Susan Middleton	Grade 3B
Miss Allissa Ware	Grade 3C
Mrs. LeAnn Jones/Mrs. Shannon Crowder	Grade 3D
Miss Karen Zeigler	Grade 4A
Mrs. Crystal Johnson	Grade 4B
Mrs. Jeanette Enyart	Grade 4C
Mrs. Anita Craig	Grade 4D
Mrs. Vanessa Orahood	Grade 5A
Mrs. Jennifer Peterson	Grade 5B
Mr. Matt Sertell	Grade 5C
Mrs. Darlene Frederick	Grade 5D
Mrs. Emily Jurich	3 <sup>rd</sup> & 4 <sup>th</sup> Intervention
Miss Christiana Lehman	5 <sup>th</sup> Intervention
Mrs. Brittany Warrick	KG-2 <sup>nd</sup> Intervention
Mrs. Amanda Brown	Title 1
Miss Abbie Henry	Title 1
Mrs. Bethany Smucker	K, 2 <sup>nd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> Vocal Music
Mr. Brice Henry	1 <sup>st</sup> & 3 <sup>rd</sup> Grade Vocal Music
Mrs. Sally Engle	Art K-5
Mrs. Jennifer Blair	Technology K-5
Mrs. Kim Hollar	Physical Education K-5
Mr. Stephen Fannin	5 <sup>th</sup> Grade Band