

EVENING STREET

SCHOOL



***Parent and Student Handbook
2011 - 2012***

Worthington Schools ... Where Excellence Is A Tradition



Evening Street Elementary School

Worthington Schools
Ms. Mary Rykowski, Principal
885 Evening Street
Worthington, Ohio 43085
(614) 883-2850
Fax: (614) 883-2860

August, 2011

Dear Parents and Students of Evening Street Elementary School:

Welcome to the 2011-12 school year. Inside this *Parent and Student Handbook* the Board of Education policy is outlined, school guidelines are documented, and expected procedures for Evening Street Elementary School students are stated. The Evening Street staff hopes that you will take time to review the information in our school handbook with your child. We are committed to creating a strong bond of communication between home and school. Should you have any question about the information in this handbook, please do not hesitate to contact me or your child's teacher.

For all students, school starting time is 8:20 a.m. and dismissal time is 2:50 p.m. Lunch/recess time for primary students is 11:30 a.m.-12:15 p.m. Intermediate students' lunch/recess time is 11:45 a.m.-12:30 p.m. Parents are welcome to join their child for lunch in our school cafeteria from time to time, but we do ask that you order a lunch the morning of your visit so that the order is included in the daily lunch count. You may call the school office at 883-2850. The only departures from the schedule occur on days of early release or special field trips.

To better serve the needs of our parents and community while balancing an ever increasing workload in our office, we recommend optimal hours for calling or arriving at the front desk to conduct business. The best times to call are: 9:00 – 11:00 a.m. and 12:30 – 2:00 p.m. As you would expect, the opening of school, noon time, and closing times are especially hectic. **For safety purposes, parents and visitors must sign in upon entering the building. A visitor's badge authorizing entry into any areas of the school beyond the reception area will be issued.**

Email is a very effective channel of communication for day-to-day messages to teachers. Email addresses may be found on the Evening Street School website. Jotting a note in your child's *Daily Planner* is also a quick communication tool; especially with regard to homework issues. Teachers will be given phone messages, however due to their schedules; they often do not get messages until their lunch break or after school.

Hopefully, this document will offer you the factual information you need to better understand and support guidelines established for the smooth operation of our school. Thank you in advance for your cooperation with following school expectations.

Sincerely,

Mary Rykowski
Principal

Table of Contents

	<u>Page</u>
School Calendar	6
Educational Goals.....	8
Pledge To Each Child	9
School Hours.....	10
Attendance.....	10
Attendance Requirements.....	11
To and From School	12
Visitor Parking.....	12
Leaving School Grounds	12
Early Dismissal.....	12
Withdrawals	12
Birthday Celebrations	13
Changes in Information	13
Child Custody.....	13
Annual Notification of Rights Under FERPA	13
Special Education.....	15
Discipline	16
Bus Service and Regulations.....	16
Student Expectations.....	17
Dress Code.....	19
Health	20
Homework.....	21
Suggestions for Parents Concerning Homework.....	21
Lost and Found.....	22
Report to Parents	22
School Closing.....	22
School Lunches	22
School Visitation	23
Library/Media Center Procedures.....	23
Our Safety Program.....	25
Bicycle Policy.....	25
Dropping Off and Picking Up Children at School.....	25
Fire Drills and Tornado Drills	26
Code of Conduct for Students.....	26
The Objectives of the PTA	47
The PTA Board Members.....	48

WORTHINGTON SCHOOLS
2011-12 School Calendar

1st Period: August 23 – October 28

August 19 (Friday) Professional Day for Certified Staff
August 22 (Monday) Professional Day (Convocation)
August 23 (Tuesday) Classes Start
September 5 Labor Day (No Classes)
September 12 Late Start for MS/HS
September 23 Professional Day (No Classes)
October 14 Professional Day for Classified Staff (No Classes)
October 28 Early Release (12:30 p.m.)

2nd Period: October 31 - January 12

October 31 Late Start for MS/HS
November 7-10 Parent Conferences
November 10 Early Release (1:50 p.m.)
November 11 No Classes
November 14 Late Start for MS/HS
November 23-25 Thanksgiving Break (No Classes)
December 5 Late Start for MS/HS
December 20 Last Day of Classes Prior to Winter Vacation
December 21 – 30 Winter Vacation (8 Days)
January 2 Classes Resume

3rd Period: January 13 – March 23

January 13 No Classes (Professional Records)
January 16 Martin Luther King Day (No Classes)
February 6 Late Start for MS/HS
February 20 President's Day (No Classes)
Feb. 27-March 1 Parent Conferences
March 2 (No Classes) Potential Calamity Makeup Day
March 23 Last Day of Third Marking Period Early Release (12:30 p.m.)

4th Period March 26 – May 31

March 26 Late Start for MS/HS
April 2-6 Spring Vacation (5 days)
April 9 Classes Resume & Late Start MS/HS
May 7 Late Start MS/HS
May 28 Memorial Day (No Classes)
May 31 (Thursday) Last Day of Classes for Students
June 1 (Friday) Professional Day/ Potential Calamity Makeup Day
June 4-8 Potential Calamity Makeup Day

Educational Goals

A school's goals and methods of approach to curricular activities must reflect the needs of the individual child, the knowledge and training of the professional teaching faculty, the values of a democratic society, and the desires of the parents and community.

Children at Evening Street School will meet these goals individually and at varying levels. It is hoped that clearly defined goals will give teachers and parents direction in their efforts to guide children through the elementary years to provide good citizens for tomorrow.

The accomplishment of these goals is a shared responsibility between home and school. When parents and educators work together towards common ideals, it is easier for a child to approach his/her potential.

Goals:

To stimulate intellectual growth by helping students to develop the ability to perceive, reason, and understand.

To teach the basic academic skills including reading, effective communication skills, and fundamental mathematical processes which form the foundation for future academic growth and learning.

To promote physical health, emotional growth, social development, and aesthetic appreciation so that the child learns and develops as a total person.

To develop the concepts inherent in living and participating in a democratic society.

Our Pledge to Each Child

We will work to make each child's years at Evening Street School memorable ones through providing him/her with many rich and varied educational experiences.

We will strive to nurture and stimulate whatever potentialities each child may possess.

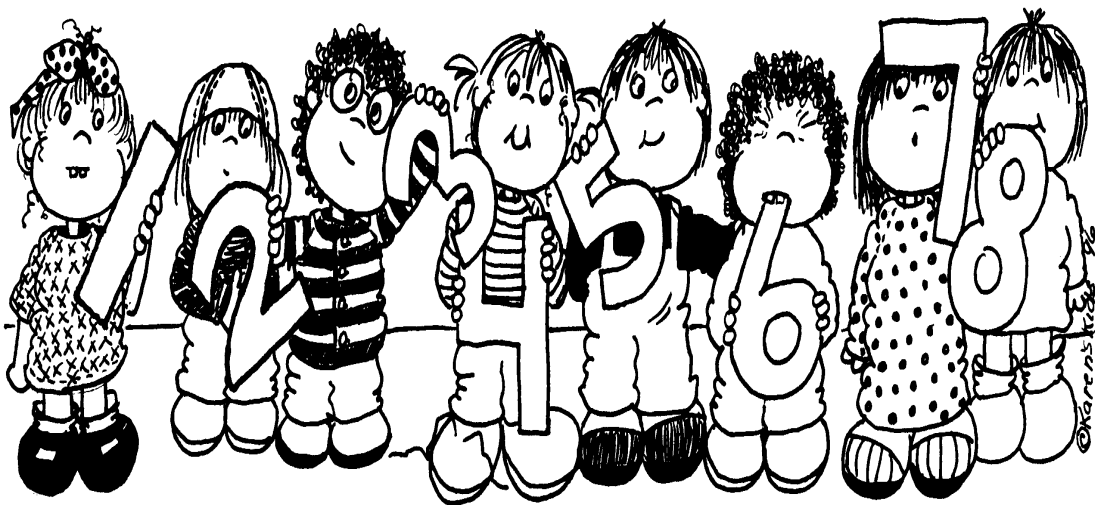
We will give each child whatever help and attention he/she may require to perform the quality of work he/she is capable of doing.

We will always stand ready to help each child with any of his/her personal problems or concerns.

We will do everything within our power to help each child to have complete faith in himself/herself.

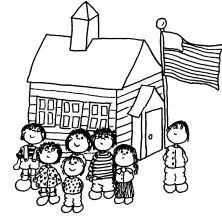
We will attempt to guide each child always toward responsible action.

We will consider each child a worthwhile human being at all times.



School Information

School Hours: 8:20 – 2:50



Evening Street School hours are as follows:

Full Day Kindergarten and Primary

8:20 a.m. – 11:30 a.m.

12:15 p.m. - 2:50 p.m.

Intermediate

8:20 a.m. – 11:45 a.m.

12:30 p.m. - 2:50 p.m.

Lunch for the students in full day kindergarten and primary grades will be from 11:30 – 12:15; the intermediate students have lunch from 11:45 – 12:30.

Children who walk to school should not arrive before 8:05 a.m. Also, children must report home immediately after school before playing or coming back to the school playground. Children should walk straight home using a direct route, crossing streets where the crossing guards are stationed. Bus riders should go directly to their homes after exiting the bus. The school is not responsible for supervision of students before 8:05 a.m. or after school dismissal times. Only children enrolled in the Care After School Program should be in the school building under the supervision of Care After School personnel after dismissal times.

Attendance

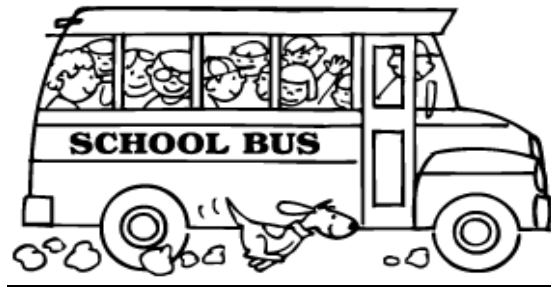


Regularity of attendance and punctuality are important for every child. When your child is ill and must remain at home, we have a telephone calling procedure to notify us of his/her absence. Please call our school office before 8:45 a.m. to report your child's lateness or absence. You can directly reach our school secretary between 7:45 a.m. and 8:45 a.m., or you can leave a message on our telephone answering system. If your child is ill the night before or during the morning hours, it may be easier for you to call prior to 7:45 a.m. and leave a message on the answering device (883-2850). Please state your child's name, his/her teacher's name and the reason for the absence. If a child is absent and we have not heard from you, we will call you at home or at work to verify your child's absence.

If you plan to go on a trip or you have an out-of-town emergency, please call or send in a note to the office prior to the time to let us know your child will not be here for an extended period of time.

Should you desire your child to be excused from school during the day, please notify the teacher in writing, in advance.

Please come to the office and sign your child out before leaving during school hours. We will call for your child to meet you in the office. Please call the school office if your child becomes ill while at home for lunch and will not be returning in the afternoon. We become extremely concerned when a child has been here in the morning and we discover him/her missing in the afternoon.



Attendance Requirements

Student attendance at the elementary and middle school levels is primarily the responsibility of the parents or the guardians. Parents are required to contact the schools when their child will be absent. If this doesn't occur the school will contact the home. The school will adhere to the following guidelines concerning students with multiple absences unless prior arrangements have been agreed upon by the parents and the school.

- ABSENT 6 DAYS** The student's teacher will contact the parent(s), preferably by phone.
- ABSENT 10 DAYS** The school will send a formal warning letter to the student and parent(s).
- ABSENT 12 DAYS** A doctor's note will be required in order for the student's absence to be excused.
- ABSENT 15 DAYS** The school principal or designee will contact the parents and schedule a conference to seek solutions and discuss consequences that addresses the student's absenteeism.
- ABSENT 20 DAYS** The principal may make a referral to the appropriate legal or social service agency who may bring charges of parental neglect against the parent or guardian.

Students out of school for illness, truancy, vacation, family or personal business, and appointments will be counted as absent.

Students out of school for field trips, assemblies, school sponsored activities or holidays of their religion will not be considered absent.

Out of school suspension will count as an unexcused absence and students will be expected to make up their work.

Make-up work will be given to all students who are absent for reasons other than truancy, out of school suspension or expulsion. However, truant or suspended students may also be given make-up work and the administrator and teachers will determine if credit will be given for this work.

The school calendar has been included in this handbook for your convenience in planning family vacations. Extending the December winter vacation or the spring vacation tends to interfere with a child's educational progress. Family vacations scheduled to coincide with school vacations are a help to your child and are strongly recommended.

To and From School

The school personnel provide supervision of students on school property during school hours. Children should not arrive at school before 8:05 a.m. and they are to leave the school grounds at dismissal time and/or bus pick-up times unless special provisions have been made by school personnel for a child's remaining at school beyond those times. When children are not on school property, as they come to and from school, they are the responsibility of parents. Please make clear to your children your expectations for them in their trip to and from school. The school assists you in these efforts by providing two crossing guards and Safety Patrols at locations near the school. Please encourage your child to follow the directions of the Safety Patrols.

Visitor Parking

Parents who wish to visit the school should use either the Evening Street School lot or one of the side streets nearby. The Worthington Police have been known to ticket cars which are parked in the loading zone in front of the school, or on the side streets before 9:00 a.m.

Leaving the School Grounds

Children going home for lunch must have a note from their parents to leave the school grounds at noon. Children are permitted to eat lunch at a restaurant when accompanied by a parent. If your child is going to a friend's house for lunch, please send a note to school giving your permission. Any child who is having a friend come home to his/her house for lunch should also bring a note indicating that it is alright. We strongly discourage students leaving the school during the lunch hour for any reasons other than to go to their own homes for lunch.

Early Dismissal

No pupil shall be permitted to leave school during the hours in which school is in session except for reasons approved by the administration. Such reasons shall have primary consideration to the welfare of the student.

Pupils will be excused upon written request of the parent or guardian for dental or doctor appointments.

Requests for permission to leave early may be sent to the classroom teacher. As a safety precaution, parents are asked to meet their children in the front lobby when early dismissal has been requested and check the student out at the school office by signing the child out on the form provided.

Withdrawals

It is advisable for parents to come to the school when their child transfers to another school in order to sign a Release of Records form. If this is not possible, notify the school and we will send the form

home (883-2850). We will forward your child's records to the new school when the receiving school requests them, and we have received your signed form of release.

Birthday Celebrations

Our library contains several exciting new books that students may choose to purchase as a special "birthday treat" for their classmates. If your child wishes to "treat" his/her class to a library book, a book can be purchased from a local bookstore and brought to school. A birthday book plate will identify the donor of the gift. The child shares the book with classmates, after which it is placed in the library to become part of the total collection.

In addition to library books, many students are choosing to share fresh fruits, vegetables and popcorn with their classmates. Through the health program, students are learning how really good all fruits and vegetables taste, as well as their nutritional value. Cupcakes and such are acceptable, but we would prefer more healthful snacks which are low in sugar. Please do not send chewing gum as a treat and check with your child's teacher about food allergies relevant to your child's classmates.



Changes in Information

Anytime there is a change in telephone number, address, place of employment, marital status or anything else of which the school should be aware, please contact us immediately, so our records can be updated.

Child Custody

If you are a divorced parent and have specific custody rights and specifications outlined in your divorce pertaining to your child(ren) in our school, please send Ms. Rykowski a copy of the official divorce decree to be kept on file in the office. The school personnel cannot abide by custody specifications unless we are made fully aware of them.

Annual Notification of Rights under FERPA **Worthington School District**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older ("eligible students") certain rights with respect to the student's education records. Those rights include:

- A. The right to inspect and review the student's education records with 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or designee) a written request that identifies the records(s) they wish to inspect. The principal (or designee) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or violate a student's privacy rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of the student's privacy rights. Parents or eligible students may informally request that a record be amended if they believe it is inaccurate, misleading, or in violation of the student's privacy rights. If the matter is not resolved in an

informal manner, parents or eligible students should write to the school principal (or designee), clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student on request; when the District receives a written request for amendment of a student's education record; or the District receives a written request for a records hearing.

- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or security personnel); a person serving on the school board; or a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility; perform a task related to the student's education or school-related activities; or perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid. Upon request, the District shall disclose education records without consent to officials of another school, school district, or institution of post-secondary education in which a student seeks or intends to enroll.

The District has designated the following personally identifiable information in a student's education record as "directory information," and will disclose that information without prior written parental consent, except when the request is for a profit-making plan or activity:

1. The student's name;
2. The student's address;
3. The student's date of birth;
4. The student's participation in officially recognized extracurricular activities or sports;
5. The student's awards or honors; and
6. The student's weight and height, if a member of an athletic team.

Parent(s), guardian(s) or eligible students will have two weeks from the start of school to advise the Superintendent, in writing, of any or all of the above items that they refuse to permit the District to disclose as directory information. Please consider that if you choose to deny access to your student's directory information this will prevent ALL third parties (post-secondary organizations, military recruiters, co-curricular and social organizations) from receiving the information.

The District also disclosed student education records without consent of the parents or eligible student under the following circumstances:

1. To authorized federal officials or state or local educational authorities;
2. The disclosure is in connection with financial aid for which the student has applied or which the student has received;
3. The disclosure is to State or local officials if a state law adopted prior to November 19, 1974 permitted disclosure;
4. To organizations conducting studies for, or on behalf of, educational agencies or institutions;
5. To accrediting organizations to carry out their accrediting functions;

6. To parents of eligible students if the parents claim the student as a dependent, as defined in the Internal Revenue Code;
 7. To comply with a judicial order or subpoena; or
 8. In a health or safety emergency.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Special Education

Students may be identified handicapped and eligible for special education services under Section 504 of the Rehabilitation Act. A student identified as handicapped under Section 504 may qualify for services if he or she has a physical or mental impairment which substantially limits learning. Thus, depending upon the severity of the handicap, a student may or may not qualify for services. If you feel your child may be handicapped under Section 504, please contact the building principal.

Child Find

Worthington Schools is responsible for locating any child birth to 21 with a suspected disability who resides within the Worthington School District. The school district provides special education services to any child who qualifies as disabled according to the Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act ages 3 through 21 years of age. Suspected disabilities include: multiple disabilities, deaf-blind, hearing impairment, visual impairment, speech/language disability, orthopedic impairment emotional disturbance, mental retardation, specific learning disability, autism, traumatic brain injury, other health impairment and developmental delay (preschool only). If you know of a child who is suspected to have a disability, please call the Director of Special Education at 883-3020 or contact your building principal for more information.

Parent Mentor

Worthington Schools has a parent mentor to assist parents of students who are referred for a special education evaluation or who are eligible for special education services. The Parent Mentor can support parents as they move through the processes associated with special education or as a resource for information related to special education. If you would like more information regarding the services of the parent mentor, please call the parent mentor at 883-3020.



Discipline

Self-discipline is the tendency to behave in ways that are mutually beneficial to oneself and others. The ultimate goal of our discipline philosophy at Evening Street School is to develop this self-discipline in each child who attends our school. We believe that self-discipline is nurtured every time a teacher or parent treats a child with civility, dignity and respect, all within a framework of positive expectations. We work on the premise that every individual can control his/her behavior if he/she chooses to do so.

It is known that highly successful people have learned how to discipline themselves, how to manage their time, and how to attend to a task. The ability to communicate, the ability to think, and the ability to produce enable students to reach the goals they set for themselves that ultimately bring a high level of satisfaction. It is believed by many that children view discipline and the setting of limits as a very special kind of love. Since we care deeply for the children in our school, it is our desire to provide the atmosphere and opportunity for every child to obtain and incorporate into his/her own life the very basic and essential skills of self-discipline.

We feel that our school rules are clear and simple and focus on promoting children's safety, developing their self-discipline and appropriate social skills, and creating an environment for learning. We have high expectations for our students' behavior and we do all we can to help them meet the expectations. Please read the "Code of Conduct for Students" on page 27 which has been adopted by the Board of Education for all students in the Worthington City Schools.

Bus Service and Regulations

Bus service is provided for children who live over 1.5 miles from the school. Bus stops are established by the Transportation Department and are approved by the Worthington Board of Education. The phone number for the Transportation Department is 883-3180.

Drivers are responsible for and shall expect the orderly conduct of students. Students on the bus shall be under the authority of and directly responsible to the driver. If students do not respond to the driver's request for such orderly conduct, the driver shall report this to the principal. Appropriate disciplinary action may be taken as determined by the school principal.



Regulations For Students Riding School Buses

1. The school bus driver shall be in charge of the bus at all times and shall be responsible for order.
2. Students riding school busses shall:
 - A. Arrive at the bus stop 5 minutes prior to scheduled pickup time.
 - B. Board, leave, and ride the school bus in an orderly and non-disruptive manner;

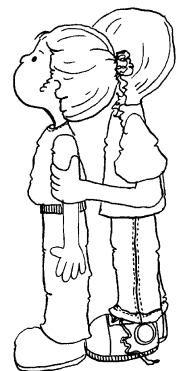
- C. Sit facing forward in his/her seat from the time of boarding until disembarking;
- D. Refrain from engaging in any conversation or activity (including fighting) which could reasonably interfere with the safety of passengers or with the bus driver's safe operation of the bus;
- E. Refrain from conduct, conversation or forms of expression which could reasonably offend the ordinary sensibilities of human beings;
- F. Do not vandalize or otherwise damage a school bus;
- G. Do not eat, drink or smoke while in a school bus;
- H. Do not transport animals, dangerous objects or materials;
- I. Do not throw objects either out of or within the bus and do not extend any part of their body out of a window;
- J. Make no noise while a school bus is approaching or crossing a railroad crossing or at any other point of danger as specified by the school bus driver;
- K. Cross all streets at least 10 feet in front of the school bus and remain visible to the driver at all times;
- L. Board or leave the bus only at assigned stops unless they have parental or administrative written authorization to do otherwise;
- M. Upon departing the bus in the afternoon students are to proceed to a designated place of safety where they must remain until the bus leaves the stop (new regulation - Fall 1999).

A violation of any of the foregoing rules or of any provision of the student's code of conduct shall constitute disorderly conduct and shall subject the student to suspension or termination of bus privileges, emergency removal, or other discipline, as determined by building principal.

Responsible Evening Street Student expectations are listed below.

General:

- Walk at all times in the building.
- Maintain a quiet atmosphere.
- Keep hands and feet to oneself.
- Be polite.
- Be respectful of the rights and property of others.
- Remember not to chew gum in the building or on school property.
- Use equipment appropriately for recess play.
- Take full responsibility for personal property brought from home.
- Remember roller blades, skateboards, walkmans and ipods are not appropriate for school and are not permitted on school property during school hours.
- Use appropriate language.



Morning Arrival

- Walkers and bikers will arrive no sooner than 8:05 a.m. or later than 8:15
- Walkers, bikers, and bus riders will go to the playground; enter the building in an orderly fashion at the designated door when the bell rings.
- Primary enters at the art room door.
- Intermediate enters at the south end of the building.
- Participants active in school intramurals before school must stay in the designated area for the activity until dismissed to the playground to enter the building at the designated door.

Indoor Recess

- Remember to stay in the classroom unless permission is received to leave from the duty teacher.

Lunch Time

- Remember all items needed during the lunch time before leaving the classroom.
- Remember that no one will be allowed to return to classrooms during lunch time.

Cafeteria

- Remember to use a quiet voice.
- Practice good table manners.
- Remember to eat all food only in the cafeteria.
- Remember to clean your own space prior to being dismissed.



Restrooms

- Use the restroom only for its intended purpose.
- Remember to help keep the restrooms clean, safe, and litter free.

Afternoon Dismissal

- Remember that all students must leave the school grounds at dismissal time unless meeting with a teacher or attending Care After School.

Telephone Use

- Remember school telephones are for emergency use only (this does not include forgotten items).

Assemblies

- Remember to show respect and respond appropriately to our guests and participants.
- Remember to stay in own space.

Playground

- Play cooperatively, safely and in a way that fosters self-esteem in others.
- Remember that stones, stick, dirt, sand, mulch and snow are to remain on the ground and are not for throwing.
- Remember that trees and fences are not for climbing.
- Get permission/pass from the duty teacher to leave the playground.
- Remember not to play on grassy area near classroom windows or on bikeracks.

Use of Playground Equipment

- Remember not to shove, crowd or push any other children on or near any of the playground equipment.
- Remember not to play tag games or speed games on any of the playground equipment.
- Remember to cross hand over hand on the horizontal bars and rings while traveling toward the gym doors.
- Remember to only go down the individual slide in a “sitting” position and one at a time.
- Remember to have no more than two (2) children on the tire swing at a time, limit swinging time to a count of 60. No one is to push the swing.

Dress Code and Hair Care

We believe that the clothing worn by students should be the choice of the parents and child, knowing that good taste prevails. Students’ dress that becomes disruptive to a learning situation will not be permitted.

The clothing should be practical, i.e., dress according to the activities in which the children normally engage. We encourage children to wear tennis shoes because they provide greater support when they are playing outside at recess. If they do not wear tennis shoes, we ask that they wear shoes with straps on the back of the shoes--again for safety issues. Hats, scarves, and kerchiefs may be worn at recess, but not in the school.



Weather permitting, all children will be expected to go outdoors for recess. Please be sure to remind your child to wear hats, boots, and gloves when they are needed for warmth and protection.

Please be aware of what message is being portrayed on articles of clothing. We ask that children not wear clothing, jewelry, hats, etc., that promotes or advertises drugs, alcohol, tobacco, profanity or violence through pictures or words. We know that you’re as concerned as we are about the many “messages” our children receive about drugs, alcohol, tobacco, violence, negative attitudes, etc., through radio, television, popular music, magazines, and apparel. We are sure that you take this matter seriously and will monitor what your children wear to school. Clothing should be neat, clean, and properly fit and consistent with weather conditions.

Student dress that is disruptive to the learning situation will not be permitted (Clarification: This would include clothing that is too tight or too skimpy such as t-shirts with spaghetti straps). Mesh shirts and midriff blouses are viewed as disruptive to the learning environment. Shorts are permitted, but they must be mid-thigh length.

The learning atmosphere is disrupted when students alter their hair. Therefore, we are asking that students refrain from using food coloring, sprays, and other commercial products which temporarily colors their hair.

Personal Items

Children are asked not to bring electronic devices (i.e., cell phones, ipods, electronic toys) and/or other expensive toys because they are disruptive to the educational process and the school can not be responsible for their safe keeping.

Health

Your child's health is an important phase of the education program. Children need exercise and fresh air in order to keep healthy and alert. Our supervised playground is a safe and healthy place where your child can participate in a variety of activities. Weather and health permitting, we expect all children to go outside for recess. Children recovering from an illness (no longer in an infectious stage) will be permitted to remain inside at recess time upon written request from parents. If the request is for longer than three days, the school should have a statement from the doctor explaining why the child is well enough to be in school, but is unable to be outside for a short time. In general, it is much better that the children become involved in outside activities rather than to stay in the classroom the entire day.

If your child is ill, do not send him or her to be checked by the nurse. Such exposure may be harmful to the child as well as to the children with whom he/she comes in contact. A nurse is always on call during school hours to handle emergencies, which may occur at school, but is not to be used as a diagnostician for illnesses.

Please report all contagious diseases to the Evening Street office in order that the proper steps may be taken within the school to prevent the spread of the disease. If your child becomes ill, or is injured at school, you will be called and asked to come for him/her. Staff will be guided by the information on the "Emergency Medical Authorization" card on file at the school. You are asked to supply the information on this card during the first week of school. If there are ever any changes to this information during the school year, please notify our office immediately.

Keep your child at home and consult your doctor if any of the following symptoms persists: fever, cough, sore throat, running nose, swollen glands, skin rash, nausea, vomiting or diarrhea.

Be sure to notify the school office before 8:45 a.m. when your child will be absent from school (883-2850).

If school personnel are asked to dispense any kind of medication to your child, prescription or non-prescription, our office must have the form, which has been approved by the Board of Education, filled out and on file in our office. The form requires the signatures of the prescribing physician and at least one parent or guardian. These forms are available in our school office. Also, you can detach the copy of the form at the back of this handbook and take it with you to the doctor's office when

needed. Please do not request that we make an exception to this procedure: we are bound by law to act in this manner.

Health Screening done or supervised by the school nurse include:

Vision – Kindergarten, Grades 1 – 3 – 5 – 7 – 9, new students and teacher referrals
Hearing – Kindergarten, Grades 1 – 3 – 5 – 9, new students and teacher referrals
Scoliosis – Grades 6 – 7 (girls only) – 8
Blood Pressure – Sixth grade in conjunction with the health curriculum
Additional screenings may be done at the discretion of the school nurse.

You will be notified of any results outside the normal range. If you have any questions regarding these screenings or do not wish to have your child participate, please contact your school nurse.



Homework

We believe that there should be little formal homework in the primary grades. Children at this level need time to play and relax after a busy day at school. This does not mean that a primary age child should not regularly take part in recreational or research reading, collecting materials, exploring the community, making scrapbooks, or other independent work experiences at home. Experiences of this nature may be initiated at school, but generally are not required of the primary age student.

Formal homework is encouraged for children at the intermediate grade levels. The homework should not be overburdening for any child. Contact the classroom teacher if your child is experiencing difficulties with the length of homework assignments.

Suggestions for Parents Concerning Homework

You and your child should discuss when, how, and where he/she works best and then decide together on the time and place for doing homework.

Parents can help with assignments in the following ways. You can help your child select topics for themes. You can help him/her find books, pamphlets and magazine articles for his/her research in various subjects. You can pronounce spelling words as he/she writes them. You can help him/her collect materials for a science project (but the child should take the major responsibility for collecting the items needed).

If your upper elementary child comes home each day with the report that “I don’t have any homework” or “I did it all in school,” you would be wise to visit or call the school and find out for yourself. In the first part of the school year, check to be sure that your child has completed all



his/her assignments and that written work is neatly done. After that, more casual supervision of homework should be enough.

Lost and Found

It will be helpful and practical if children's coats, hats, gloves, boots, and other articles of clothing and personal items are clearly marked. Many unmarked and unclaimed articles remain in the school each year. At the end of each semester those items which have been unclaimed are given to a charitable organization. Please check with the school office or the lost and found box located cafeteria if your child has lost anything of value. Better still, have the child assume this responsibility.

Report to Parents

The progress report will be sent to parents four times a year. The report is based upon individual pupil progress. The reports will be copies for parents to keep. The report envelope must be returned to school.

The parent-teacher conference is a very significant part of the total reporting progress. A conference will be scheduled this fall soon after you have received the reporting form. A study of the reporting form along with participation in the conference should give you a most complete profile of your child's progress. Conferences are scheduled for the first and third reporting periods.

School Closing



It may be necessary to close school or delay opening school some days because of weather conditions or for other reasons. If this should become necessary, the local radio and TV stations would announce it. (WOSU, WRFD, WCOL, WTNI, WTVN, WBNS, WNCI, WSNY FM and WYCO FM). An email blast will also be sent, along with a message being left on your phone. Your child should have instructions on where he/she should go in the event it becomes necessary to close school after he/she arrives at school and you will not be home.

School Lunches

The Worthington City Schools have recognized the need for helping to meet the nutritional needs of children and serve a well-balanced, nutritious lunch each full school day. Lunch is available to the students at a cost of \$2.75. Milk can be purchased by the children bringing lunches at a cost of .50 cents per carton. Breakfast cost is \$1.55.



School Visitations

Parents are always welcome to visit our classrooms. Your child needs to know that he/she is an important part of your family life. He/she needs to feel secure, that he/she can depend on your love and support. By visiting the room you will be giving him/her concrete evidence of your interest in his/her life. Also, it will give you much more understanding of the things your child tells you.

While visiting, look for the following points, which are indicators of your child's success in school life.

- ability to listen
- independent work habits
- success while working with others in group activities
- general attitude – does he/she seem successful, happy and well adjusted
- attitude toward suggestions or comments made by the teacher
- willingness to cooperate and share with the group

The courtesy of a day's notice is requested prior to a visit. The teacher can then plan activities so that you can see your child in action. **Upon arriving at school, please stop at the office to inform us of your presence.** We ask you do this even though you are just bringing something to school for your child. This will enable us to know who is in the building at all times.

Each year we organize a Student Council. Through Student Council we hope to broaden the scope of citizenship training at our school. Participation in Student Council activities can make boys and girls more aware of the responsibilities of both the individual and the group in a democratic organization. Student Council has been responsible for many constructive ideas and improvements in our school. The council meets under teacher supervision once a month or more, depending upon the need.

Student Insurance

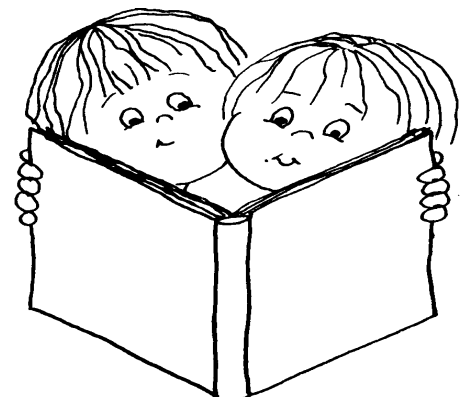
For the coming year, the Board of Education will make available a student insurance policy. For your convenience, claim forms are available at the school office when needed.

Library/Media Center Procedures

The Library Media Center is an integral part of the educational program of Evening Street School. Students and teachers alike utilize the facilities and its resources for a variety of purposes – educational, instructional, and recreational. Everyone is encouraged to use the Library Media Center as much as possible in as many ways as possible!

Books

Books circulate to students for a two week period. There are only two general due dates each month: on or near the 15th and on or near the 30th of the month. **Students are encouraged to return their books as**



soon as they have finished them. Books may be returned each morning on any given school day, in addition to the two monthly due dates. By developing a regular habit of returning books when done (or at least once a week), students will have no overdues.

Books needed beyond the due date may be renewed **on** or **before** the due date only. The student must bring the book to the library to renew it.

Video Tapes/CDs

In addition to books, there are a few video tapes which circulate to students.

Overdues

If a student cannot find a library book after a reasonable length of time (within two weeks after a class project is due, or after a month check-out) the item is considered “lost” and the replacement cost is due (cash or check payable to Evening Street School Library). The cost is refundable if the item is found within a year and returned in serviceable condition.

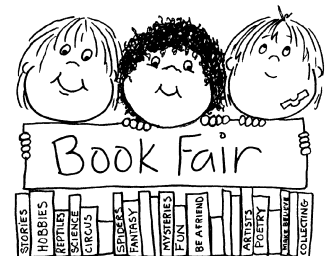
To prevent having overdues, students should develop the habit of bringing their books to the library at least once a week so they can be exchanged or renewed. The classroom teacher sends a messenger down to the library each school day with books to be returned.

Book Club

Students become members of Book Club by donating a book to the library in honor of a birthday, a teacher, a certain school year (for example, “In remembrance of my 3rd grade year at Evening Street”), or for any other reason they may desire. Students may select a book to donate from a local bookstore. Upon donation, a nameplate is placed on the front page of the book, indicating the donor’s name and the date or reason for donating. The donor is the first to sign out the book to share with family and classmates for a week before it is prepared for general circulation.

Book Fair

The Library Media Center sponsors a Book Fair in the fall and in the spring to provide opportunities for students and their families to select quality paperback books to build home libraries and/or to be used for gift giving. Students and parents have an opportunity to look over and purchase books at times designated in flyers that go out in late October or early November. A “summer reading” book fair is also held in late May. Any profits from these book fairs are used to purchase new materials for the library for both student and teacher use. We greatly appreciate any support you give us!



Open Library

Our library media center operates on a “flexible access” program. That means students are expected to visit the library whenever they need to research, study, or look for books. They can visit as a whole class, a small group, or on an individual basis in cooperation with their classroom teacher and the library. It is expected that students visit the library media center frequently to use the variety of resources available.

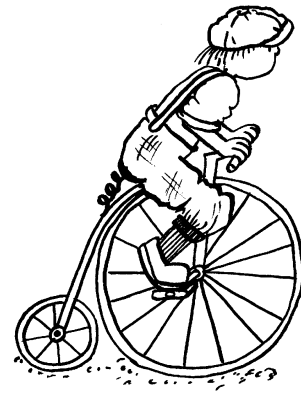
Moving

It is very helpful to the library staff, as well as to the office, to know two weeks ahead of time when a student will be moving.

Volunteers

The library depends upon the help of at least 20 volunteers a week. Because the librarian teaches classes as well as does all book, magazine, and A.V. reviewing and ordering, volunteers have proven an invaluable resource in speeding up the checking-in, checking-out, and shelving of books. If you and a friend would like to team up to cover a morning or afternoon slot on a weekly basis, your help would be extremely appreciated. We try to have four volunteers daily, with two volunteers in the library during each time slot – 9 to 11 a.m. or 12:30 to 2:30 p.m. No previous experience is required!

OUR SAFETY PROGRAM



Bicycle Policy

Children in grades 4, 5 and 6 may ride bicycles to school. Children below grade 4 are not permitted to ride bicycles to school because it is felt that their coordination may not be adequate to master the traffic they would encounter on Evening Street. We ask that students who ride their bike to school wear a helmet and lock their bikes and walk their bikes along the sidewalk in front of the school.

Dropping Off or Picking Up Children at School

It is essential that the “Loading Zone” in front of the school be clear of cars from 8:00 a.m. to 8:30 a.m. and 2:00 p.m. to 2:50 p.m. If you are dropping off or picking up your child between these times, you should drop off or arrange to pick up around the back of the school by the fort. Please do not park or pull into residents’ driveways along Stafford Avenue.

Do not stop along Evening Street heading north to drop off a child. We are very fearful that a child is going to be hit when he/she attempts to cross the street unassisted in the heavy traffic. All children must cross Evening Street near the school with the assistance of the crossing guard and patrols.

Children should be dropped off at school between 8:05 and 8:15 a.m. to ensure that they have the assistance of the crossing guard as well as not being tardy.

Fire Drills, Safe Schools Drills and Tornado Drills

Fire drills are held periodically to prepare children for an emergency, should one arise. If you are visiting the school during a fire drill, you will notice that the children will exit the building and will remain quietly at a designated location where they will be counted by their teachers. All persons are required to leave the building during a fire drill. The building should be vacated in less than two minutes. For a Safe Schools Drill, children will follow directions practiced beforehand that will ensure their safety.

Tornado emergency drills are also practiced. Children go to their shelter location quickly and assume a protected body posture. If a *tornado watch* is in effect at regular dismissal times, students *will be* dismissed as usual. If a *tornado warning* is in effect at regular dismissal times, students *will not* be dismissed without the permission of a parent.

We hope that you will help us in instructing your child on ways to remain safe while walking to and from school.

- Be sure your child can recite his/her name, address, and telephone number so if there is an emergency someone can more easily locate you if necessary.
- Please tell your child to NEVER talk to, accept rides with, or take presents from a stranger. You need not pursue the subject any further than you feel is necessary. The Child Abuse Prevention Program (CAP) has been implemented throughout our school during the past several years and we will continue to emphasize its major objectives during this school year. Students in first grade and in fourth grade will experience the CAP workshop this year. Children at other grade levels will be involved in CAP – related educational experiences.

STUDENT CONDUCT/ZERO TOLERANCE

Grounds for Suspension, Expulsion, Emergency Removal or Other Disciplinary Action

Violation on the part of a student of any one or more of the following rules shall constitute misconduct and may result in the suspension, expulsion, emergency removal, or other discipline of a student.

These Student Code of Conduct regulations are applicable to conduct while school is in session, at school-sponsored activities or events whether on or off school premises, at events in which the District participates whether on or off school premises, off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, on school premises whether or not school is in session, in any vehicle whose use is controlled, organized, or arranged by the District, or at any time the student is subject to the authority of the Board or school district personnel. In addition, a student may be subject to

File: JFC-R

school disciplinary action, including suspension or expulsion, for harassment, vandalism, physical abuse or other conduct directed toward school personnel and/or toward school personnel's property, during school or nonschool hours, regardless of where it occurs.

Student attendance at after school co-curricular events is a privilege. Any pupil may be removed from such events for engaging in disruptive conduct, for violation of the student code of conduct or for conduct posing a danger to persons or property. Any student removed from co-curricular events may be barred from attendance at future events for the remainder of the school year.

1. Absence and Truancy

A student shall not be late or absent from school or any portion of a school day without proper authorization.

2. Abuse of Computer Hardware and/or Software

A student shall not abuse the school district's hardware or software including, but not limited to, the following: tampering with computers or computer programs (whether such programs are commercially prepared or belong to another student or faculty member); using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computers, computer hardware or software; or using computer phone or computer mail network facilities of the school district for purposes unrelated to the instructional program of the district unless written permission from the superintendent or the superintendent's designee has been obtained.

3. Alcoholic Beverages and Drugs

A student shall not possess, use, sell, offer to sell, conceal, transmit or be under the influence of any alcoholic beverage or illegally used drug including steroids, counterfeit (look-alike) drugs, or controlled substances (hereafter, Prohibited Substances) or otherwise violate Policy (JFCH/JFCI/JFCIA) "Drug and Alcohol Abuse by Students". "Possession" includes, but is not limited to, retention on the student's person or in a purse, wallet, locker, desk, or vehicle. It also includes being a passenger in a vehicle in which the student knows, or should reasonably have known, that any prohibited substance is present. Students acting together with students who are known to have possession of prohibited substances may be deemed to also have possession of such prohibited substances unless such students remove themselves immediately and/or report the offense at the earliest possible time. A student shall not wear or possess clothing, jewelry, personal possessions, publications, or other items or materials which depict or infer drugs or alcohol.

3A – Use or Possession

1st Violation – 5 day out of school suspension (suspension may be reduced to 2 days with completion of Student Assistance Program). Loss of privileges for 15 school days after the suspension, including attendance at after school co-curricular events and activities and driving privileges. Police Report.

File: JFC-R

2nd Violation – 10 day out of school suspension (suspension may be reduced to 5 days with completion of Student Assistance Program). Loss of privileges for 30 school days after the suspension, including attendance at after school co-curricular events and activities and driving privileges. Police Report.

3rd Violation – 10 day out of school suspension with recommendation for expulsion. Police Report.

**Special Note: See Discipline Action Chart for more details and note that if a student disregards the loss of privilege consequence, the penalty is doubled.

3B – Selling or Distributing

Violation – 10 day out of school suspension with possible recommendation for expulsion. When the sale or distribution are especially egregious and pose a greater safety threat to students, administration reserves the right to determine a lengthier suspension or recommends expulsion based on the facts of the case. Loss of privileges for 45 days after the suspension or expulsion, including attendance at after school co-curricular events and activities and driving privileges. Police Report.

3C – Failure to Remove and/or Report

These are violations that are disruptive to the educational process or may cause harm to other persons or property. Students have an obligation to remove themselves immediately and/or report the offense at their earliest possible time when prohibited substances are in possession of students. Failure to remove and or report may result in level two disciplinary consequences which include Saturday Detention, Alternative Learning Site or Out of School Suspension.

4. Assault

A student shall not knowingly or with reckless disregard cause physical injury or threaten to cause physical injury to any person.

5. Cheating and Plagiarism (Academic Dishonesty)

A student shall not obtain by fraudulent, dishonest or deceptive means and use as his/her own (or provide to another student, teacher or parent) the work, work product, questions on or answers to examinations, or any like matters or violate the reasonable requirements of a teacher with respect to the conduct and taking of examinations or the completion of other course assignments.

A student shall not use the written work of any other person or parts or passages of such other person's writings, or ideas of such other person and hold them out as or represent them to be the product of his/her own mind.

Under the Ohio Administrative Code, most of the materials used to administer state tests are considered "secure test materials." Secure test materials include test booklets, English

and Foreign Language CD's, completed answer documents and other materials that contain student information or responses. Students involved in cheating on their own tests in any manner, releasing any test question or other content of a test to any student or students, or assisting students to cheat in any way may be punishable by invalidation of test scores, suspension, expulsion and/or prosecution.

6. Conduct on Buses

A student shall not violate Board Policy and Regulation (EEACC) "Student Conduct on School Buses."

7. Damage to Private Property

A student shall not knowingly or with reckless disregard cause or attempt to cause damage to private property.

8. Damage to School Property

A student shall not knowingly or with reckless disregard cause or attempt to cause damage to or deface school property including, but not limited to, buildings, grounds, equipment, materials, or computers or other technology. In accordance with State law, parent(s) may be liable for payment for the cost to repair or replace any such property damage caused by the acts of their children.

9. Dangerous Weapons

A student shall not possess, transport, transmit, conceal or attempt to possess, transport, transmit or conceal a dangerous weapon, firearm, knife, explosive ordnance, stun gun, taser gun, other dangerous instrument, or "look-alike" counterfeit weapon, firearm, knife, ordnance or dangerous instrument. "Look-alike" weapons, firearms, knives, ordnance or instruments include, but are not limited to, any object a reasonable person might consider under the circumstances a dangerous weapon, firearm, knife, explosive ordnance or dangerous instrument.

As used herein, "firearm" shall be defined as in 18 USC section 921 and shall include, but not be limited to, any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device as defined in 18 USC section 921 et seq. The definition of destructive device includes, but is not limited to, (1) any explosive, incendiary, or poisonous gas including, but not limited to, a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or a device similar to any of the devices described herein or (2) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled.

File: JFC-R

As used herein, "knife" shall be defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing or stabbing: this definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades and buck knives.

Nothing in this provision is intended to, nor shall it, preclude the Superintendent from suspending, expelling or removing a student in accordance with Ohio law for otherwise possessing, transmitting or concealing a weapon, explosive ordnance, or other dangerous instrument that is not as just defined herein.

10. Harassment, Bullying, Intimidation or Other Degrading, Disgraceful, Discriminating, and/or Racist Acts

A student shall not harass, bully, intimidate, degrade, disgrace, disparage, incite, urge, provoke, threaten, discriminate, or cause mental or physical harm against any other student or school employee or otherwise disrupt the school environment. For this purpose, harassment, bullying or intimidation includes, but is not limited to: slurs; displaying inappropriate images or text; profanity; written information; stalking; relational aggression; cyber-bullying; denigrating remarks or actions; obscene gestures; the wearing or display of inappropriate insignia, signs, buttons, clothing or apparel; or other verbal, nonverbal or physical conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, sexual orientation, handicap, age or sex that are harassment as defined in Board Policy and Regulation on "Prohibition of Harassment" or that have the purpose or effect of being severe, persistent or pervasive enough to create a situation of (1) causing or intending to cause any other student or school employee to be reasonably placed in fear of his/her personal safety; (2) reasonable fear of damage to students property; (3) causing or intending to cause a hostile, intimidating, threatening or an offensive/abusive educational environment for any other student or school employee; (4) causing or intending to cause material disruption of the educational process; (5) unreasonably interfering with a student's curricular, co-curricular or extracurricular performance or (6) otherwise adversely and unreasonably impacting upon a student's educational opportunities. These are violations that are disruptive to the educational process or may cause harm to other persons or property. **A form of harassment as defined by law is dating violence. It is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person's dating partner. While at school or at a school event no student shall demonstrate behaviors that would be interpreted as a form of dating violence.** Students have an obligation either (1) to intervene to stop the harassment, bullying, or intimidation; or (2) if intervention is not feasible, to report the harassment, bullying, or intimidation immediately. School personnel are required to report prohibited incidents of which they are aware to the school principal or designee. Parents or guardians of any student involved in a prohibited incident will be notified. Information provided to parents/guardians will be given, to the extent permitted by privacy requirements and applicable law. Procedures for documenting, investigating and responding to alleged prohibited incidents will include a disciplinary procedure for any student the school

File: JFC-R

reasonably suspects of harassment and a strategy for protecting a victim from additional harassment, intimidation, bullying, or retaliation following the report. District administration will provide semiannually to the president of the district board, a written summary of all reported incidents and post on the district web site.

12. Disruptive Demonstration

A student shall not violate Board policy JFI, Student Demonstrations and Strikes.

13. Dress and Expression

A student shall not violate Board Policy and Regulation JFCA "Student Dress Code".

14. Driving

A student shall not drive or park on school premises in violation of Board Policy and Regulation JHFD "Student Automobile Use" or when his/her privileges to drive or park on school premises have been revoked.

15. Electronic Devices

- A. No student shall use electronic devices such as computer games, laptop computers, hand held electronic devices, walkmans, MP 3 players, ipods, Bluetooth devices, radios, TVs, tape recorders, CD/tape players, pagers or cellular phones, except as provided, or use is expressly permitted in advance, by the school.
- B. No student shall possess or use any type of laser device including laser pointers while on school property or while attending a school-sponsored activity on or off school property. Students in violation of this policy are subject to confiscation of the laser device, suspension or expulsion from school, and possible referral to legal authorities. Anyone who discovers a student in possession of a laser device in violation of this policy shall report the violation to the principal.
- C. Student cell phones are to be turned off and not used during the school day. Violation of this rule may result in disciplinary action and confiscation of the cell phone. A confiscated cell phone will be returned to a parent or guardian provided there are not concerns with the contents of the phone. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Phones are not permitted during testing. The presence of cell phone devices during testing may invalidate the test.

Any exceptions that are granted regarding the use of electronic or laser devices as described above may be granted under any limitations or specification as determined in advance by the Superintendent, principal or assistant principal.

File: JFC-R

D. The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to appropriate law enforcement agencies.

16. Fighting

A student shall not engage in physically or verbally abusive or provocative activities or conduct directed toward another person which leads or, under the circumstances could lead, to harm to such person or bystander. Spectators are subject to disciplinary action if they are viewed to instigate, prolong or heighten a situation.

17. Frightening or Intimidating Acts

A student shall not engage in any act or conduct which, under the circumstances, a reasonable person would believe does or is intended to frighten, intimidate, bully, harass, or otherwise cause harm to the person toward whom the act or conduct is directed. Students are expected to be tolerant of individual differences. A student shall not knowingly or with reckless disregard engage in any act or conduct which causes another person to reasonably believe that such student will cause physical harm to the person or property of such other person.

18. Gambling

A student shall not engage in any form of gambling.

19. Hazing

A student shall not subject any other students to abusive or ridiculous activities or harass any other student with unnecessary or disagreeable tasks.

Students shall not plan, encourage or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including a victim, to do any act of initiation that creates a risk of mental or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to disciplinary action and/or legal action as contained in ORC 2307.44

20. Insubordination

A student shall not disregard or refuse to obey reasonable requests or directions given to the student by school personnel.

21. Leaving School Premises

A student shall not leave school premises before the hour of dismissal except where individual school policy otherwise provides or without first obtaining the consent of the principal, assistant principal or school nurse or their designee. In addition, a student shall not be in an improper area of the school away from proper supervision.

22. Misrepresentation and Forgery (Nonacademic Dishonesty)

A student shall not, orally or in writing, use or sign the name of another person or falsify times, dates, grades, addresses or other data on school records, in correspondence, or in other written material directed to the school or school personnel. A student shall not give or assist in giving false or fictitious information to any police department, fire department, school official or other person acting in an official and lawful capacity.

23. Sexual Misconduct

No student shall engage in any sexual conduct or sexual contact.

24. Sexual Harassment

No student shall engage in any sexual harassment or otherwise violate Board Policy and Regulation, AC on "Prohibition of Harassment." Prohibited harassment includes by way of example, but is not limited to, unwelcome sexual advances and requests for sexual favors, solicitation of sexual activity, displaying sexually suggestive objects, making sexual remarks or gestures, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body or clothing, touching a person, blocking their exit or assaulting a person, or other verbal, nonverbal, or physical conduct of a sexual nature which the offender knows or should know is offensive to the listener or observer. A student shall not wear or possess clothing, jewelry, personal possessions, publications or other items or materials which are sexually suggestive.

25. Theft

A student shall not take or receive or attempt to take or receive into his/her possession property of the District or property of another student, teacher, visitor or employee of the District without privilege to do so.

26. Unauthorized Sale or Distribution

A student shall not sell, distribute or attempt to sell or distribute any object or substance which has not been properly authorized by the Superintendent, principal or their designee for sale or distribution to any person on school premises.

27. Unauthorized Use of Fire, Possession or Use of Combustibles and Propellants including but not limited to Pepper Spray, Mace and Others.

A student shall not cause any flame, spark or other form of fire or propellant without the authorization to do so.

28. Use of Profane, Vulgar or Abusive Language or Gestures

A student shall not use profane, vulgar, abusive, obscene or other words or gestures which, under the circumstances, are offensive to the sensibilities of ordinary people in the school district community or which normal school activities. Such prohibitions include, but are not limited to, use of computers or other technology or communications.

29. Use or Possession of Tobacco

A student shall not use or possess tobacco or tobacco products in any form or otherwise violate Board policy JFCG "Tobacco Use By Students." This also includes a prohibition on smoking or otherwise using tobacco or tobacco products in cars which are on the school campus. Violations will result in Level 3 consequences and a loss of privileges for 5 school days for first offense, 10 days for second offense and 15 for third offense after the suspension, including attendance at after school co-curricular events and activities and driving privileges.

30. Violation of Law

A student shall not violate any law or ordinance.

31. Other Conduct

In recognition that any list of prohibited conduct cannot, with specificity, encompass every conceivable action which may properly be subject to discipline, the Superintendent or a building principal shall have the authority to suspend or expel a student for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property.

32. Repeated Violations or Other Circumstances

These guidelines do not restrict school personnel from using judgment in interpreting and implementing consequences. The administration reserves the right to assign and establish procedures in areas where precedent has not been set.

33. Acts Subject to Permanent Exclusion

A student shall not participate in any of the acts prohibited in Board policy JEGA "Permanent Exclusion", and listed below. A student, in addition to suspension, expulsion,

File: JFC-R

and/or emergency removal, may be subject to permanent exclusion from school for the following acts pursuant to ORC 3313.662 and Board policy.

A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated a delinquent child for committing, when 16 years of age or older, one of the following criminal offenses:

- A. Illegal conveyance or possession of deadly weapons or dangerous ordnance on school premises, in violation of ORC 2923.122.
- B. Carrying or being in possession of concealed weapons on school property or at a school activity in violation of ORC 2923.12.
- C. Selling or offering to sell or possessing a controlled substance in violation of ORC 2925.03 (A) (1), (4), (5), (6), (7), (9) or (10) on school property or at a school activity; and possessing a controlled substance in violation of ORC 2925.11, other than a violation that would be a minor drug possession offense.
- D. Committing one of the following on school property or at a school function: aggravated murder in violation of ORC 2903.01, murder in violation of ORC 2903.02, voluntary manslaughter in violation of ORC 2903.03, involuntary manslaughter in violation of ORC 2903.04, felonious assault in violation of ORC 2903.11, aggravated assault in violation of ORC 2903.12, felonious sexual penetration in violation of former ORC 2907.12, rape in violation of ORC 2907.02 or gross sexual imposition in violation of ORC 2907.05.
- E. Complicity in any of the above-described violations regardless of whether the act of complicity was committed on school property or at a school activity. Complicity is defined as soliciting or procuring another to commit an offense; aiding, abetting or encouraging another to commit an offense; conspiring or agreeing with another to commit an offense; or causing an innocent or irresponsible person to commit an offense.
- F. Any other acts for which a student may be subject to permanent expulsion.

34. Expulsion for One Calendar Year

A student who brings a firearm, as defined in Board policy, to school or on to property owned or controlled by the Board while school is in session; to school-sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board or school personnel, shall be expelled from school for one calendar year. The Superintendent may reduce, on a case-by-case basis, the one year required expulsion period in circumstances subject to the provisions of Federal and State law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately

File: JFC-R

disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to ORC 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

The Superintendent may reduce, on a case-by-case basis, the one year required expulsion period in circumstances subject to the provisions of Federal and State law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees and other members of the school community are not disproportionately disserved by such a reduction. The Superintendent may extend such expulsion, as necessary, into the school year following the school year in which the incident giving rise to the expulsion takes place.

A student who commits an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in division (a)(5) of ORC 2901.01 or serious physical harm to property as defined in division (a)(6) of ORC 2901.01 while the student is at school, on any property owned or controlled by the Board, or at any interscholastic event, extracurricular event or any other school property or activity, wherever located, may be expelled from school for a period up to one calendar year. The Superintendent may reduce, on a case-by-case basis, the one year expulsion period in circumstances subject to the provisions of Federal and State law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to ORC 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

A student who makes a bomb threat with respect to any school building or to any premises at which a school activity is occurring at the time of the threat, may be expelled from school for a period of up to one calendar year. The Superintendent may reduce, on a case-by-case basis the one year expulsion period in circumstances subject to the provisions of Federal and State law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to ORC 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

(Approved date: July 22, 2002)

(Revised date: June 27, 2005)

(Revised date: July 24, 2006)

(Revised date: May 21, 2007)

File: JFC-R

STUDENT DISCIPLINE

Student Suspension

The Superintendent, principal or other school administrator may suspend a student from school for a period of not more than 10 school days. If, at any time a suspension is imposed, there are fewer than 10 school days remaining in the school year in which the incident that gave rise to suspension takes place, the Superintendent may apply any remaining part of all of the suspension to the following school year. Unless otherwise indicated in the notice of suspension, students who are suspended from school are automatically suspended from all school activities and all co-curricular activities, as part of the students' suspension from school, for the same period of time as the suspension. No student shall be suspended from school unless prior to the suspension the Superintendent, principal or other school administrator:

1. gives the student written notice of the intention to suspend the student and the reason(s) for the intended suspension;
2. provides the student an opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or Superintendent's designee and challenge the reason for the intended suspension or otherwise to explain his/her actions;
3. determines, as a result of the informal hearing, that the student should be suspended and, within one school day after the time of the student's suspension makes written notification of the suspension to the parent, guardian or custodian of the student and the Treasurer of the Board. If a principal suspends a student, a copy of the suspension notice should be forwarded to the Superintendent and;
4. includes in the notice of suspension to the parent, guardian or custodian of the student:
(A) the reason for the suspension, (B) notification of the right of the student or his/her parent, guardian or custodian to appeal the suspension and to be granted a hearing before the Board or its designee, (C) the right to be represented in all appeal proceedings, and (D) the right to request that the appeal hearing before the Board or its designee be held in executive session.

If the suspension or proposed suspension is based on a violation listed in Board Policy, JEGA, Permanent Exclusion, and if the student is 16 years of age or older at the time the offense is committed, the written notice of the intent to suspend and the written notice of suspension must include a statement that the Superintendent may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.

A suspension from co-curricular or extracurricular activity only, which does not involve a related suspension or expulsion from school, is governed by Board Policy IGDL and not by this regulation.

File: JFC-R

Right of Appeal

In cases of suspension by a building principal, assistant principal or other building administrator, the right of appeal shall be:

1. A student, or his/her parent, guardian or custodian may appeal a suspension by the principal or other school administrator to the Board or its designee, in accordance with this policy. The Superintendent or his/her designee is designated by the Board to hear the suspension appeal.
2. The request for appeal must be made in writing to the Superintendent's office within three school days after the first day of the suspension.
3. The student and his/her parent, guardian or custodian shall have the right to be represented at the appeal hearing and shall be granted a hearing before either the designee or Board, in accordance with this policy, in order to be heard with regard to the suspension.
4. At the request of the student, or his/her parent, guardian, custodian or attorney, the designee or Board, whichever is applicable, shall hold the hearing in executive session.
5. Formal action on the appeal may be taken only in a public meeting in the case of action by the Board.
6. By the action of either the designee or Board, whichever is applicable, the order of suspension may be affirmed, or the student may be reinstated or the action otherwise reversed, vacated or modified.
7. The Board or designee, whichever is applicable, will have five school days following the hearing to issue a written decision.
8. Either the designee or Board, whichever is required, shall make or cause to be made a verbatim record of appeal hearings. The record shall not be reduced to writing except at the request, cost, and arrangement of the party requesting the written record.
9. A student shall remain suspended for the duration of the suspension unless and until action modifying the suspension is taken on appeal, except that the Superintendent, principal or other school administrator shall have the discretion to hold a suspension in abeyance pending appeal.
10. The decision of either the designee or Board, whichever is applicable, may be appealed to the Court of Common Pleas as authorized by Ohio law.

The appeal hearing is not a formal judicial proceeding. The student, student's parent or their representative do not have the right to cross-examine or question school staff, students or other persons at the hearing. Any cross examination or questioning is at the sole discretion of the appeal hearing officer.

File: JFC-R

Emergency Removal of Student

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on school premises, then the Superintendent, principal or assistant principal may remove the student from curricular or extracurricular activities or from the school premises. A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as practicable. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than one school day and is not subject to further suspension or expulsion, the due process requirements of suspension and expulsion do not apply.

If the emergency removal exceeds one school day, then a due process hearing will be held within three school days after the initial removal is ordered. Written notice of the hearing and the reason for removal will be given to the student as soon as practical prior to the hearing using the notice of intent to suspend or notice of intent to expel, as applicable. A hearing shall be conducted in accordance with suspension procedures unless the student has received a notice of intent to expel, in which case a hearing shall be conducted in accordance with expulsion procedures, except that the hearing for suspension or expulsion shall be held within three school days of the initial removal. The person who ordered or requested the removal will be present at the hearing.

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.

The student may be removed from curricular or extracurricular activities or excluded from school premises until a hearing is conducted according to suspension or expulsion procedures, whichever is applicable.

Students who are emergency removed from school premises are automatically removed from all school activities and all co-curricular activities for the same period of time as the emergency removal from school. An emergency removal from a co-curricular activity only which does not involve a related suspension or expulsion from school is governed by Board policy JGG and not by this regulation.

Student Expulsion

The Superintendent may expel a student from school. Except as specified below as related to firearms, knives and criminal acts, students may be expelled from school for a period not to exceed the greater of 80 school days or the number of school days remaining in the term or semester in which the incident that gives rise to the expulsion takes place. The expulsion may also be extended pursuant to ORC 3313.66(F) related to permanent exclusion. In the case of students who are expelled for a period of time that exceeds the number of school days remaining in that school year the Superintendent may apply any part or all of the period of the expulsion to the following school year.

Unless otherwise indicated in the notice of expulsion, students who are expelled from school are automatically expelled from all school activities and all co-curricular and extracurricular activities, as part of the student's expulsion from school, for the same period of time as the expulsion.

A suspension from a co-curricular or extracurricular activity only which does not involve a related suspension or expulsion from school is governed by Board policy JFC-R and not by this regulation.

A student who brings a firearm, as defined in Board regulation to school or on to property owned or controlled by the Board while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board or school personnel shall be expelled from school for one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce, on a case-by-case basis, the one year required expulsion period in circumstances subject to the provisions of Federal and State law related to the education of handicapped students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to ORC 3313.662.

A student who brings a knife, as defined in Board regulation, to school or on to property owned or controlled by the Board while school is in session; to school-sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board or school personnel may be expelled from school for a period of up to one calendar year. Any such expulsion may extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce, on a case-by-case basis, the one year required expulsion period in circumstances subject to the provisions of Federal and State law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the other students, school employees and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to ORC 3313.662.

A student who possesses a firearm or knife, as defined in Board regulation JFC-R, at a school or on any other property owned or controlled by the Board, while school is in session; at school sponsored activities; on school premises, off school premises at any school sponsored activity or event; in any vehicle whose use is controlled or organized by the school; or at any time when the student is subject to the authority of the Board or school personnel, may be expelled from school for a period up to one calendar year. Any such expulsion may extend, as necessary, into the school year following the school year in which the incident occurred. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to ORC 3313.662.

A student who commits an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in division (A)(5) ORC 2901.01 or serious physical harm to property as defined in division (A)(6) of ORC 2901.01 while the student is at school, on any property owned or controlled by the Board, or at any interscholastic event, extracurricular event or

File: JFC-R

any other school property or activity, wherever located, may be expelled from school for a period up to one calendar year. The Superintendent may reduce, on a case-by-case basis, the one year expulsion period in circumstances subject to the provisions of Federal and State law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to ORC 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

A student who makes a bomb threat with respect to any school building or to any premises at which a school activity is occurring at the time of the threat, may be expelled from school for a period of up to one calendar year. The Superintendent may reduce, on a case-by-case basis the one year expulsion period in circumstances subject to the provisions of Federal and State law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled is served and the interest of other students, school employees and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to ORC 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

No student shall be expelled unless prior to his/her expulsion the Superintendent:

1. gives the student and his/her parent, guardian or custodian written notice of the intention to expel the student and the reasons for the intended expulsion;
2. provides the student and his/her parent, guardian, custodian or representative an opportunity to appear in person before the Superintendent's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions;
3. provides in the written notice of intent to expel: (A) the reason for the intended expulsion, (B) notification of the opportunity of the student and his/her parent, guardian, custodian or representative to appear before the Superintendent or Superintendent's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions and (C) the date, time and place to appear for such hearing;
4. provides that the date to appear for the hearing, as set forth in the notice, shall not be earlier than three school days and no later than five school days after the notice is given, unless the Superintendent grants an extension of time at the request of the student or his/her parent, guardian, custodian or representative and,
5. provides, if an extension of time is granted after giving the original notice, notification to the student and his/her parent, guardian, custodian or representative of the new date, time and place to appear for the hearing.

File: JFC-R

If the Superintendent or designee determines, as a result of the hearing, that the student should be expelled, the Superintendent shall, within one school day after the time of the student's expulsion, notify in writing the parent, guardian or custodian of the student and the Treasurer of the Board of the expulsion.

The notice of expulsion to the parent, guardian or custodian of the student shall include: (A) the reason for the expulsion; (B) notification of the right of the student or the parent, guardian or custodian to appeal the expulsion to the Board or its designee, and to be granted a hearing before the Board or its designee to be heard against the expulsion; (C) the right to be represented in all appeal proceedings and (D) the right to request that the hearing be held in executive session.

If the expulsion is for more than 20 days or for any period of time if the expulsion will extend into the following semester or school year, the notice of expulsion will provide the student and his/her parent(s), guardian or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses and telephone numbers of the agencies.

If the proposed expulsion is based on a violation listed in Board policy JEGA, Permanent Exclusion, and if the student is 16 years of age or older at the time he/she allegedly committed the violation, the written notice of intent to expel and the written notice of expulsion shall include a statement that the Superintendent may seek an extension of the expulsion pursuant to ORC 3313.66(F) and that the Superintendent may seek to permanently exclude the student if the student is convicted or adjudicated a delinquent child for that violation.

The building principal may recommend expulsion to the Superintendent. In cases where expulsion is recommended by the principal, a summary of the nature of the offenses and information such as statements, or conferences should be made by the principal and be provided to the office of the Superintendent.

A student expelled during the second semester of a school year whose expulsion has ended prior to the beginning of the next school year, must be expelled for re-admission in summer school following that semester during which he/she was expelled.

Expulsion Appeal

The parent, guardian or custodian, or the student may appeal the expulsion decision to the Board or its designee, as provided in this policy. From a list of attorneys developed by the Superintendent, a designee shall conduct the expulsion appeal hearing. Those on the list shall be requested to serve in rotating alphabetical order. The appeal hearing should generally be held within 15 school days from the date the request for the appeal hearing was received in the Superintendent's office, although the hearing may be scheduled at a later time, as determined by the Superintendent. If for any reason a designee is unable to conduct the hearing within 15 school days from the date the request for an appeal hearing was received in the Superintendent's office and/or on the date designated by the Superintendent, the next available attorney on the list should conduct the hearing. The designee shall determine the facts, make conclusions of law, and recommend to the Board that the expulsion order be affirmed, reversed or modified. Upon consideration of the designee report, the Board, by a majority vote of its full membership, shall affirm, reverse, or modify the expulsion. If no list of designee attorneys has been developed or no attorney on the list is available, the Board may also conduct the hearing.

File: JFC-R

Conduct of the Hearing

The initial expulsion hearing and any appeal are not formal judicial proceedings. The student, student's parents or their representative do not have the right to cross-examine or question school staff, students or other persons at the hearing. Any cross-examination or questioning is at the sole discretion of the hearing officer or appeal hearing officer. If the student, student's parents or their representative fail to follow hearing procedures established by the Board in policy and regulations, the hearing may be terminated and the hearing officer may proceed with a decision in the matter.

Right of Appeal

In cases of an expulsion, the right of appeal shall be:

1. A student or his/her parent, guardian, or custodian may appeal an expulsion by the superintendent to the Board or its designee, as provided in this policy.
2. The student and his/her parent, guardian or custodian shall have the right to be represented in all appeal proceedings and shall be granted a hearing before either the Board or its designee, whichever is applicable in order to be heard with regard to the expulsion.
3. At the request of the student, or his/her parent, guardian or custodian shall have the right to be represented in all proceedings and shall be granted a hearing before either the Board or its designee, whichever is applicable, in order to be heard with regard to the expulsion.
4. Formal action on the appeal may be taken only in a public meeting.
5. By the action of the Board, the order of expulsion may be affirmed, or the student may be reinstated or the action otherwise reversed, vacated or modified.
6. Either the Board or its designee, whichever is applicable, shall make or cause to be made a verbatim record of the appeal hearing. The record shall not be reduced to writing except at the request, cost, and arrangement of the party requesting the written record.
7. A student shall remain expelled for the duration of the expulsion unless or until action modifying same is taken on appeal, except that the Superintendent shall have the discretion to hold an expulsion in abeyance pending appeal.
8. The decision of the Board may be appealed to the Court of Common Pleas as authorized under Ohio law.
9. The request for appeal must be filed in writing with the Superintendent's office within five school days after the first day of the expulsion.

Violation of Suspension or Expulsion

While under suspension or expulsion, a student shall not have access to or be permitted on school premises or at school activities except with the specific permission of the building principal. If a

File: JFC-R

student is found on school premises or at school activities without the permission of the principal, he/she may be referred to law enforcement authorities for appropriate action.

Saturday School and Demerit System

1. The Superintendent or the principal, at his/her discretion, may elect Saturday School attendance or other discipline as an alternative disciplinary measure to the suspension of a student.
2. Each school may adopt a demerit system as an alternative to immediate suspension or expulsion where a student's conduct or circumstances warrant. The demerit system for each school level, i.e., elementary school, middle school and high school, shall be promulgated and shall include the demerits assigned to and the consequences of student conduct resulting from the assignment and accumulation demerits. A record of the student's conduct and assignment of demerits shall be kept and an opportunity for hearing in accordance with the due process requirements set forth herein shall be given prior to any suspension or expulsion.

Community Service

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion including, but not limited to, imposing a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year. Use of this community service option and any related reporting by and monitoring of students performing such community service shall be determined by the Superintendent in his/her discretion. If any violation which in whole or in part gave rise to the suspension or expulsion or consideration of the suspension or expulsion of any student involved the student's bringing a firearm to school or on to property owned or controlled by the Board while school is in session; to school-sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board or school personnel, the Superintendent shall not use this community service option for such student in place or all or any portion of the required one year expulsion if the student is otherwise subject to the required one year expulsion.

In-School Suspension or Alternative Learning Site Assignment

The due process provisions of notice, a hearing, and the right to appeal included in this regulation and in ORC 3313.66 are not applicable to the in-school suspension of a student or the assignment of a student to an alternative learning center or any other alternative educational assignment when the student is not removed from school attendance and the student is provided an opportunity to obtain credit for his/her assignments or school work completed during such time.

Rockbridge Academy

The Superintendent or designee, at his/her discretion, may elect to assign middle or high school student(s) to Rockbridge Academy as an alternative disciplinary measure to the suspension or expulsion of a student, so long as admission is consistent with the mission, purpose and rules of the school.

File: JFC-R

Discipline of Students With Disabilities

The discipline of students with disabilities shall comply with all requirements of State and Federal law.

Other Provisions Related to Students With or Without Disabilities

1. Nothing herein shall prevent school officials from pursuing any action against any student with or without a disability available under law including, but not limited to, notification of law enforcement or other governmental authorities, filing of criminal charges or civil action, filing for an injunction or other legal action to remove a student from school, or any other action that may be necessary to protect the health, safety or educational environment of the student or others or to protect property.
2. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity or from school premises for a period of less than one school day and is not subject to suspension or expulsion, the due process requirements of these procedures do not apply.
3. School officials may notify law enforcement or other governmental authorities of student misconduct or illegal activities at any time. As required by the Federal Gun Free Schools Act, students who bring a firearm to school or on to property owned or controlled by the Board while school is in session; to school-sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel shall be reported to criminal justice or juvenile justice authorities.

(Approval date: July 22, 2002)

Discipline of Pre-School Students

- A. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise appropriate behavior.
- C. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 1. There shall be not cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, and spanking or biting.

File: JFC-R

2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, which used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

D. The parent of a child enrolled in a center shall receive the center's written discipline policy.

E. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Adoption Date:

Legal Reference: O.R.C. 3301-37-10

Annual Notification of Rights under FERPA
Worthington School District

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older ("eligible students") certain rights with respect to the students.

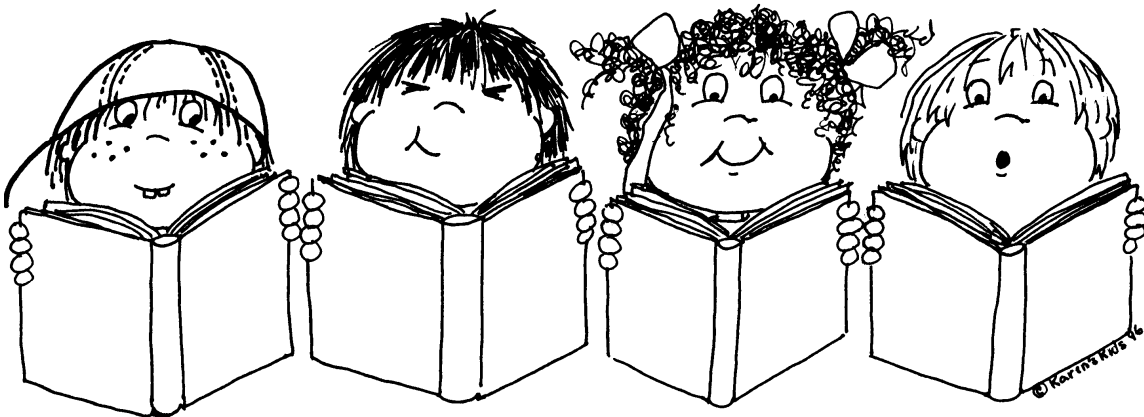
File: JFC-R

THE OBJECTIVES OF THE PTA

- To promote the welfare of children and youth in home, school, community and place of worship.
- To raise the standard of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental social, and spiritual education.

The members of the Evening Street School PTA Board hope that parents will see in our program and projects an effort to implement these goals in our school.

The PTA is a very important link between the home and the school; the organization needs to have the enthusiastic support of all parents.



**EVENING STREET ELEMENTARY
COMMITTEE CHAIRS
2011-12**

Back To School Festival – Rob Mottice, Lynne Walter
BookFair - AnneMarie McCallister, Melinda Hunley, Tina Perese
BoxTops -
Bylaws – Christa Johnson
Cafeteria Volunteers- Dewey Ford
Chess Club – John McDermott
Classroom Art Gallery – Barb Hamor
Dance – Christa Johnson, Sarah Roesch
Directory - Kathylynn St. Pierre
Eagle Bucks – Michelle Corbin, Tina Perese
Evening Street Cares – Mary Rykowski
Friday Folders – Kendra Nordquist, Kathryn Hindall
Health & Safety – Penny Coons, Heather Appel
Holiday Gift Workshop –
Hospitality – Amy Farrell, Lynne Walter
Library Volunteers – Kathy Jung
Math League – Shoma Jha, Linda Johnson
Membership – Lisa Jones
Muffins With Mom /Donuts With Dads– Penny Jones, Lori Kallas, John Woods
Newsletter – Anne Focht
Playground Clean-Up – Heather Wilson
PTA Council Delegate – Amy St. Pierre, Janene Kehl, Jaclyn Peresetsky
Reflections – Pam Subler
Room Parents Coordinator – Jen Stone
School Sign – Office Staff
School Supplies – Aimee Wellejus
Science Celebration – Amy Farrell, Alli Woods
Spring Carnival – Christa Johnson, Mikie McGill, Janice Kocheran, Julie Hoover
SpiritWear – Penny Jones, Nicole Porter, Ann Fouss
Talent Show – Rob Mottice, Paul Unrue
Volunteer Coordinator – Angie Beier
Walkathon – Penny Jones , Lori Kallas, Rishanna Denman, Jessica Chalfant, Pia Cahill
Welcoming Eagles – Laura Shearer
YearBook/School Pictures – Elisa Kennemer, Kristen LaMacchia

Please refer to the Evening Street Directory for contact information or contact any of the PTA Executive Staff Members with any questions you may have.

