

# WORTHINGTON PARK



## 2011-2012 PARENT/STUDENT HANDBOOK

Worthington Park Elementary School  
500 Park Road  
Westerville, OH 43081  
614-883-3450

Webpage: [www.worthington-portal.org](http://www.worthington-portal.org)



# Worthington Park Elementary School

## Worthington Schools

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Principal  
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August 2011

Dear Worthington Park Families,

Welcome to Worthington Park School. This Parent and Student Handbook has been designed to provide you with important information about Worthington Park School. A list of staff members and a calendar for the 2011-2012 school year have also been included. Please make note of the important dates on your calendar.

Please take some time to sit down with your child(ren) during the first few weeks of school to go through this handbook together. Your role in helping reinforce with your child(ren) the policies and procedures stated is an important one. Please keep this handbook to use as a reference throughout the school year.

Open communications between home and school are extremely important. You are encouraged to become a partner in your child's school experiences. Please feel free to call the school or write a note at any time you have questions, suggestions, or comments. Even better, come in for a visit.

Sincerely,

Joyce W. Tremmel  
Principal

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## 2011-2012 CALENDAR

August 11	7 <sup>th</sup> Annual Supplies/Records and School Picture Day
August 17 & 18	Show What You Know Conferences (Kdg only)
August 19, 22 & 23	“Opening Day” Conferences (1 <sup>st</sup> Grd only)
August 19	Professional Day for All Staff
August 22	Professional Day & Convocation for All Staff
August 22	6:30-8:00p – PTA Ice Cream Social
August 23	“Opening Day” Conferences (1 <sup>st</sup> – 6 <sup>th</sup> Grds only)
August 24	First Day of Classes for 1 <sup>st</sup> -6 <sup>th</sup> Grds
August 24	Phase In for Kdg (A-I)
August 25	Phase In for Kdg (J-Q)
August 26	Phase In for Kdg (R-Z)
August 29	All Grades in Session
September 2	ALL Forms and Fees Due
September 5	NO SCHOOL – Labor Day
September 8	Curriculum Night -- Kdg-3 <sup>rd</sup> Grade <ul style="list-style-type: none"> <li>• 6:00-6:30p – Session 1</li> <li>• 6:35-7:05p – Session 2</li> </ul>
September 15	6:00-7:00p – 6 <sup>th</sup> Grade Camp & Band Parent Meeting 7:00p – PTA Meeting
September 22	FINAL Student Picture & Retake Day (No further retakes)
September 23	NO SCHOOL -- Professional Day
October 3-7	Wellness Week sponsored by PTA
October 7	Wellness Walk-a-Thon sponsored by PTA (Raindate – 10/13)
October 13	Student Council Elections 6:00-7:00p – 5 <sup>th</sup> Grade Showcase
October 17-19	6 <sup>th</sup> Grd Camp
October 20	7:00p – PTA Meeting
October 24 – 28	Red Ribbon Week
October 28	12:15p -- Harvest Day Parade 1:30p -- EARLY RELEASE
November 4 – 10	LIBRARY BOOK FAIR
November 7 – 10	Parent/Teacher Conferences
November 8	Elections – School in session
November 10	12:00N -- EARLY RELEASE – Parent/Teacher Conferences 6:30p – Market Day Pick Up
November 11	NO SCHOOL
November 17	7:00p – PTA Meeting
November 23 – 25	NO SCHOOL -- Thanksgiving Break
December 6	Group Photos Day
December 8	7:00 p.m. Winter Concert presented by 3 <sup>rd</sup> & 4 <sup>th</sup> Grds
December 9	1:30 p.m. Winter Concert presented by 3 <sup>rd</sup> & 4 <sup>th</sup> Grds
December 12-16	International Week
December 15	7:00p -- PTA Meeting
December 21 – January 1	NO SCHOOL -- Winter Break
January 2	Classes Resume

**NOTE: This calendar is subject to change. Please check newsletters for updates**

## 2011-2012 Calendar (Continued)

January 2-27	Climbing Wall in PE
January 11	7:00p – Strings Concert/Worthingway
January 13	NO SCHOOL – Records Day
January 16	NO SCHOOL – Martin Luther King Jr Day
January 19	6:30p – Market Day Pick Up
January 19	7:00p – PTA Meeting
February 1 – 24	Hoops-4-Hearts
February 9	7:00-8:00p – Shark Showcase and International Dessert Night – 1 <sup>st</sup> -6 <sup>th</sup> Grades
February 10	1:15p -- Valentine's Day Celebrations
February 16	6:30p – Market Day Pick Up
	7:00p – PTA Meeting
February 20	NO SCHOOL -- Presidents' Day
February 24	7:00p – PTA Meeting
February 27 – March 1	Parent/Teacher Conferences
March 2	NO SCHOOL (Potential Calamity Make-Up Day)
March 5-9	St. Patty Gram Sales sponsored by Student Council
March 14	Spirit Day sponsored by Student Council
March 15	6:30p – Market Day Pick Up
	7:00p - PTA Meeting
March 23	1:30p – EARLY RELEASE
March 26-30	Student Council Food Drive
March 28	7:00p – Musical (5 <sup>th</sup> Grd Families)
March 29	7:00p – Musical (6 <sup>th</sup> Grd Families)
March 30	9:30a – Musical Assembly
	1:15p – Musical Assembly
March 28-30	Food Drive sponsored by Student Council
April 2 – 6	SPRING BREAK
April 9	Classes Resume
April 10	Class Photos Day
April 19	6:30p – Market Day Pick Up
April 19	7:00p – PTA Meeting
April 25	3:00p – Senior Recognition Reception
May 4	7:30a – Volunteer Appreciation Breakfast
May 7 – 11	Teacher Appreciation Week
May 8	National Teacher Day
May 9	7:00p -- Strings Concert/TWHS
May 17	6:30p – Market Day Pick Up
	7:00p -- PTA Meeting
May 18	LIBRARY CLOSED/All books to be returned
May 25	FIELD DAY
May 28	NO SCHOOL -- Memorial Day
May 28	6 <sup>th</sup> Grd Picnic
May 30	1:30p -- End-of-Year Celebration Assembly
May 31	Last Day of Classes for Students
	2:15p – 6 <sup>th</sup> Grd “Clap Out”

**NOTE: This calendar is subject to change. Please check newsletters for updates**

## 2011-2012 STAFF

Mrs. Joy Tremmel	Principal	
Ms. Renée Fisher	Secretary	
Mrs. Carolyn Alkire	Instructional Assistant	
Mrs. Julie Buckingham	Instructional Assistant	
Mrs. Karen Shearer	Special Education Assistant (SCLC)	
Mrs. Theresa Weisenberger	Special Education Assistant	
Ms. Ashley Hard	Kindergarten (All-Day)	Room 16
Mrs. Holly Quaintance	Kindergarten (am & pm)	Room 17
Mrs. Brenda Balla	1 <sup>st</sup> Grade	Room 15
Mrs. Kathy Schmidt	1 <sup>st</sup> Grade	Room 13
Mr. Dan Woerner	1 <sup>st</sup> Grade	Room 14
Mrs. Debbie Krasnodemski	2 <sup>nd</sup> Grade	Room 8
Ms. Lynn Murphy	2 <sup>nd</sup> Grade	Room 7
Mrs. Chris Weaver	2 <sup>nd</sup> Grade	Room 9
Ms. Lisa Good	3 <sup>rd</sup> Grade	Room 5
Mrs. Amy Hunter	3 <sup>rd</sup> Grade	Room 3
Mrs. Megan Smith	3 <sup>rd</sup> Grade	Room 4
Mrs. Joannie Long	4 <sup>th</sup> Grade	Room 28
Mrs. Jacquie Schmittauer	4 <sup>th</sup> Grade	Room 30
Mrs. Kristy Shannon	4 <sup>th</sup> Grade	Room 29
Mr. Travis Cox	5 <sup>th</sup> Grade	Room 24
Mrs. Shannon Howman	5 <sup>th</sup> Grade	Room 26
Ms. Ruth Zook	5 <sup>th</sup> Grade	Room 25
Mrs. Valerie Cahill	6 <sup>th</sup> Grade	Room 21
Mrs. Sandy Nourse	6 <sup>th</sup> Grade	Room 20
Mrs. Sjanneke Baker	Intervention Specialist	Room 18
Ms. Shannon Crowley	Intervention Specialist	Room 35
Mr. Jay Addy	Physical Education	Room 33
Mrs. Stephanie Richardson	Art	Room 37
Mrs. Nicky Myers	Music	Room 36
Mrs. Mary Ellen Jenkins	Library	Room 6
Ms. Brenda Bell	Reading Recovery	Room 12
Mrs. Nerys Thomas	ESL	Room 11
Mrs. Mary Ann Dunn	ESL (part-time)	Room 27
Mrs. Kathy Segal	Nurse	Room 2
Mrs. Donna Kwiatkowski	Health Aid	Room 2
Mrs. Kathy Cermak	Gifted Services Math	Room 19
Mr. John Pilcher	Psychologist	Room 1E
Mrs. Joann Finn	Speech	Room 1E
Mr. Ron Donnett	Guidance Counselor	Room 1D
Mrs. Emily Lazar	OT	Room 1D
Mr. Larry Klabunde	Instrumental Music	Room 34
Mrs. Beverly Wedell	Strings	Room 34
Mr. Paul Robson	Custodian	
Ms. Dianna Echols	Custodian	
Mrs. Linda Souders	Lunchroom Manager	
Mrs. Joanne Shrake	Lunchroom	

**STAFF EMAIL ADDRESSES** : You may email staff at the following address: First Initial, Last [Name @worthington.k12.oh.us](mailto:Name@worthington.k12.oh.us) (example: jdoe@worthington.k12.oh.us).

**SCHOOL WEBPAGE:** Please check our webpage ([www.worthington-portal.org](http://www.worthington-portal.org)) for updated news and information.

## WORTHINGTON PARK SONG

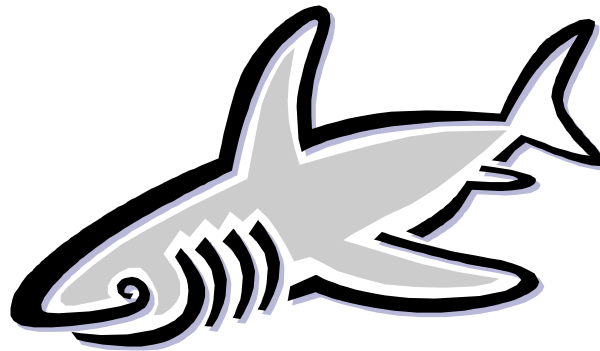
### ***"PARK SHARKS"***

Who's that sailing down the street, it's PARK SHARKS!  
Who's gotta school that can't be beat, it's PARK SHARKS!

Dive right in and join our song, be a shark and swim along  
Wave your fins and clap it high,  
Soon you'll understand just why, we're PARK SHARKS!

Who's that sailing down the street, it's PARK SHARKS!  
Who's gotta school that can't be beat, it's PARK SHARKS!

Dive right in and catch the wave,  
You'll soon see it's all the rave!  
Wave your fins and clap it back,  
Brace yourself for our attack, we're PARK SHARKS!



**WORTHINGTON PARK ELEMENTARY SCHOOL  
FIRST WEEK ENROLLMENT CHECKLIST**

The following forms should be completed and returned by **Friday, September 2.**

\_\_\_\_\_ **Blanket Permission Form**

Each school year we require a Blanket Field Trip Permission and Emergency Medical Authorization Form (Form A-33-B) be completed and kept on file for each student. Any Field Trip off school grounds requires this form and any student without it will not be permitted on the trip. Field Trips without this form. Trips are an extension of the curriculum and students must not be held back from going on field trips as a form of punishment.

\_\_\_\_\_ **Directory Information**

We like to recognize our students for such things as academic excellence, extra-curricular honors and awards, or participation in officially recognized school-sponsored activities. Schools may make public certain nonconfidential "directory information." This information may include such items as name, address, telephone number, date and place of birth, days of school attendance and specific information relating to activities and sports.

Any parent, legal guardian or student who is 18 years old who does not want the school district to release "Directory Information" without prior consent must notify in writing the principal of the school which the student attends within two weeks after the start of the school year or after the first day of school attendance.

\_\_\_\_\_ **Email Address / Emergency Dismissal / Photography & Video Release Form  
And Instructional Fee List**

- *Email:* In an attempt to cut our copying costs and to distribute information quickly, we use Email extensively. We appreciate if you provide this information.
- *Emergency Dismissal:* We need to be prepared for any emergency situation (i.e. heavy snow accumulation, water line break) that could force us to close school early for the day. Each student must have this information on file.
- *Photography & Video Release:* You may approve or deny permission for your child to be photographed or videoed. This includes class, school and PTA activities. It does not include the Yearbook.
- Fees are for reading workbooks/materials and other consumables in the various curricula areas such as math, art, science, and handwriting

\_\_\_\_\_ **"I WILL" Statement**

Please review and discuss these statements with your child(ren) so they understand Worthington Park's Code of Conduct. This form will be distributed by the classroom teacher and needs to be returned.

\_\_\_\_\_ **"Anti-Bullying" Procedures**

Please review and discuss these procedures with your child(ren) so they understand Worthington Park's Code of Conduct. (Refer to the Anti-Bullying Policy on pg 17.) This form needs to be returned to the classroom teacher.

\_\_\_\_\_ **Registration/Emergency Information Cards**

This is a valuable part of our school records. You should have received a white Registration Information cards and a pink Emergency Medical Card. Please fill out **these cards** completely and return to school.

Please be sure to list two neighbors that you know will be home during school hours and have transportation available should they ever have to come to school for your child. If you are new to your neighborhood, and don't know two people whose names you could list, we might suggest that this is a way to introduce yourself and get acquainted with your neighbors. All cards returned to school with incomplete information will be sent back for completion.

The purpose of the pink Emergency Medical Authorization is to enable parents to authorize emergency treatment for children when parents cannot be reached. We urge you to read this carefully and complete either Part I or Part II. **Be sure to sign the back of the card.**

Your help in getting these cards completed and returned as soon as possible will be greatly appreciated by the school secretary.

\_\_\_\_\_ **Student Insurance**

For the coming year, the Board of Education will make available a student insurance policy. Any student can be enrolled at any time during the school year. The insurance will be effective on the day received by the company. For your convenience, claim forms are available at the school office when needed.

\_\_\_\_\_ **Cell Phone/Pager Permission Form**

This form is available on our webpage or in the office.

\_\_\_\_\_ **Reduced/Free Lunch Form**

This form is available on the District website, our webpage or in the office.

\_\_\_\_\_ **Bicycle Permission Form for Grades 3-6 only**

This form is available on the District website, our webpage or in the office.

## ATTENDANCE INFORMATION

### Attendance

Regularity of attendance and punctuality are important. A note to explain absence or tardiness must always be sent to school when a student returns. **In an effort to insure the safety of our students, parents must call the school between 7:00 and 7:55 a.m. when your child will be late or absent from school (883-3450).** If your child is absent and we have not heard from you, we must do our best by law to call you at home or work to verify your child's absence. This procedure will allow us to account for all students. If it is easier for you to call the night before or prior to 7:30 a.m., you may do so by leaving a message on our telephone answering system. Please state the child's name, teacher and reason for absence.

### Attendance Requirements

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

**Please Note: Students who are absent are not permitted on school grounds until they return to class.**

- 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 parents.
- 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 see solutions and discuss consequences that address the student's absenteeism.
- ABSENT 20 DAYS: the principal may make a referral to the appropriate legal or social service agency that may bring charges of parental neglect against the parents or guardians.
  - Students out of school for illness, truancy, vacation, family or personal business or by appointments will be counted as absent.
  - Out of school suspension will count as an absence and students will be expected to make up their work.
  - Make-up work will be given to all students who are absent for any reason 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.

Your assistance in promoting good school attendance is needed and an important part of the home-school partnership.

***Family Vacations/Extended Absences*** are *strongly discouraged* during the days school is in session. However, if a parent or guardian wishes to take a child out of school for 3 or more days for reasons other than personal illness, death in the immediate family, religious observances or family emergencies, the parent or guardian must completed a submitted "Extended Vacation" to the school office a minimum of 3 school days prior to the first day of the proposed vacation absence otherwise the absence will not be excused.

## Hours of School and Lunch

All Day Kindergarten 7:55 am - 2:25 pm  
AM Kindergarten 7:55 am - 10:40 am  
PM Kindergarten 11:40 am – 2:25 pm  
Grades 1-6 7:55 am - 2:25 pm  
Lunch K 10:40am – 11:30 am  
Lunch Grades 1/2 10:45 am - 11:30 am  
Lunch Grades 3/4 11:00 am - 11:45 am  
Lunch Grades 5/6 11:15 am - 12:00 Noon

## Leaving the School Grounds

- Leaving the School Grounds During Lunch  
A student will not be permitted to leave the school grounds during lunch unless accompanied by his/her parent. Please notify the teacher if you plan to take your child out to lunch.
- Leaving the School Grounds During the Instructional Day  
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 give primary consideration to the welfare of the pupil.
  - a. Pupils will be excused upon written request of the parent or guardian for dental or doctor appointment if, after every effort, the appointment cannot be made after school hours.
  - b. Requests for permission to leave early may be sent to the teacher. When students will be leaving the school during the hours school is in session, parents must meet their children in the office and sign them out in the notebook provided. Upon returning to school please come to the office to sign your child in.

## Perfect Attendance

Perfect Attendance consists of no excused or unexcused absences during the school year. In addition, a student with more than 5 excused or unexcused tardies in a school year will not be considered for Perfect Attendance.

## School Arrival and Dismissal

School personnel provide supervision of students on school property during school hours. Children should not arrive at school before **7:35 a.m.** They should be in their classroom ready for instruction by 7:55 a.m.

- As always, we ask that you say goodbye to your children on the playground in the morning. Parents are **NOT PERMITTED** to walk their children to the classroom. In some cases, this can delay the start of the school day.

Students are to leave the school grounds at dismissal time unless prior special provisions have been made. When children are not on school property, as they come to and from school, they are the responsibility of parents.

- Parents are **NOT PERMITTED** to wait for your children outside the classroom. This is a security concern.

## Tardiness Protocol

The staff at Worthington Park has always believed that arriving at school on time is important for a successful start to each school day. We expect every child to be in the classroom and ready to

begin promptly at 7:55 a.m. every day of school. Our society values timeliness and habits learned at an early age effect us throughout out lives.

The only **excused tardies** will be for doctor/dentist or other medical appointments. A **written excuse** from the health provider must be submitted to the office when the student is signed in or the tardy will not be excused. If it is determined that a student's tardy record becomes excessive, the situation will be addressed by the Principal.

## HEALTH INFORMATION

Your child's health is an important phase of the educational program. Exercise and fresh air can be very beneficial in keeping children 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. With a written request from parents, children recovering from an illness (no longer infectious) may remain inside for recess. A statement from the physician is necessary if the request is for longer than three days.

Healthy children are better learners. The following components are important to a healthy school experience for your child:

- a smile on his/her face.
- a hug from you.
- a "basic four" breakfast.
- appropriate clothing for the weather and any forecast changes.
- enough sleep so that he/she is eager to get up and get the day started.

**Please DO NOT** send your child to school:

- with a fever (100 degrees or more).
- if there was temperature elevation of 101 degrees during the past 24 hours.
- with a rash of unknown cause.
- if he/she vomited during the night or earlier in the morning.
- to be checked by the nurse (a nurse is not in the building every day).

If your child has a chronic health problem or you have a current health concern regarding your child, we hope you will make us aware of this. A note and/or call to the teacher or nurse regarding an "uncertain health status" or a stressful beginning to the day will help us understand your child better.

If your child becomes ill, or is injured at school, you will be called and asked to come for him/her. We will use the information on the registration card on file in the office to accomplish this. Therefore it is critical that these cards be filled out completely and promptly. A nurse is always on call during school hours to handle emergencies.

### **Dispensing of Medication - District Policy**

All prescription AND non-prescription medication must be delivered to, stored in and dispensed from the health office by the school nurse or nurse's designee. Students in grades K-8 may not self-administer any medications, and all medications require a doctor's permission.

Prior to dispensing any medication, the parent or guardian must complete Worthington School Form A-35-D (Parent's Request for Assistance in Administration of Medication by School Personnel) available on the District website, our webpage or in the office. This form also includes the treating physician's authorization and is **REQUIRED TO BE COMPLETED**, by board policy, prior to administration of the medication.

Both prescription and non-prescription medications must be presented in its original, labeled container. The label on the prescription medication must contain the student's name, the name of the medication, its dosage, method, time and frequency of administration and the name of the prescribing physician. *Please contact the school nurse if there are questions related to the policy.*

### **Health Screenings**

Health Screenings done or supervised by the school nurse include:

Vision - Kdg, Grades 1-2-3-7-9, new students and teacher referrals.

Hearing - Kdg, Grades 1-3-5-9, new students and teacher referrals.

Scoliosis - Grades 6-7-8 (girls); 6-8 (boys)

Blood Pressure - At sixth grade in conjunction with the health curriculum

Additional screening 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.

### **Immunization Requirements**

Below you will find the minimum immunization standards as according to Ohio law:

#### **Doses Vaccine Important Notes**

4	DPT, or DT (Pediatric)	Those who received the 4th dose before their 4 <sup>th</sup> birthday should receive 1 more dose.
3	Polio Vaccine	Those who received the 3rd dose before their 4 <sup>th</sup> birthday should receive 1 more dose.
1	Measles Vaccine Live Virus	A written statement claiming history of disease is acceptable. This should be administered on or after the 1st birthday. <b>MUST</b> be closely questioned as many rash illness are <u>assumed</u> to be measles when they are not.
1	Rubella Vaccine	<b>MUST</b> History of disease is <b>NOT</b> acceptable. Laboratory evidence of immunity may be administered on or after the 1st birthday. substituted for vaccine.
1	Mumps Vaccine, Live Virus	A written statement claiming history of <b>MUST</b> be administered disease is acceptable but should also be on or after the 1st birthday. closely questioned.
1	TB Mantoux	<b>Required</b> of all students entering from a foreign country

It is required by law that all students have written proof of immunization (or exception) on file no later than the fifteenth day after admission. Failure to do so is cause for exclusion from school.

There may be other immunizations given in addition to the state minimums. Please include all of these on the written immunization record as these dates are helpful to have on the student health record.

### **Nurse/Health Office Assistant Schedule**

The Nurse or Health Office Assistant will be at Worthington Park on Tuesday and Thursday. Friday will be a flexible rotation day.

## SAFETY PROGRAM

The safety and well-being of your child is certainly a concern to all of us. Each child will need to become familiar with school rules. Building, playground, and classroom rules will be explained and discussed with the children regularly throughout the school year. Every attempt will be made by the entire staff to see that these are understood and carried out. By working together with the home we can improve the safety conditions in and around our school.

### **Bicycles**

Bike Racks are available behind the school. **Students in grades 3 through 6 are permitted to ride their bikes from homes on the east side of Sancus. Bike Permission forms (available in the office) must be signed and on file in the school office.** Students should not be crossing Sancus Blvd. to ride bikes to school. The school cannot be responsible for lost or stolen bikes. Standard safety procedures must be followed including pedestrians having the right of way on the walking paths. Students must wear a helmet. Parents must be sure that their child can skillfully handle a bicycle before allowing this privilege. Guidelines and parent permission slips will be made available in the office. (Please see Bicycle Policy Rules located in the Policies and Procedures Section, pg 18)

### **Bus Service**

Students may ride only the bus assigned to their particular residential area. Bus stops are established by the Transportation Department and approved by the Worthington Board of Education.

*NOTE:* A student must have a parental or administration written authorization slip to get off at a different stop or to board a different bus.

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. The school will not provide supervision at the bus stop locations. Parents will need to monitor their children's behavior at the bus stops.

Buses operate on a time schedule, this schedule does not permit buses to wait for tardy students. The following is **prohibited**:

1. Excessive noise or loud talking.
2. Noise or talking at railroad crossing or other danger points.
3. Putting any part of body through open window.
4. Spitting or throwing any object out open window.
5. Failure to observe rules for crossing street after getting off bus.
6. Fighting or roughhousing.
7. Spitting or throwing any object inside the bus.
8. Not remaining in seat.
9. Smoking or fire inside the bus.
10. Animals or pets.
11. No roller blades, skateboards, scooters, or Lacrosse sticks.

### **2011-2012 Bus Routes and Times**

This information is available on the District website, our webpage or in the office.

## Drop-Off/Pick-Up Procedures

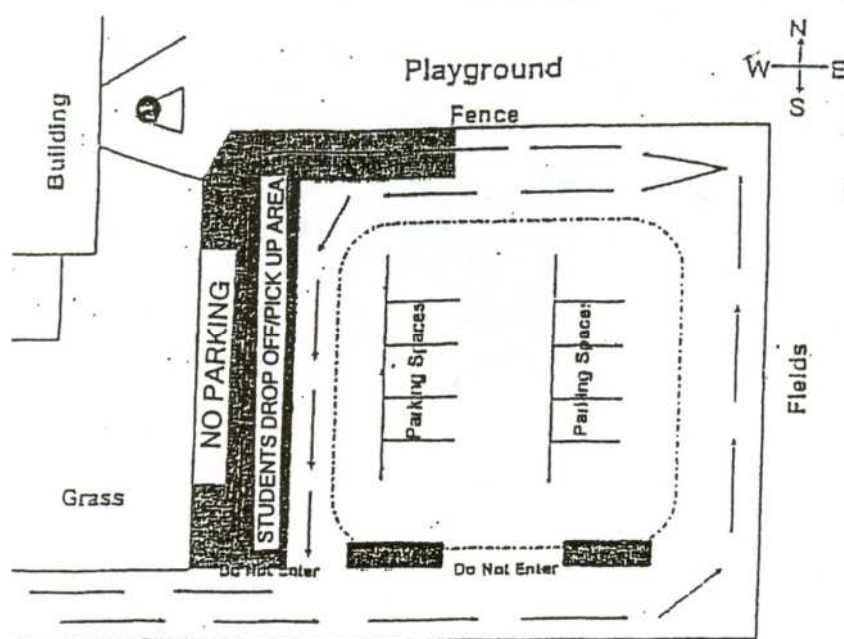
ALL parents must drop-off/pick-up their children behind the school rather than in front of the school, as it impedes our bus traffic flow.

All drivers are asked to ensure the safety of all of our children by exercising the utmost in caution during the critical morning drop-off and afternoon pick-up of students. Please follow these guidelines strictly everyday:

- When pulling around to the rear of the building, do so slowly and with caution.
- When dropping students off or picking them up, please pull forward as far as possible in the drop-off/pick-up lane. If there is space in front of your car, pull forward. This will cause less congestion in the parking lot.
- Students should always exit from the passenger side of the car. Encourage them to be ready to exit the car as soon as you reach a stop so as to not hold up the "car line-up."
- Do not exit the line of cars until you reach the end of the drop-off/pick-up lane, as other cars may pull out and cause an accident.
- Stay with your car if you are picking up or dropping off. If you need to enter the school, you must park in a parking space and not in the "car line-up" area.
- NEVER park in the parking lot and have your children walk into school. Even if you are coming in yourself, ALWAYS drop them off at the designated curb area. You can park your car and then join them in the school.

When parents find it necessary to drive their child to school in the morning or to pick up their child at the end of a school day it will be absolutely necessary that you DO NOT park in the circle at the front entrance. This area will be reserved for buses and day care vans only. You should drop off and/or pick up your child in the east parking lot behind the school. Please follow the traffic pattern for the safety of all students.

## Drop-Off/Pick-Up Diagram



## **Fire Drills, Tornado Drills, Emergency Safety 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 remain quietly at a designated location and will be counted by their teachers. All persons are required to leave the building during a fire drill.

**Tornado emergency drills** are also practiced. Children go to their shelter locations 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.

**Emergency safety drills** will be held periodically. The front door is locked during these drills to secure the building and practice routines. Front door signs will be posted and parent patience during these exercises is appreciated. Drills should last no longer than ten minutes.

**Please note:** If a drill is in effect at regular dismissal time, students will not be released to a parent until the drill is resolved and cancelled.

## **Parent/Guest Sign-In**

To further ensure a safe environment, only the front door will remain open during school hours. All other doors will be locked once school begins at 7:55a. All parent requests must report to the front office to sign-in and receive a guest pass before visiting classrooms. Anyone without a pass will be asked by school staff to report to the office for a pass.

## **Safe Schools**

Building staff members and the Columbus Police Department have worked cooperatively to put together a Security Plan for the building. In a continuing effort to make Worthington Park the safest environment possible and to be in compliance with recommendations from the district and the Columbus Police Department, the front entrance doors to the building are open and all other doors are locked. Signs are placed on each door directing visitors to the front entrance and office.

Any time you are visiting the building, you must sign in at the office and get a visitor badge. You will notice that staff will also be wearing district identification badges. With these procedures in place, identification of everyone in the building becomes much easier.

## **Safety Patrol**

Fifth and sixth grade students may apply for Safety Patrol positions. Responsible students will be selected to help monitor the safety of all students.

Patrol members will be posted at walking entrances to school property. Patrol members will also help with hall traffic during lunchtime. There will be an adult advisor in charge of the Safety Patrol. AAA provides materials and some supplies for patrol members. Other supplies are purchased at school expense.

## GENERAL INFORMATION

### After School Activities

A variety of interesting after school enrichment classes for students of all ages are held in elementary school buildings throughout the district, including Worthington Park. Course catalogs are sent home with students throughout the year. For additional information or if you are interested in teaching a class, please contact Dr. Richard Bradley at 883-3000.

### Character Traits of the Month

- |            |                 |             |                     |
|------------|-----------------|-------------|---------------------|
| • January  | Tolerance       | • July      | Spirituality        |
| • February | Honesty         | • August    | Integrity/Character |
| • March    | Diligence       | • September | Respect             |
| • April    | Commitment      | • October   | Responsibility      |
| • May      | Trustworthiness | • November  | Self-Discipline     |
| • June     | Moral Courage   | • December  | Compassion          |

### District Volunteer Badges

**District Volunteer Badges** are required to wear whenever working with students. These badges require a background check and can be requested at the District Office. The application form is available on the District website, our webpage or in the office.

### Field Trips

Students are provided many opportunities to visit and experience first-hand many exciting locations in our area. Many of these trips are required in the graded courses of study. Other trips are used to enrich our curriculum. A blanket parental permission slip is signed at the beginning of the year. Parents acting as chaperones on school field trips should wear their District Volunteer Badge.

### Homework

Homework is important to reinforce school learning. Some homework will be given at every grade level on a graduated basis. Repetition and practice are important for memory development. Also, students who acquire the self-discipline of independent work will develop more positive attitudes about school and will be more successful in their studies.

If your child is experiencing problems with his/her homework please contact your child's classroom teacher.

- 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 read with your child and discuss the material. 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 he/she 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 students' coats, hats, gloves, boots, lunchboxes, backpacks and other articles of clothing and personal items are clearly marked for quick and easy identification. Your cooperation in providing a means of identification and in urging your child to make every effort to locate lost articles is most appreciated. At the end of each semester, those items which have been unclaimed are given to a charitable organization. *Watch for emails and notification in our Newsletter for dates!* Please have your child check the lost and found box in the dining room if they have lost anything.

## **Parent Volunteers**

Worthington Park Parent Volunteers is an exciting volunteer program organized by the PTA. We believe this program is a *very valuable* part of our school.

No special qualifications or skills are required and you will derive great satisfaction from working with the children and our staff. Some of our regular activities include classroom, library and cafeteria volunteers. We do ask parent volunteers to apply for a District Volunteer Badge, if at all possible. (See pg 14)

## **Notes to School**

Each school year the PTA will provide families with pre-printed "Notes to School" forms. These may be used to report absences, early pick ups, permission to ride another bus, etc. (See pg 16)

## **School Pictures**

School pictures are taken at the August 11<sup>th</sup> Annual School/Records/Picture Day. Various picture packages are available for purchase. Yearbooks can be purchased for an additional cost. Information about specific costs of the various packages is mailed in early August along with other forms.

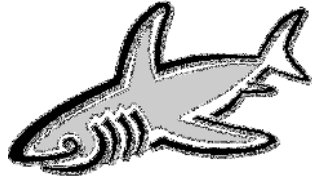
Payment for the selected package is due on the day pictures are taken. Even if no pictures are purchased, the student's picture is taken for the permanent record folder.

The retake date is September 22, for those students who were absent or whose pictures were flawed due to a photography error. This will be the FINAL day for School Pictures – no retakes.

## **Student Council**

Classroom leadership is always encouraged at every grade level and provides the training for opportunities in later grades. Student Council officers are drawn from the 6th grade classes, but classroom representatives are elected from each grade level. Peer Mediators help students solve problems and members are selected from the 5th and 6th grade classes. Safety Patrol is also available for 6th grade students.

Because students in leadership positions serve as role models for other students throughout the entire school, a higher standard of conduct is expected of students holding positions of responsibility. Serious conduct code violations could result in removal from any position or office held.



# Park Shark NOTE TO SCHOOL

Worthington Park Elementary  
614•883•3450

Student Name \_\_\_\_\_

Student's Teacher \_\_\_\_\_

was/will be absent on \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ because \_\_\_\_\_  
*Teacher to send note to the Office*

will be late\* on \_\_\_/\_\_\_/\_\_\_ because \_\_\_\_\_  
*Teacher to send note to the Office*

will be picked up\* at \_\_\_\_\_ AM/PM on \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_ for \_\_\_\_\_  
*Teacher to keep as reminder when to send student to the Office*

has my permission to go home on \_\_\_/\_\_\_/\_\_\_ with \_\_\_\_\_ via:  
 Bus # \_\_\_\_\_  Pick-up  Walker  
*Note to be signed in the Office and returned to the Student*

will be picked up at the end of the day on \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_  
In:  Back of School  Lobby  Classroom  
*Teacher to keep as a reminder*

will be staying after school on \_\_\_/\_\_\_/\_\_\_ for \_\_\_\_\_  
*Teacher to keep as a reminder*

Other: \_\_\_\_\_

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

*\*Responsible adult is required to sign child in/out in the Office.*

*Notepads provided by Worthington Park PTA*

## **Worthington Park & District Webpages**

It is important that Worthington Schools have the most current and correct phone numbers and email addresses for contacting parents, especially for emergency purposes.

Parents are urged to review and update their information as soon as possible. This can be done through the parent portal: **[www.worthington-portal.org](http://www.worthington-portal.org)**

If parents do not know their ID and Password, they can click “Request Password” on the bottom left of the parent portal screen, enter their email address in the space provided, and then click Submit. The Password will immediately be sent to their email address.

If parents do not see the Request Password option, they can email [support@worthington.k12.oh.us](mailto:support@worthington.k12.oh.us) to request their log in information by providing parent name, student name(s) and school(s).

Once logged into the parent portal, to update contact information:

## **POLICIES AND PROCEDURES**

### **Acceleration Policy**

Worthington Schools has an acceleration policy and specific procedures for the consideration of subject and whole grade level acceleration. This policy also includes early admission to kindergarten and early graduation. If a parent feels that acceleration may be an appropriate intervention for their child, they should contact their building administrator. The building administrator will review with them the Acceleration Board Policy (IKEB) and Regulations (IKEB, R).

A referral for any type of acceleration must then be made to the Intervention Assistance Team (IAT). The IAT will conduct the required evaluation, collect data and complete the acceleration referral process. The parent is a member of the IAT. This policy is a regular education opportunity available to all advanced students.

### **Anti-Bullying Policy**

Certain conditions need to exist for a bullying incident to occur. Many children joke around with each other, call each other names, or at times engage in some physical horse-play and yet these incidents are not labeled as “bullying” when they occur between certain children. The difference really lies in the relationship of the bully and victim, and in the intent of the interaction. Bullying usually happens between students who are not friends. In this situation there is a power difference between the bully and the victim. For example, the bully may be tougher, bigger, or physically stronger or be able to intimidate others verbally/physically or have the power to exclude others from their social group.

The intention of the bully is to put the victim in distress in some way. Bullies seek power.

To stop bullying there must be meaningful consequences that put controls over the bully’s access to victims and their freedom in the building. Research shows that typical discipline plans, i.e., detentions, suspensions, Saturday School, or demerits do not work with bullies. Sanctions last longer than typical disciplinary actions and continue to progress to more restrictive stages.

If it is determined that a student is involved in bullying behavior, the following sanctions will occur:

- **First Offense:** *Warning*—Discussion with principal about the situation that occurred and what should be happened, and what consequences occur with another bullying incident. Parents are notified.
- **Second Offense:** *Level One Sanction (5 days)*
  - Seat change in classroom next to teacher
  - Seat change on bus next to the driver (if the student is a bus rider)
  - Assigned seat at lunch
  - No hall passes
  - Walk next to teacher during transitions
  - Meet with guidance counselor or principal daily
  - Parents are contacted.
- **Third Offense:** *Level Two Sanction (20 days)*
  - All of level one sanctions apply
  - Special pass for transitions when halls are clear
  - Check in with principal or designee before lunch and before dismissal
  - No recess
  - In school parent meeting
  - Accompanied to restroom by adult
- **Fourth Offense:** *Level Three Sanction (Until end of Grading Period)*
  - All of level one and two sanctions apply
  - Presents project or report about bullying and its effects
  - Regular meetings with guidance counselor about how not to bully
  - Possible involvement with law enforcement

### **Bicycle Policy**

Only students in grades 3-6 who live in the designated walking areas may ride their bicycles to school. All other students in our attendance area are not permitted to ride bicycles because of the heavy traffic and dangerous roadways they'd encounter enroute to and from school. A permission form must be signed by parents and on file in the school office before a student may ride his/her bicycle.

Parents are asked to discuss the following bicycle safety rules with their children before signing the required permission form.

Bicycle Safety Rules:

1. Stop and look both ways before entering the street.
2. Walkers have the right-of-way on the school paths.
3. Ride in the same direction as traffic.
4. Use hand signals when turning and look in all directions.
5. Obey all traffic signs.
6. Only one bike rider per bike.
7. Always listen to the Safety Patrols.
8. Wear a bicycle helmet.
9. Walk the bikes directly to the bike racks upon arrival at school.
10. Once parked, bikes will remain locked in the racks until dismissal time. No one is to go into the bike rack area during the school day.

Safe bicycle practices are expected at all times. Bicycle privileges will be revoked if these policies and safety practices are not followed. Bicycle Permission Forms are available in the school office upon request. A new permission form must be completed each school year for each student before bike-riding to and from school can begin..

# WORTHINGTON PARK

2010-2011

## Bicycle Permission Form

**Date:** \_\_\_\_\_  
**Student Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Grade:** \_\_\_\_\_  
**Parent**  
**Signature:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_



\_\_\_\_\_ agrees to follow all safety policies listed in the Parent/Student Handbook and has parental permission to ride his/her bicycle to and from school. Parents release the Worthington Board of Education and Worthington Park School personnel from any liabilities that may result from injuries from riding a bicycle to and from school.

NOTE: Only students in the designated walking areas may complete this form.

A new permission form must be completed each school year for each student.

### Birthday Treats/Healthy Snacks

Only “healthy snacks” will be permitted in the classroom. All sugary snacks (ie, cookies, cupcakes, fruit punch, etc.) **will not be distributed and sent home**. If you are sending in a snack for a special occasion, please check with your child’s teacher for convenient times. Please remember that some children have food allergies which may prohibit them from participating. Please check with the teacher about any restrictions.

The following is a list of “healthy snack” examples:

- Fruit – canned or fresh
- Vegetables
- Pretzels
- Goldfish Crackers
- Fruit Snacks
- 100 Calorie Snack Packs
- Cheese Crackers
- Applesauce
- Fruit Leather
- Popcorn
- Granola Bars
- Rice Cakes
- Cheese
- Pudding
- Trail Mix
- Whole Grain Crackers
- Juice Boxes or Pouches

**Please note:** Party invitations may be distributed at school only when everyone in the class is included. This will help to avoid any hurt feelings. Student addresses may be obtained from the School Directory only. The office is not permitted to give out this information.

### Cell Phone/Pagers at School

While we understand that some parents want their children to keep a cell phone or pager with them at school for various reasons, students **ARE NOT PERMITTED** to have cell phones or pagers turned on during school hours. Cell phones and pagers must remain in the student’s book bag at all times.

Please note that if a cell phone or pager is brought to school, school personnel **WILL NOT BE RESPONSIBLE** for it being lost, stolen or damaged. Also, parents **MUST** complete a *permission slip* for a student to have a cell phone or pager at school. These *permission slips* are available on our webpage or in the school office.

If a student has a cell phone or pager without a permission slip on file, it will be confiscated. Parents will be contacted if having a cell phone or pager becomes a problem and a disciplinary referral will be issued.

### **Child Custody**

In all cases where custody of a child has been designated by the court, the court's document must be on file in the school office. Please bring a copy of the official decree to the school office as soon as possible. School personnel cannot abide by custody specifications unless we are made fully aware of them.

### **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.

### **Detección de Niños.**

Las Escuelas de Worthington son responsables de localizar a cualquier niño desde su nacimiento hasta los 21 años de edad que se sospeche discapacitado y él cual resida dentro de los límites del Distrito Escolar de Worthington. El Distrito Escolar proporciona servicios de Educación Especial a cualquier niño que califique como tal, de acuerdo con la Ley del Mejoramiento Educativo para los Individuos con Discapacidades (IDEIA de acuerdo con sus siglas en inglés) o la Sección 504 de la Ley de Rehabilitación para las edades comprendidas entre los 3 hasta los 21 años de edad. Las discapacidades sospechadas incluyen: un niño en edad pre-escolar con discapacidad, discapacidades múltiples, sordo-ciego, discapacidad auditiva, discapacidad visual, discapacidad en el habla / lenguaje, discapacidad ortopédica, trastorno emocional, retraso mental, discapacidades específicas de aprendizaje (lento aprendizaje), autismo, lesión traumática al cerebro, u algún otro impedimento físico. Si Usted conoce a algún niño con discapacidades o tiene la sospecha de que sufre de alguna, por favor comuníquese el Directora de Educación Especial al teléfono 883-3020 o contáctese con el Director de la Escuela correspondiente a su área para más información.

### **Class Placement of Students**

In the spring of each year and over the summer, placement of students for the following year is accomplished. This procedure is extremely important, requiring considerable time and careful consideration. It is important because a student's placement in to the appropriate classroom setting is a significant factor in his/her educational and social progress during the year. Each student is placed individually considering a number of factors:

- student's personality and learning style
- teacher's personality and teaching style
- heterogeneous mix of ability levels
- balance of boys and girls
- overall composition of the class

After Spring Break, a form will be made available for parent input to assist in the placement process. We encourage all parents to utilize this form to communicate teaching/learning priorities for their child.

### **Dangerous and Other Articles**

Any item posing a threat of danger will not be permitted--gun (cap, water, etc.), knife, bow and arrows, matches, fire-crackers, fuses, bullets, chemicals, war mementos or other articles of potential danger. All such items will be removed and held. Skateboards, roller blades and shoes with rollers are prohibited.

### **Disciplinary Procedures for Identified Special Education Students**

There are specific disciplinary procedures that apply to the cumulative total of suspension days beyond 10 for special education students. Specific procedures are also followed when there may be an expulsion of a special education student. The school district must follow these specific procedures for students identified as disabled under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. Details and further information related to these specific disciplinary procedures as defined by federal and state laws may be obtained by contacting the school district Director of Special Education Services at 883-3020.

### **Electronic Devices**

Tape recorders, portable radios, walkie-talkies, computer games, iPods, mp3 players, C-D players, etc., should not be brought to school.

### **Gum and Food**

Gum chewing is not permitted in the school building or at recess. Food is not permitted outside the lunchroom except for special events which have been approved by the principal.

### **LUNCH**

Students may purchase a plate lunch in the school cafeteria for \$2.75. Milk or juice will be available for \$0.55 for those who carry their lunches or for those who wish to purchase an extra beverage. Reduced lunch prices remain the same at \$0.40. The cost of breakfast is \$1.55 or \$0.30 for reduced.

A menu for the entire year will be sent home on the first day of school. Menus are also published weekly in the Worthington News, posted in each classroom, and available on the District website, our webpage or in the office. Students will not be allowed to call home if they discover they do not want the lunch options. They are to determine this prior to coming to school. **Students who carry their lunches should have their names on his/her sack or lunchbox.**

### **Lunch Prepayment Option**

Each child in the school is given a lunch account pin number. This pin number must be used any time your child purchases item(s) from the cafeteria, with the exception of purchasing only milk with exact change. Your child will keep this same pin number throughout their tenure with Worthington Schools.

Money must be deposited into your child's account for at least \$5.00. You may use the online prepayment service, MealpayPlus (887-237-0946 or [www.mealpayplus.com](http://www.mealpayplus.com)), or make payment by check (payable to Worthington Board of Education). Include your child's full name and pin number on the check. If you leave the district, contact the board office for a refund of your child's account.

All money must be submitted to the office **IN AN ENVELOPE WITH NAME AND GRADE** to the office **by 8:15 a.m.**. Cafeteria personnel will submit amount to the students debit account.

### **Lunch Money**

**THERE ARE NO CHARGES FOR LUNCH.** When a student's account balance falls below \$5.00, they will receive verbal notification from the kitchen manager that their account is getting low. They also have the option of receiving a stamp on their hand as a friendly reminder. The ink is organic and non-toxic. Parents of children in grades K-3 will also be sent an email from your child's teacher. At any time you can contact the kitchen manager for your child's account balance or for a print out of their purchasing history.

*Your child will receive at least two of these reminders. **If the lunch account falls below \$0, your child will receive a peanut butter sandwich and milk. Peanut allergic children will receive a cold cheese sandwich and milk.*** If you want your child to receive a hot lunch, you must keep track of their dining room purchases. Weekly payment is the best insurance that students will always have a lunch and should be encouraged.

### **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.

### **Parent Surrogate Training**

The Individuals with Disabilities Education Act requires that the parents of students with disabilities be involved in the referral and identification processes and in the development of the Individualized Education Program (IEP) for students in special education. If parents cannot be located or no longer have custody of the student, trained parent surrogates are appointed by the Superintendent to represent the child in the evaluation and placement processes. If you are interested in being trained as a parent surrogate for students who have been referred to special education or are currently in special education, please contact Lynne Hamelberg, Special Education coordinator. The day long training occurs at the Central Ohio Special Education Regional Resource Center which is located in Clintonville.

### **Pizza Parties in the Classroom**

Pizza parties are **not permitted** during the lunch period but may be held after lunch recess.

### **Reporting to Parents**

Progress Reports are sent home to parents four times during the school year. Kindergarten progress reports are sent home three times.

Again this year, we will have parent-teacher conferences. The teachers will schedule conferences with you in advance. Fall conferences will be scheduled November 7<sup>th</sup> through 10<sup>th</sup>. There will be an early release at 12 Noon on November 10<sup>th</sup>.

Conferences will also be held February 27<sup>th</sup> through March 1<sup>st</sup>. School will not be in session on the Friday, March 2<sup>nd</sup>. We will send you reminders of all dates and more detailed information at a later date.

## **R.I.S.E. (Resources, Information, Support, Education)**

Worthington Special Education Parent Support Group provides families with resources, information and support. Meeting topics are chosen by the parents at the beginning of each year. Activities at the meetings vary from speakers and other educational programs to discussion/support formats. Information regarding meeting dates and topics may be found on the district's website. Parents interested in receiving the support group newsletter may sign up on the district's website by clicking on special education. For more information call the district's parent mentor at 883-3000.

## **School Closing**

It may be necessary to close school or delay opening school some day because of weather conditions or for other reasons. **Parents will be called or you may check local radio and TV stations** to find out about school plans in the event of bad weather or hazardous road conditions. The decision to open or close schools will be announced by 6:30 a.m. If by 7:00 a.m. the radio hasn't mentioned that our schools will be closed, parents and students should assume that we plan a normal school day. If during the day weather conditions worsen or an emergency occurs parents need to have alternative plans in case of an early dismissal.

***Telephoning schools, the central administrative offices, radio stations or the police department only ties up phone lines that may be needed for emergency business.***

The following radio stations are notified: WCOL AM, WXGT FM, WTVN AM, WCVO FM, WBNS AM & FM and WRFD AM. Also contacted are WBNS-TV, WCMH-TV, WYX-TV and Warner QUBE.

Schools may open late on some days and these announcements will also be reported via telephone and on local radio and television stations. When schools are delayed, school buses will run one or two hours later than normal. If road conditions do not improve, an announcement will be made to cancel school, not to create further delays.

If road conditions become hazardous during school, school officials will make a decision by 12:30 p.m. whether to continue school or dismiss early.

All-day or early closing of schools will cancel afternoon and evening activities in school buildings. These include athletic activities, student club meetings, parent, community and teacher meetings, and Continuing Education classes.

When morning weather conditions appear questionable, supervisors of the Worthington Schools' transportation, maintenance and custodial departments begin to check local roads at **about 5 a.m.** and confer with the superintendent who makes the final decision.

**Please note:** Your child must 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 might not be at home). This information will be listed on the Emergency Dismissal form but your child needs to also know.

## **School Phone Use Policy**

This policy will be reviewed with students at the beginning of the school year.

- Students may not call parents for lunch money.
- Students may call home *only* if they forgot a *packed* lunch or if we know of an allergy.
- Students may not call if they *don't like* what is being served. This is to be determined at home prior to coming to school.
- Students may not call for forgotten homework.

- Students may not call home if they are not feeling well. They should report to the Health Clinic.
- Student may not call home to get permission to go home with another student. Again, this is to be determined at home prior to coming to school. Students are really good at telling tales for this one.
- Students may not call home because they forgot their order form, permission slip, book money, etc.
- Students may not call home for any reason on *their* cell phone or *your* cell phone. We have discovered this when the parents call wanting to know why their student called and we know they didn't call from the Office.

### **School Visitors & Observations**

- Parent Visits
  - We want our school to be a safe, secure environment. When visiting the school for any reason and for any length of time, we require you to stop at the office and sign in.
  - If you wish to confer with a teacher, please be sure to call the teacher for an appointment time. Our staff wants to give you the best attention possible. Since teachers are attending to your children and their other duties, Drop-in conferences are not permitted.
  - Please leave items that your child needs for the day and may have forgotten at home with at the office. We will deliver the item to the classroom as soon as possible.
  - Students must not be taken from school without first being signed out in the school office. Please come to the office when checking out your child. For safety reasons, students may not sign themselves out of the building.
- Student Visits
  - Student visitors from other schools are not permitted on school grounds during school hours unless accompanied by a parent or have obtained prior permission by the teacher.

### **Section 504 of Rehabilitation Act**

Since children learn in different ways, some students may respond better to different settings and instructional methods. 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.

### **Student Dress**

The clothing worn by students should be the choice of the parents and children, knowing that good taste prevails. Clothing should be neat, clean, properly fit, and consistent with the weather conditions. Hats will not be worn inside the school.

When students leave our school grounds and represent the school as a group, they will be asked to wear clothing that seems appropriate for the trip. This is because they are no longer acting as individuals, but as a part of a group.

Student dress that is disruptive to learning situation will not be permitted. Mesh shirts, mid-riff blouses, strapless halter tops, spaghetti strap tops and T-shirts that promote drugs, alcohol, or have offensive slogans of any kind are viewed as disruptive to the learning environment. Shorts are permitted but they must be the type that are no shorter than mid-thigh and are not overly tight. Pants must be securely fastened around the waist. Wallet chains are not allowed.

Tennis shoes are required for physical education class for both safety and maintenance considerations.

### **Student Records**

Under federal law and Worthington School District Board of Education policy, parents of any student under eighteen years of age or the student, if eighteen years of age or older, has the right to examine the student's records, to challenge the contents of those records to insure that they are not misleading, inaccurate or in violation of the student's rights, to insert in the record an explanation of disputed material, and to file a complaint with the Family Educational Rights and Private Act Office, 330 Independence Avenue, SW, Washington, DC 20201, if the parent or student believes the District is not complying with federal law or regulations governing student records.

The Board of Education has established policies and procedures regarding access to and challenges of student records. Copies of these policies and procedures are kept at the office of the Treasurer of the Board of Education, 200 E. Wilson Bridge, Worthington, OH 43085.

### **Toys and Games**

Please keep all toys and electronic items at home. Game boys, electronic toys/games, motorized toys and other valuable personal items are not allowed as they distract from the learning environment. No trading or playing cards are permitted. Noisy trinkets interrupt the academic environment and are not allowed.

### **Withdrawals**

It is very important for parents to let the school know when you plan to move out of the district and withdrawal your child. A records release needs to be signed by the custodial parent. This form is available on our webpage or in the office.

## **DISCIPLINE POLICY**

The staff of Worthington Park Elementary School feels that your children are our children, meaning that each staff member is committed to the success and growth of all children.

We believe our students need the opportunity to learn basic skills for living in order to successfully develop self esteem and self worth. These skills include the ability to communicate, to make responsible choices, and to control one's own behavior.

Our discipline plan is simple, but gives us guidelines with logical consequences for creating an atmosphere for learning. It encourages the children to understand they have rights as an individual, and to respect the rights of others.

We believe that if every member of our school community (parents, students, and staff) takes ownership of the attached guidelines, we can make Worthington Park a safe and enjoyable place to learn.

### **General Rules**

- SHOW CONSIDERATION FOR PEOPLE'S RIGHTS AND FEELINGS
- BE RESPONSIBLE FOR SELF
- FOLLOW ALL SAFETY PROCEDURES
- SHOW RESPECT FOR PROPERTY

## **Building**

1. Walk at all times.
2. Walk to the right in hallways.
3. Use indoor voices.
4. Do not chew gum.
5. Keep school supplies and other items off the floor.
6. Appropriate line behavior is expected at all times.
7. Appropriate language is expected at all times.

## **Playground**

1. Stay within the playground boundaries.
2. All students go outside for recess unless excused by teacher or principal.
3. Stay in view of supervisors.
4. Keep out of wet, muddy areas.
5. Only fair and safe games and play are permitted.
6. Use playground equipment properly.  
EQUIPMENT RULES:
  - a. May not be on top of equipment
  - b. Go down slide feet first.
  - c. Tag or running in equipment area is prohibited.
7. All students need a pass to leave the playground for any reason
8. Enter and leave the building promptly and quietly.
9. Students line up on playground numbers and wait for classroom teacher to bring you inside.
10. Climbing Wall Rules
  - a. Students are to wait their turn to climb the wall.
  - b. There should be no more than three children on each side of the wall.
  - c. Students may climb to the top of the wall; however, they must climb down the same side. (Students may not climb OVER the wall to the other side.)
11. No jumping off any play equipment.
12. No running on or near any play equipment.
13. Kdg-2 may only use the small slides.
14. ANY OTHER ACTIVITY DEEMED UNSAFE!!

## **Indoor Recess**

- Use indoor voices.
- Students are to be involved in seated activities in their own classrooms.
- All students must have an indoor recess pass from the duty teacher (same as outside) to leave the room.
- Keep hands/feet to self.
- Please do not throw anything.
- Chalkboards for teacher use only.
- Rules posted/no deviations.

## **Recess Policy/Procedure**

Students are to keep toys at home. This would include skateboards, roller blades, hockey or lacrosse sticks, remote control toys, "jam" boxes, MP3 players, I-pods, or any other electronic game.

The following games and activities are not permitted on the playground: crack-the-whip, red rover, climbing on anyone's back, knocking anyone off his/her feet in any game, tackle football, hardball, chasing, snowballing, face-washing with snow, and/or destroying any snow items built by others. Once the students are outside for recess, they are not to return to the building unless the teacher on duty issues a pass.

Students may not remain inside for recess unless their teacher has given permission or they have brought a signed note from home. Teachers should be selective in their reasons for allowing students to remain inside for recess.

### **Assemblies**

- Enter quietly (with the teacher).
- Remain seated at all times.
- Keep hands and feet to self.
- Listen to the presenter/speaker at all times.
- Show appreciation by clapping respectfully and at appropriate times.
- No restroom breaks during assembly.
- Remain seated until told to leave by the teacher.

Students will not be excused to use restrooms during assemblies. At the end of the assembly, students will remain seated until told to leave by their teacher.

### **Dismissal**

1. Whale walk off limits.
2. Grades 4-6 will be dismissed from the back hall to patio.
3. Students will walk to the path or parent's car.
4. Students will follow safety patrol directions.
5. All teachers in hallways.

### **Morning Routine**

1. Students should not arrive prior to 7:35 a.m.
2. Students are to go to their classroom
  - Sitting with feet in main hall, backs to wall, and use quiet voices

### **Restroom**

1. Student must use sign-out sheet for restroom (3-6).
2. Primary classes (K-2) will have scheduled restroom breaks.
3. One boy and one girl out of same class at a time.
4. The following are the restrooms students should use when leaving their classrooms.
  - a. K - K hall
  - b. 1 - K hall
  - c. 2 - Whale walk
  - d. 3 - Whale walk
  - e. 4 - Cafeteria
  - f. 5 - Whale walk
  - g. 6 - K hall
  - h. Related Arts - Cafeteria
  - i. Library - Whale walk

### **Related Arts**

1. Classroom teachers walk students to related arts class and waits with them until related arts teacher greets them.
2. Related Arts walk them back.
  - a. Hands to self, single file, face front.

### **Cafeteria**

1. Quiet waves only.
2. Teachers walk the classes to the cafeteria.
3. Students enter quietly.
4. Quiet voices at all times.

5. Disruptive behavior will result in students being moved to another area and issued a Disciplinary Referral.
6. Clean up your space before dismissal; table leader monitor.
7. Raise hand before dismissal.

## **DISCIPLINE CONSEQUENCES POLICY**

### **1. Discipline On Playground**

- Verbal Warnings  
(Teacher will write down warnings and timeouts given on playground. Teacher will write down the student's full name, homeroom teacher's name and the reason for the warning or timeout. This information will be gathered after noon recess and the homeroom teacher will be emailed about any child whose name was written down. Teacher will follow up with the student by talking with them about better choices. If the homeroom teacher sees a pattern, the homeroom teacher can start the tiered discipline plan.)
- Timeouts  
(After one verbal warning, the teacher will issue the child a time out in a designated area.)

### **2. Discipline In Classrooms, Hallways & Dining Room**

In classrooms, hallways, dining room (anywhere other than the playground), a teacher will start with a verbal warning or their classroom discipline plan. Once the teacher reaches the written discipline step of their plan, the tiered plan will then be followed.

### **3. Tiered Discipline**

- Written discipline form submitted to office and homeroom teacher calls home.
- Written discipline form submitted to office and NO Grade-Level Reward. Mrs. Tremmel calls home.
- Written discipline form submitted to office and 30 minutes after-school detention.
- Written discipline form submitted to office and Friday School for grade 6 only and after-school detention for K-5.

### **4. Grade-Level Reward**

Grade-Level Rewards will be an age-appropriate reward at the end of each month. Students will start fresh with tiered system each month.

## **INTRADISTRICT OPEN ENROLLMENT GUIDELINES**

The school administration has established the following criteria and procedures pertaining to intradistrict open enrollment.

### **Criteria**

The following criteria will be used in making a determination on permitting students to attend their school of choice within the District:

1. Students living within the specific attendance area established by the Board will not be excluded over an applicant outside the attendance area.
2. The criteria cannot be used to create racial imbalance.
3. Application of students from outside the school attendance area to attend the school of their choice will be considered provided that the school's capacity, class size and educational program can be maintained. The following criteria shall be used to facilitate that consideration:

- a. Kindergarten through third grade, 20 to 23 students per class
  - b. Fourth grade through sixth grade, 24 to 27 students per class
  - c. Seventh and eighth grades, team sizes shall not exceed 120 students
  - d. Ninth grade through 12th grade, 24 to 27 students per class
  - e. Students receiving special education services are required to attend the school within the District where the services specified in the student's Individualized Educational Program (IEP) are available.
  - f. Students with discipline and/or attendance problems may be rejected for intradistrict transfer only if they have been suspended or expelled for 10 consecutive days in the current term or the immediate preceding term.
4. Applications will not be granted in instances where there is evidence of academic, athletic or activity recruitment or where there is evidence that the request is based on the student's desire to participate on a specific sport or activity or to be in class with a specific teacher.

### **Application Procedures**

1. The parent of such student must apply in writing to the principal of the school of choice for intradistrict placement and forward a copy of the request to the principal of the school where the student is currently attending. (This school is referred to as the home school.)
2. Applications for intradistrict transfer shall be limited to the start of the school year or the start of the second semester of the school year. Applications for the start of the school year should be made no later than March 31 for the following school year. Applications for a second-semester transfer request should be made no later than December 1. However, applications after the deadlines may be considered if the Superintendent deems it appropriate.

### **Determination of Eligibility**

The principal will determine if the criteria for eligibility can be met. The principal of the school of choice will notify the Superintendent with a recommendation as to whether the request can or cannot be granted based upon the established criteria.

The Superintendent or designee will make the decision whether to grant or deny the intradistrict enrollment request.

### **Notification**

1. The Superintendent will notify the principal of the school of choice, the home school principal and the parents as to whether the intradistrict placement is granted or denied.
2. The decision and notification will not be made later than 10 days before the start of the school year or the second semester.

### **Assignment**

1. Unless otherwise notified, the student's assignment to the school of choice will remain in effect through the duration of that school level; however, the assignment is subject to annual review and may be canceled if the criteria established in these regulations cannot be met.
2. Once assigned to the school of choice, the student will remain in this assignment for at least one year or until moving to the next school level within the student's attendance area. After one year the parents may request a transfer to a different school following the application procedures as identified in this regulation.
3. Under unusual circumstances, the Superintendent may reassign the student to another building within one year if requested by the parents and/or a principal and the reassignment is deemed educationally necessary by the Superintendent.

## **DISPENSING MEDICATION**

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student requesting that the school nurse or an appropriate person comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with Ohio law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

## **ADMINISTERING MEDICINES TO STUDENTS**

All prescription medication intended to be administered to students in grades K-12 must be delivered to, stored in and dispensed from the building health office by the school nurse or nurse's designee. The school nurse or nurse's designee will assist in dispensing all prescription medication for students, in grades K-12, and over-the-counter nonprescription medication for students in grades K-8. High school students may, with parental permission for those who are under 18 years of age, possess and use nonprescription medications on school property in accordance with this policy. As used in this policy, the term "physician" includes licensed health care providers who are authorized by law to prescribe medication.

### **Request for Assistance**

1. Assistance in dispensing medication must be requested by the child's parent or guardian and by the child's health care physician.
2. The request for assistance in dispensing medication shall be in writing on a form approved by the Board. This form shall include the signatures of both the prescribing physician and at least one parent or guardian, or student's signature if 18 years or older.

3. Where medication is presented to school officials by a student or parent/guardian for dispensing without the processing of the appropriate form, the school nurse or the nurse's designee shall accept custody of the medication.

### **Verification Procedures**

1. The school nurse or nurse's designee shall inform the parent/guardian about the proper procedure for requesting assistance in dispensing medication and obtain verbal request.
2. The school nurse shall contact the office of the prescribing physician to obtain concurrence in the request, verifying information indicated on label and advise that an appropriate form will be transmitted to physician for signature.
3. Upon verifying that the request for assistance is authorized by both parent/guardian and the physician, the school nurse may dispense the medication.
4. The parent/guardian must comply with the requirement to process the request for assistance form.

### **Dispensing of Medication**

1. The school nurse or trained designee assigned to the school in which the student is enrolled shall be available to provide "assistance" in response to the parent's written request. "Assistance" in this sense includes:
  - a. administration of necessary forms
  - b. storage of medication as directed by the physician or pharmacist
  - c. monitoring of dosage dispensed
  - d. providing physical assistance, if necessary
  - e. monitoring administration of dosage
  - f. brief observation of student following dispensing and administration of dosage
  - g. documentation of the date and time of administration by signature of the person administering.
2. The person, or persons designated to administer medication will receive a written request, signed by the parent, guardian or other person having care or charge of the student, that the medication be administered to the student. The administration of nonprescription medication for students in grades K-8 will be done pursuant to a signed request which will include each of the items of information required in item 3 below.
3. A person or persons designated to administer medication will receive a current statement, signed by the physician or other person licensed to prescribe medication. No such statement will be valid for more than one school year. The statement will include all of the following information:
  - a. the name and address of the student
  - b. the school and class in which the student is enrolled
  - c. the name of the medication and the dosage to be administered
  - d. the times of intervals at which each dosage of the medication is to be administered
  - e. the date the administration of the medication is to begin
  - f. the date the administration of the medication is to cease
  - g. any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the person who prescribed medication can be reached in an emergency and
  - h. special instructions for administration of the medication, including sterile conditions and storage
4. The parent(s), guardian(s) or other person(s) having care or charge of the student agrees to submit a revised statement signed by the physician who prescribed the medication to the person designated to administer medication, if any of the information provided by the person licensed to prescribe medication as described above changes.
5. The person authorized to administer the medication will receive a copy of the statement described above.
6. The medication will be received by the person authorized to administer the medication to the student for whom the medication is prescribed in the container in which it was dispensed by

the prescribing physician or other licensed professional. It will be the responsibility of the parents or guardian to provide and maintain a sufficient quantity of medication to provide the necessary dosages. The label affixed to the original container must include:

- a. the name of the student for whom the medication has been prescribed
  - b. the dosage
  - c. the route or method of administration
  - d. the time and frequency of administration
  - e. the name of the prescribing physician
  - f. date
  - g. the name of the medication
7. The person designated by the Board will establish a location in each school building for the storage of medications to be administered. All such medications shall be stored in that location in a locked storage place. Medications that require refrigeration may be kept in a refrigerator in a place not commonly used by students.
  8. No person who has been authorized by the Board to administer medication and has a copy of the most recent statement which was given to him/her prior to administering the medication will be liable in civil damages for administering or failing to administer the medication unless such person acts in a manner that constitutes gross negligence or wanton or reckless misconduct.
  9. Board policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

### **Record Keeping**

1. The school nurse shall be responsible for accurately maintaining a record of the dispensing of medication to a student on appropriate District forms. The record shall include:
  - a. all information from the label affixed to the original container
  - b. date or dates of dispensing medication
  - c. time or times of dispensing medication
  - d. identification of nurse or nurse's designee
  - e. identifications of nurse or nurse's designee who dispensed the medication
2. The written request of the parent/guardian and the physician shall be affixed to the record.
3. This record shall be maintained as part of the student's cumulative record for at least the duration of the current school year and longer if determined necessary by the school nurse.

### **Administration of Nonprescription Medication**

Nonprescription medications are those which may be purchased for medical use without a physician's prescription. Nonprescription medications may be retained in the possession of students attending the Worthington City Schools only in accordance with this policy.

1. Students in Grades K-8  
The possession or self-administration of nonprescription medication by students in grades K-8 is prohibited. Nonprescription medication will be administered by District personnel in accordance with this policy.

### **Student Possession of Emergency Medication**

Students who have a medical need to maintain emergency medication on their person, as verified by a current signed physician's statement, may possess and self-administer such medication in accordance with the directions of the student's physician. Any such student shall first notify the building health office by presenting a copy of the signed physician's statement together with the prescribed medication. Examples of such medications may include, but are not limited to, medication for diabetes, asthma, severe allergy reactions and similar conditions.

## **Special Circumstances**

1. In dealing with known cases of extreme allergic reaction, the following steps shall be taken:
  - a. School nurse or nurse's designee shall call the emergency squad immediately.
  - b. If in the judgment of the nurse, when present, an injection must be administered prior to the arrival of the emergency squad, the nurse shall administer the injection only if the student's private physician has written orders for such an injection and has supplied the family with the medication to be injected.
  - c. The school nurse or nurse's designee shall follow usual or necessary first aid procedures.
  - d. In the absence of the nurse and after attempts to call a school nurse, a trained school staff member may administer auto-injection, i.e., Epi-pen, adrenaline if deemed necessary prior to the arrival of the emergency squad. The student's parents and physician must have submitted written orders for such an injection, including permission for school staff to administer.
2. In dealing with probable causes of extreme allergic reaction, the following steps shall be taken:
  - a. School nurse or nurse's designee shall call the emergency squad immediately.
  - b. The school nurse or nurse's designee shall follow usual or necessary first aid procedures.
3. In dealing with unknown severe allergic reactions, the school nurse shall follow the "Anaphylaxis" protocol. If the nurse is not in the building, the school staff shall call 911 immediately. Then the school nurse and the family will be called.
4. In dealing with an insulin dependent diabetic who is experiencing a hypoglycemic reaction (i.e., unconscious, experiencing seizure activity or unable to swallow), the school nurse or, in the school nurse's absence, a previously established trained staff volunteer shall take the following steps:
  - a. The school nurse, trained staff volunteer or nurse's designee shall immediately call the emergency squad, then the family of the student involved. If the school nurse is not in the building, the next call should be to the school nurse.
  - b. If the student's parents and private physician have submitted written orders for an injection of glucagons and have supplied the medication, then the school nurse or, in the nurse's absence, the trained volunteer, may administer an injection prior to the arrival of the emergency squad.
  - c. The school nurse, trained staff volunteer or nurse's designee shall follow usual and necessary first aid procedures.
  - d. The emergency squad will determine if the student needs to be transported for further medical care to the closest hospital or hospital specified on the student's emergency card.
  - e. Trained staff volunteer refers to any staff member who volunteers to accept and receive glucagons training. Each principal will seek volunteer(s) to receive glucagons training or retraining.
  - f. Nurse's designee is defined as an educational assistant or other delegated individual who serves in the health office under the supervision of the school nurse.

## **ANAPHYLAXIS PROTOCOL**

This protocol is for use by the school nurse with persons of previously unknown severe allergic reactions. (This protocol would also apply to the known allergic student without appropriate medication available at school.)

If the school nurse is not in the building, the school staff shall call 911 immediately. Then call the school nurse and family.

## **Definition**

A rare, extremely serious form of allergy. Onset of symptoms may be sudden or delayed, progress rapidly, and require instant action to prevent fatality.

## **Causes**

Extreme sensitivity to one or more of the following:

1. Insect sting, usually bee or wasp
2. Medication or immunizations, usually by injection
3. Food or pollen
4. Industrial or office chemicals or their vapors

## **Physical Findings**

1. Sudden onset
2. Feeling of apprehension, sweating, weakness
3. Tightness of throat and chest
4. Shallow respiration--difficulty breathing
5. Tingling sensation around mouth or face, nasal congestion, itching, wheezing
6. Bluish color of skin (cyanosis)
7. Low blood pressure with weak, rapid pulse
8. Loss of consciousness, shock, coma
9. May be accompanied by hives and/or laryngeal edema

## **Management**

After physical assessment and obtaining a history, if the school nurse determines that the student/staff member is exhibiting anaphylaxis shock symptoms, the nurse will proceed with the following management steps.

1. Immediate injection of adrenaline 1:1000 subcutaneously. Age 3-5 yrs. 0.2 cc. Age 6 yrs.-adult 0.3cc.
2. Immediate call to emergency ambulance service-911
3. Monitor vital signs and remain with the patient
4. Elevate legs if blood pressure is low
5. Cover with blankets if necessary to keep warm
6. Notify family and refer all cases to physician

## **Follow Up**

1. Counsel against further exposure to sensitizing agent.
2. Recommend evaluation by physician including discussion of desensitization.
3. Encourage student/staff member and family to keep "Bee Sting Kit" containing adrenaline near at hand.
4. Inform and educate school staff regarding needs of the allergic person.
5. District Nurses may administer adrenaline according to this protocol.

## **RESPONSE TO INTERVENTION (Parent Guide to Rtl)**

### **What is Rtl?**

The Rtl (Response to Intervention) process is a three tiered model of school supports used to increase student achievement and reduce behavior problems. This prevention system integrates assessment and instruction. Students needing support are provided targeted, evidence-based instruction. The intensity and frequency of instruction are adjusted depending on how the student responds.

### **Rtl might be the answer. . .**

- Please contact your child's teacher if your child is having difficulty with academics or behavior.

### **Why Rtl ?**

The purpose of Rtl is to improve educational outcomes for all students. Intervention and targeted instruction are provided at the earliest indication of need. This multi-step approach provides strategies to enable all students to reach age appropriate benchmarks for academic, behavioral and social skills. Rtl incorporates a rigorous, standards-based curriculum and high quality, evidence-based instruction for every student.

- Discuss with your child any concerns you and/or your child's teacher have regarding academics or behavior.

### **Who needs targeted instruction?**

- Academic, behavior and attendance data are used to decide which students are meeting general curriculum standards (Universal Screening).
- When a child is not making satisfactory progress with regular classroom instruction, we create a plan for targeted instruction to address the identified learning deficit.
- Parents are invited to be part of the targeted instruction planning process.

### **What if my child is referred to the school's Rtl team?**

- Attend team meetings. Remember, you are the expert on your child!
- Ask what targeted instruction is being used for academic or behavior problems.
- Ask how the targeted instruction is being monitored.
- Expect to have regular progress monitoring data shown to you.
- Praise your child for any progress or general improvement in the area of concern.
- Implement or reinforce any strategies at home.
- When possible, make suggestions for strategies based on what you know works well at home.
- Always ask questions when things are not clear!

### **What can I expect with Rtl?**

- You will be informed and involved in planning and providing targeted instruction for your child.
- You will see levels of support (academic and behavioral) that increase or decrease in intensity depending on your child's needs.
- You will receive frequent progress reports about how your child responds to the targeted instruction provided.

## How will my child benefit from RtI?

- Your child will receive support for his/her learning difficulties in a timely manner.
- Targeted instruction will be closely matched to your child's specific needs.
- Targeted instruction will be evidence-based which means it has been proven to be effective.
- Continued monitoring of your child's progress will generate data that helps the school team design targeted instruction that benefits your child.
- Flexible grouping allows students to move between the different instructional tiers based on their individual needs or mastery.

## Levels of Support:

Worthington City Schools organizes support for students into three levels of instruction that increase in intensity according to identified student need. These levels are referred to as Tiers.

**Tier 1:** Academic and behavioral strategies all teachers use routinely in the classroom. Instruction aligns with standards and follows identified best practices. 80-90% of students' needs are met with Tier 1 instruction.

**Tier 2:** If a student is not meeting grade level expectations based on data from a universal screener and other appropriate assessments, the teacher consults with the child's parents and other building professionals. A plan for instruction targeted to the learning deficit is developed. This targeted instruction is evidence-based, provided for a specified length of time, and is in addition to Tier 1 classroom instruction. Data on the response to targeted instruction is gathered and instruction is adjusted if needed. Tier 2 supports meet the needs of 5-10% of students.

**Tier 3:** If data indicates that a student's learning deficit is not responsive to multiple Tier 2 targeted instruction plans, the team may refer the student for Tier 3 targeted instruction. Tier 3 targeted instruction, like Tier 2, is evidence-based but is more highly individualized and very intense. If the student's progress with a Tier 3 plan is not sufficient, the team may recommend that the student be evaluated for special education. Fewer than 5% of students require Tier 3 targeted instruction.

## Resources for Parents & Families

RtI Action Network

<http://www.rtinetwork.org/Parents-and-Families>

Reading Rockets: Parent friendly site with home and school information for understanding and teaching reading

<http://www.readingrockets.org>

Intervention Central: offers practical, free tools and resources to promote positive behavior and academic success

<http://interventioncentral.org>

U.S. Department of Education's What Works Clearinghouse

<http://www.ies.ed.gov/ncee/wwc/>

National Association of School Psychologists, *RTI: A Primer for Parents*

<http://www.nasponline.org/resources/factsheets/rtiprimer.aspx>

The National Center on Response to Intervention

<http://www.rti4success.org/>

## STUDENT CONDUCT/ZERO TOLERANCE

File: JFC

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students of the District will conform with school regulations and accept directions from authorized school personnel. The Board will not tolerate violent, disruptive or inappropriate behavior, including excessive truancy, by its students and will vigorously enforce related policies and the Ohio Revised Code.

A student who fails to comply with the Student Code of Conduct, established school rules, or with any reasonable request made by school personnel when subject to the authority of the Board will be subject to the approved student discipline regulations. The Superintendent or his/her designee shall develop regulations which establish strategies to address student misbehavior. Strategies shall encompass efforts ranging from prevention to intervention.

Students and parents will receive at the opening of each school year or upon entering during the year, written rules and regulations to which they are subject 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 or not on school premises, on school premises whether or not school is in session, in any vehicle whose use is controlled, organized, or arranged by the school, or at any time the student is subject to the authority of the Board or District personnel. In addition, a student may be subject to school disciplinary action, including suspension or expulsion for harassment, vandalism, physical abuse, or other harmful or disruptive behavior toward school personnel or school personnel's property during nonschool hours. The information will include the types of conduct that will make them subject to suspension, expulsion, removal from school or other forms of disciplinary action. The Board directs the administration to make all students and parents aware of the Student Code of Conduct, which is designed to encourage positive appropriate behavior, and the fact that any violation of the Student Code of Conduct are subject to the consequences outlined therein.

If a student violates this policy or the Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

The Student Code of Conduct is to be posted in a central location within each building.

[Adoption date: July 22, 2002]

LEGAL REFS.: ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662  
OAC 3301-35-03

CROSS REFS.: ABC, Student Involvement in Decision Making (Also JFB)  
EBC, Emergency Plans  
JFCA, Student Dress Code  
JFCEA, Gangs  
JFCJ, Dangerous Weapons in the Schools  
JG, all subcodes  
Student Handbooks

## STUDENT CODE OF CONDUCT/ZERO TOLERANCE

File: JFC-R

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 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

- 1<sup>st</sup> 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.

- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> 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 assemble.

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 and 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 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.

Revised to comply with HB 19 March 2010

#### 11. Disruption

A student shall not knowingly or with reckless disregard act or urge other students or persons to act in such a way as to cause by use of violence, force, noise, threat, intimidation, fear, passive resistance or any other conduct, the substantial and material disruption or obstruction of any lawful mission, process or function of the educational process of the school district including, but not limited to, curricular and extracurricular activities.

#### 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.

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, e-Mailing, 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, 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 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 take place.

(Approved date: July 22, 2002)

(Revised date: June 27, 2005)

(Revised date: July 24, 2006)

(Revised date: May 21, 2007)

## **STUDENT CONDUCT ON SCHOOL BUSES**

The Board furnishes transportation in compliance with Ohio law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

The safety of students enjoying the privilege of transportation provided by the District shall be of paramount importance. The Superintendent shall develop regulations governing student conduct while boarding and riding school buses, in loading and unloading areas, and at pick-up and drop-off points.

The Board's policy regarding bus riding privileges must be posted in a central location and made available to students upon request.

After Board approval, regulations regarding conduct on school buses, as well as general information about the school transportation program, are available to all parents and students.

[Adoption date: July 22, 2002]

LEGAL REFS.: ORC 3319.41  
327.01; 3327.014  
OAC 3301-83-08

## **STUDENT CONDUCT ON SCHOOL BUSES**

The following regulations apply to student conduct while boarding and riding buses, in loading and unloading areas, and at pick-up and drop-off points.

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 buses shall:
  - A. arrive at the bus stop before the bus is scheduled to arrive;
  - B. board, leave and ride the school bus in an orderly and nondisruptive manner;
  - C. sit 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. not vandalize or otherwise damage a school bus;

- G. not eat, drink, or use tobacco while in a school bus;
- H. not transport animals, dangerous objects or materials;
- I. not throw objects either out of or within the bus and 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 locations to which the students have been assigned unless they have parental and administrative authorization to do otherwise and
- 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.

A violation of any of the foregoing rules of any provisions of the Student 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 the building principal.

#### Disciplinary Procedure

Whenever a student violates any one or more of the rules set forth above, a school bus driver or other District employee who observes such violation should report same to the building principal or assistant principal or other administrator on the form provided for such purpose. When reasonable and practicable, the driver or employee should advise the student that he/she is being reported to the principal or assistant principal or other administrator.

Upon receipt of a report of violation from any source, the principal or assistant principal, or other administrator shall discuss the matter with the student, unless the student is unavailable. After consideration of any report, the discussion with the student, and any other relevant information, the principal, assistant principal, or other administrator shall:

- A. take no further action;
- B. issue a verbal warning to the student;
- C. issue a written warning to the student and notify the parent (s) of such warning;
- D. suspend the bus privileges of the student in accordance with Board policy (the student may also be suspended or expelled from school pursuant to Board policy and regulation) or
- E. apply other disciplinary measures including, but not limited to, Saturday School, at the discretion of the principal, assistant principal or other administrator.

Suspension of bus privileges only with no suspension or expulsion from school shall follow the requirements of Board policy. A student may also be suspended or expelled from school pursuant to Board policy and regulation for violation of this regulation. A student who brings or possesses a firearm on the bus or on any vehicle whose use is controlled or organized or arranged by the school, violates Board policy with regard to firearms, shall be expelled from school, including from the bus, for one calendar year in accordance with Board policy and regulations. A student who

brings or possesses a knife on the bus or on any vehicle whose use is controlled or organized or arranged by the school violates Board policy with regard to knives may be expelled from school, including from the bus, for one calendar year in accordance with Board policy and regulations. Students who are suspended from the bus for a period of time that exceeds the number of school days remaining in that school year may be suspended from the bus for the remaining days at the beginning of the next school year.

The bus privileges of a student which have been suspended shall not be reinstated until such time as the principal receives written assurance from the parent(s) of the future good conduct on the part of the student. Until such receipt and the bus driver has been so advised, the driver shall not permit the student to board the bus.

The principal, assistant principal or other administrator shall promptly notify the school bus driver either orally or in writing of the final disposition taken.

### Emergency Circumstances

In cases where, in the judgment of the bus driver, the actions of a student constitute a continuing danger to persons or property or an ongoing threat of disrupting the transportation of students the driver shall take such action as is necessary and appropriate to remove the danger. In such cases, the bus driver shall immediately report such an incident to the building principal or designee who shall take action consistent with the circumstance and these regulations.

### Parental Responsibility

Parent(s) shall be responsible for the conduct of their children except while they are riding the school bus, while waiting at the school to board the bus or while at a pick-up or drop-off point away from the school when the bus driver is present.

Further, parent(s) shall be responsible for any damage or vandalism to a bus caused by their children. Failure to compensate the Board for such damage or vandalism shall be reason for suspension of bus privileges.

(Approval date: July 22, 2002)

## **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.

#### 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.

In cases of suspension originated by the Superintendent, the right of appeal shall be:

1. A student, or his/her parent, guardian or custodian may appeal a suspension originated by the Superintendent to the Board or its designee, in accordance with this policy. An independent hearing officer chosen from a list of attorneys developed by the Board or its designee shall conduct the suspension appeal.
2. The request for appeal must be made in writing with 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 only be taken in a public meeting, in the case of action by the Board.
6. By the action of either the designee or Board, whichever is required, 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 applicable, 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.

#### 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 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 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.

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.

### 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 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 of 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.

#### 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 for 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.
  - 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 student’s education records. Those rights include:

- A. The right to inspect and review the student’s education records within 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 record(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 educational 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 discloses 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

## CO-CURRICULAR ALCOHOL, TOBACCO AND DRUGS

The Board believes:

1. Participation in athletics, activities programs and student leadership and student performance activities (“co-curricular programs”) and representing the school in any manner of public performance is a privilege extended to those students willing to make a commitment to attempt to develop their talents and skills to the ultimate level.
2. Participation in co-curricular programs affords students growth and learning opportunities for personal development and team participation and contribution.
3. Students who participate in co-curricular activities are highly visible school leaders and performers. Accordingly, such students should be held to a higher standard of conduct and behavior than those who do not participate.
4. The Board has made a commitment to providing education to students about the harmful effects of alcohol, tobacco and illegal drugs and to providing information to parents when there is reason to believe that the use of such substances has or may have occurred. The use of alcohol, tobacco or drugs is prohibited by the student discipline code. Any such use by any middle school or high school student participating in co-curricular activities, at any time or place, regardless of whether school is in session, will not be tolerated and may result in the loss of privilege of participation. These expectations are in effect 12 months of the year for the duration of each student’s middle school and high school career. The provisions of this policy regarding co-curricular activity participation are in addition to, and do not supersede, any policies and procedures concerning student discipline that may apply.
5. The use of alcohol, tobacco or drugs will result in the loss of some or all of the privilege of participation in co-curricular activities. Students who participate in the student assistance program, as provided in this policy, should receive a lesser consequence in recognition of their participation.

### Prohibited conduct for students participating in co-curricular activities

As used in this policy, “co-curricular activities” include all athletic programs, activities programs and performances, and student leadership activities in grades K–12, in contrast with curricular programs and activities that are credit bearing and receive a grade. Student leadership includes appointed or elected leadership positions in athletics, student government or other co-curricular activities. References to the use, possession or sale of “alcohol,” “tobacco” and “drugs” means the use, possession or sale of such substances as defined in and prohibited by the student discipline code. This policy is applicable to middle school and high school students participating in co-curricular activities. The prohibitions and penalties provided in this policy will be imposed in addition to and not in the place of, penalties for conduct otherwise prohibited by the student conduct code. Co-curricular consequences will be imposed after school student conduct code violation penalties are completed.

### Prohibited Conduct

No student participating in co-curricular activities shall use, possess or sell alcohol, tobacco or any drug or drug paraphernalia prohibited by the student discipline code at any time. This prohibition shall be effective 12 months per year and shall be applicable regardless of the location of the student at the time.

## Consequences

### First Violation (Level 1)

Violation of this policy will result in the loss of the privilege of co-curricular participation (including contests, competitions and performances) for one entire season (or, in the case of non-athletic activities, an equivalent period). Violation during a season will result in the loss of participation for the remainder of the season and for that portion of the next season equal to the time of the season (or school year) when the violation took place. The penalty will be reduced to a loss of participation for the equivalent of 20% of the season (or, in the case of non-athletic activities, an equivalent period) for students who promptly enter and successfully complete the student assistance program, as defined in this policy.

### Second Violation (Level 2)

A second violation of this policy will result in denial of the privilege of co-curricular participation for one calendar year from the date the violation is determined. The penalty will be reduced to a loss of participation for one-half of the season (or, in the case of nonathletic activities, an equivalent period) if the student promptly enters and successfully completes the student assistance program.

### Third Violation (Level 3)

A third violation of this policy shall result in denial of all privileges of co-curricular participation for the remainder of the student's school enrollment. The penalty will be reduced to denial of privileges of co-curricular participation for a period of one calendar year from the date the violation is determined if the student promptly enters and successfully completes the student assistance program.

## Sale of Drugs – selling or distributing

The sale or distribution of prohibited drugs (including steroids) by a co-curricular participant will result in the denial of all privileges of co-curricular participation, including practices, for a period of one calendar year from the date the violation is determined.

## Student Assistance Program

The Student Assistance Program may include one or more of the following components as determined by the school representative(s):

- A substance abuse assessment or other appropriate assessment as determined by the school representative. Assessment shall be done by an independent agency at the student's or parent's expense.
- An educational component for students and parents to be determined by the school representative in cooperation with the student and parent.

Participation in the Student Assistance Program includes student and parent consent to at least three unannounced drug tests to be provided at times determined by the school representative during the 12-month period following determination of the violation. In appropriate circumstances, the School Assistance Program may provide for more than three drug tests as agreed between the school representative, the student and parent. All drug testing beyond the first level will be conducted in accordance with District guidelines and be done at the expense of the student or parent.

Failure to pass any drug test will be considered a violation of the co-curricular alcohol, tobacco and drug policy and will result in consequences being invoked as a subsequent violation.

Any reduction in co-curricular participation is conditioned on satisfactory completion of the education components of the policy by both the student and parent(s) and the drug testing component on the part of the student.

### Self-Referral

A student may self-refer to the student assistance program one time during the student's enrollment. There will be no loss of privilege to participate in co-curricular activities based on self-referral provided the student successfully completes the Student Assistance program. Self-referral may be denied if based on information that would otherwise come to the attention of the District. Self-referral will not be permitted for a student who is presently in the Student Assistance program, including the drug-testing period.

### Drug Testing

A laboratory selected by the school will conduct drug testing.

The student and the student's parents must sign a consent form authorizing the drug testing.

Drug testing may be requested by the school representative or other appropriate school official at any time, including times outside the normal school day or school week. Upon such request students will be expected to provide a urine sample at school or at the designated laboratory within a reasonable time as specified by the school official. Failure to do so will be deemed a positive test and will result in a denial of participation privileges. The sample will be divided into multiple specimens, one or more of which will be retained in the event confirmation testing is necessary.

Falsifying or tampering with a sample will result in suspension of the assistance program and a denial of participation privileges.

The school will pay for all drug tests (other than any tests conducted as part of an assessment at the beginning of the Student Assistance Plan) on the first level. The student will pay tests on additional levels.

A copy of the results will be sent to the designated school official and to the student's parent(s).

Prior to the testing procedure, the student may voluntarily provide information as to any prescription medication being taken which information will be provided to the testing laboratory.

### Due Process

District administrative personnel may impose denial of co-curricular privileges for violation of this policy, including building athletic directors and those persons charged with the direction of building activities programs. Prior to the determination of any violation of this policy the District administrator shall advise the student of the conduct considered to be a violation and give the student an opportunity to respond to the charge. A student found to be in violation of this policy may appeal that determination to the building principal or the director of co-curricular activities. Any such appeal must be in writing and must be submitted no later than the end of the second school day following the day the violation was determined. The decision of the building principal shall be made in writing and shall be given to the student. The student may appeal the decision of the building principal or director of co-curricular activities to the Superintendent. Any such appeal must be in writing and must be submitted to the Superintendent not later than the end of the second day following receipt by the student of the decision of the building principal or director of co-curricular

activities. The decision of the Superintendent or designee, shall be final. During the time any appeal is pending, all penalties provided in this policy shall be enforced.

#### Miscellaneous

A student denied participation in athletic events for violation of this policy for a period of less than an entire season shall be required to attend practice and events but will not be permitted to wear school uniforms or participate in any event, competition or recognition ceremony. A student leader, student athlete or student participant in a performance activity who is denied participation for violation of this policy shall forfeit all awards based on student leadership activities prior to the violation. The penalties for violation of this policy shall be applicable regardless of the school attended. Denial of participation will remain in effect when a student transfers from one school to another. Notwithstanding any other provision of this policy, a student participant in the co-curricular program may observe bona fide religious practices.

[Adoption date: July 22, 2002]

LEGAL REFS.: ORC 3313.20  
3313.66; 3313.661; 3313.664

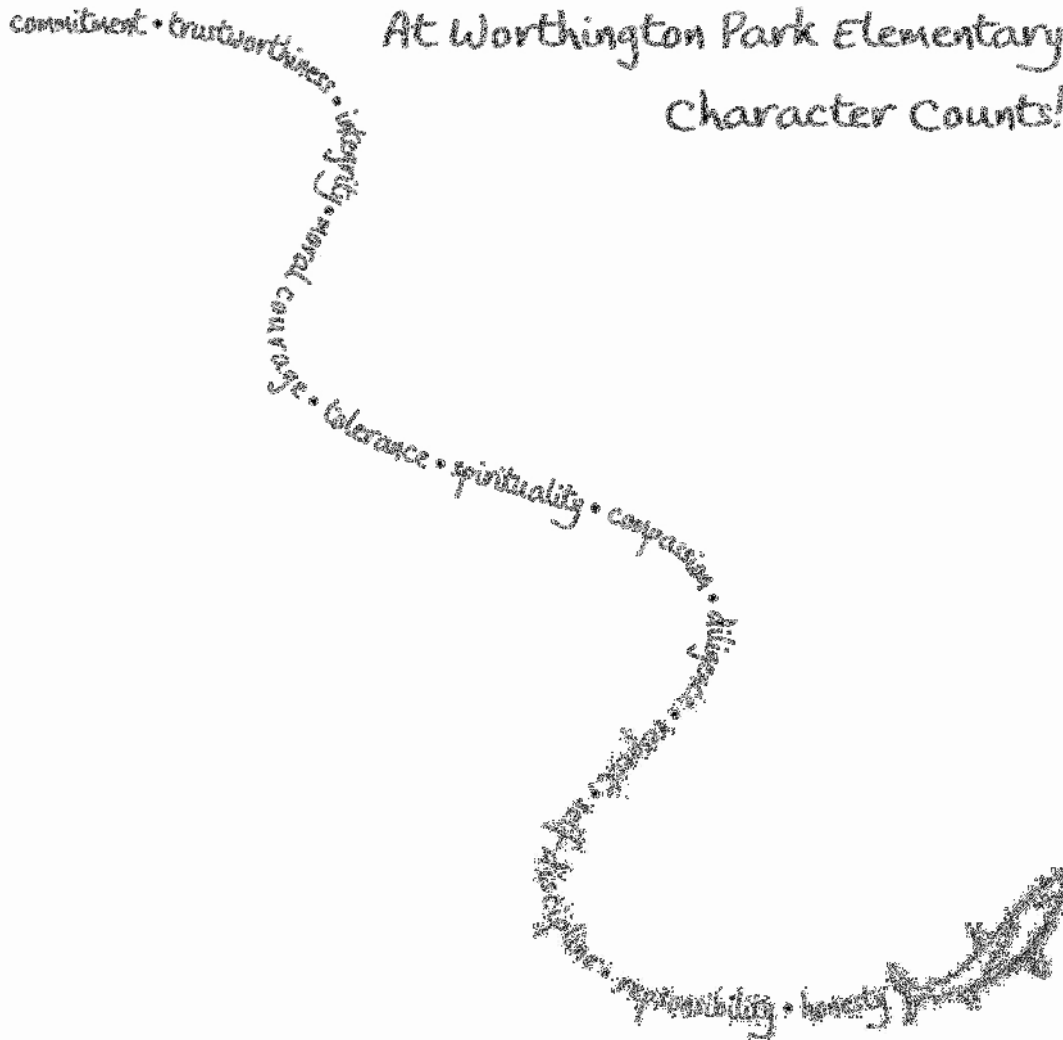
CROSS REFS.: IGD, Co-curricular and Extracurricular Activities  
IGDJ, Interscholastic Athletics  
JFA, Student Due Process Rights  
JFCG, Tobacco Use by Students  
JFCH, Alcohol Use by Students  
JFCI Student Drug Abuse  
JG, Student Discipline and subcodes  
JHCD, Administering Medicines to Students  
JO, Student Records

# Got Character?

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## Swim with the Sharks.

At Worthington Park Elementary  
Character Counts!



## Character Traits of the Month

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January - Tolerance

February - Honesty

March - Diligence

April - Commitment

May - Trustworthiness

June - Moral Courage

July - Spirituality

August - Integrity/Character

September - Respect

October - Responsibility

November - Self-Discipline

December - Compassion