

Brookside



Bobcats

Student and Parent
Handbook

2011-12

Brookside Elementary School
6700 McVey Boulevard
Columbus, Ohio 43235
614-450-5300

Website: www.worthington.k12.oh.us/schools/index.php?school=27

Parent/Student Portal: www.worthington-portal.org



Brookside Elementary School

Worthington Schools

Frederick E., Fritz Monroe, Principal

6700 McVey Boulevard

Columbus, Ohio 43235-2899

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Email: fmonroe@worthington.k12.oh.us

www.worthington.k12.oh.us/schools/index.php?school=27

Parent/Student Portal: www.worthington-portal.org

August, 2011

Dear Brookside Parents,

We are pleased to share with you the Brookside Parent-Student Handbook. It has been developed to provide you with important information about our school. We hope it will be of assistance to you in understanding our current school practices as well as answering questions you might have regarding Brookside.

On the first day of school your child's classroom teacher will be discussing school rules, procedures, and this handbook. An important learning concept within Brookside is to promote conflict resolution and non-violent problem solving techniques with our students. This student handbook begins defining expectations and proper behavior for students. Please review the student expectations and guidelines with your child(ren) and begin to discuss at home how people resolve their conflicts with words and not physical aggression.

We trust the summer has been a fun and rewarding one for your family. The 2011 - 2012 school year promises to be an exciting one full of learning at Brookside. Monarch Butterflies and the Life Cycles theme within the science curriculum, our Schoolyard Enhanced Learning and our Community Fruit Trees and Vegetable Garden will give us all a chance to work together.

If you have any fears of snakes, lizards, or small mammals, please check in at the office and ask if any animals are out of cages in classrooms. We do study and learn about such animals at various times during the year. Snakes and lizards are housed in the principal's office as well as some classrooms.

We look forward to working with you and your child(ren).

Sincerely,

The Brookside Staff

BROOKSIDE ELEMENTARY SCHOOL STAFF

<u>Assignment</u>	<u>Name</u>	<u>Room</u>
Principal	Mr. Fritz Monroe	Office
Secretary	Mrs. Nancy Demarchi	Office
Kindergarten	Mrs. Karen Stefanacci	2
	Mrs. Sheri Yelles	1
First Grade	Mrs. Callie Mayhill	7
	Mrs. Katrina Turner	8
Second Grade	Mrs. Allison Recchiuti	14
	Mrs. Chris Johnson	15
Third Grade	Mrs. Teresa Shilling	9
	Miss Sara Thomas	10
Fourth Grade	Mrs. Krista Bucholz	11
	Mrs. Kristen Watson	12
Fifth Grade	Mrs. Sue Bair	22
	Mrs. Natalie Pardi	19
Sixth Grade	Mrs. Elizabeth Jackson	4
	Miss Julie Sunkes	6
Intermediate Daily Living Skills Center	Mrs. Jessica Kane	16
Primary Daily Living Skills Center	Ms. Jennifer King	17
Nurse	Ms. Amy Inzetta	Clinic
Health Office Assistant	Mrs. Sandy Weiss	Clinic
EPP Math	Mrs. Tierney Reider	13
Art	Mrs. Laura Wetz	3
Librarian	Mr. Bill McLoughlin	Library
Music	Mrs. Lori Vaas	26
Physical Education	Mr. Jim Callahan	27
Reading Teacher	Mrs. Evelyn Gandre	23
Title 1 Reading Teacher	Mrs. Rachel Fuller	21-B
Title 1 Math Teacher	Miss Ashley Lavey	20
Speech/Language Specialist	Mrs. Ann Taylor	34
Occupational Therapist	Mr. Van Lemmon	18
School Psychologist	Miss Julie Colturi	35
Guidance Counselor	Mrs. Jennifer Hegerty	5-A
Intervention Specialist	Miss Lisa Boyle	24
Intervention Specialist	Ms. Ann Darby	5-B
English as a Second Language (ESL)	Mrs. Amy Root	21-A
Instrumental Music (String)	Mrs. Megan Strucke	Cafeteria
Instrumental Music (Band)	Mr. Greg Taylor	Cafeteria
Educational Assistant	Mrs. Mary Reiner	Office
Educational Assistant	Mrs. Jane Stanley	Office
Educational Assistant	Mrs. Nancy Bartholomew	Office
Daily Living Skills Assistant, Primary	Mrs. Becky Rausch	17
Special Education Building Assistant	Mrs. Becky Mills	17
Daily Living Skills Assistant, Intermediate	Mrs. Erin Burkley	16
Special Education Building Assistant		16
Kitchen Manager	Mrs. Lori Gliatis	29
Kitchen Assistant	Mrs. Deanna Wadkowski	29
Day Custodian	Mr. Kenny Brown	28
Night Custodian	Mrs. Bill Hicks	28

This handbook and the Worthington School's Board of Education Policy are available online. You may find this handbook on Brookside's website at www.worthington.k12.oh.us/schools/index.php?school=27 and also on the Parent/Student Portal at www.worthington-portal.org. The Worthington School's district's web page is www.worthington.k12.oh.us/index.php

SCHOOL PROCEDURES AND REGULATIONS

School Hours

Brookside School hours are as follows:

K through Sixth Grade: 7:55 am, Entrance Bell
8:00 am, Tardy Bell
8:00 – 10:45 A.M. Kindergarten
11:00 – 11:45 am, K - 3 Lunches and Recess
11:15 – 12:00 pm, 4 - 6 Lunches and Recess
2:30 pm, Dismissal

Educational Goals

Brookside's goals and methods of approach to curricular activities are intended to meet the needs of the individual child, the knowledge and training of the professional teaching faculty, the values of a democratic society, and the desires of the parents and community.

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

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

The following goals were defined as a result of a critical study by the faculty and parents of the Brookside School.

- To stimulate intellectual growth by helping students to develop the ability to perceive, reason, and understand.
- To teach the basic academic skills including reading, effective communication skills, and fundamental mathematical processes which form the foundation for future academic growth and learning.
- To promote physical health, emotional growth, social development, and aesthetic appreciation so that each child learns and develops as a total person.
- To develop the concepts inherent in living and participating in a democratic society.

Respect, Responsibility and Relationships

The Brookside Learning Community has adopted these 3 R's as guiding principles of our school. We also instruct students on the technique of conflict resolution to foster non-violent resolution of disagreements.

Our Pledge to Each Child

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

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

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

We will always stand ready to help each child with any of his/her personal problems or concerns. We will do everything within our power to help each child to have complete faith in himself/herself.

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

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

Brookside's Mission Statement:

Brookside's Mission is that

All students will learn to the best of their ability
while learning to love and care for the earth;
while becoming instilled with the mystery, magic, and majesty of nature;
and while building a village to accept us all.



School Arrival

The time your child arrives at school will be determined by the bus schedule. Children who walk to school or are transported by their parents should not arrive before 7:50 a.m. Also, children must report at home immediately after school before playing or coming back to the school playground.

If you drive your child to school:

- Please do not park in the front of the school. This is staff parking.
- Please enter the circle in front of the school and pull up to drop off area opposite the front doors.
- Always be sure to have your child get out of the car on the sidewalk side, NOT in the driveway.
- Please stay in line and be patient.
- As children are dropped off from cars they should proceed around to the back of school, where supervision is provided, and join their friends for play and lining up for entrance to school.

Attendance and reporting your child ill

Regularity of attendance and punctuality are critical to your child's success in school. In an effort to insure the safety of our students, parents are to call the school no later than 8:00 a.m. when your child will be late or absent from school at 614-450-5300. If your child is absent and we have not heard from you, we will call you at home or work to verify your child's absence. This procedure will allow us to account for all students. Please remember, however, we want you to call the school if your child will be late or absent. If it is easier for you to call the night before or prior to 7:45 a.m., you may do so by leaving a message on our answering machine. Please state the child's name, teacher and reason for absence. Also, please call the school if your child becomes ill while at home for lunch and will not be returning in the afternoon. We become extremely concerned when a child has been here in the morning and we discover him missing in the afternoon.

The 2011-12 school calendar has been included on the back cover of this handbook for your convenience in planning family vacations. Extending the December holiday vacation or the spring vacation interferes with a child's educational progress. Such absences will be considered unexcused and count against a student's perfect attendance. Parents' help in scheduling family vacations to coincide with school vacations would be of help to your child and the teacher.

Attendance Guidelines

Worthington School Board Policy (10-0504) states that students of school age shall attend their assigned school during school hours in accordance with Ohio law. Regular school attendance is an important part of the educational process, and classroom instruction is an essential part of the learning process. Prolonged or repeated absence disrupts not only the education of the individual, but also the continuity of the process in the entire classroom. The implied value of school is diminished when students are removed from school or are allowed to remain home without sufficient cause.

In addition to the Missing Children's Act which requires schools to share responsibility with parents for school attendance, Worthington Schools has developed these guidelines for attendance.

Attendance Requirements

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

- **ABSENT 6 DAYS:** The student's teachers will contact the parent(s), preferably by phone.
- **ABSENT 10 DAYS:** The school will send a letter of notice home to parents.
- **ABSENT 15 DAYS:** A doctor's note will be required in order for the student's absence to be excused.
- **ABSENT 20 DAYS:** The school principal or designee will contact the parents and schedule a conference to seek solutions and discuss consequences that addresses the student's absenteeism.
- **ABSENT 25 DAYS:** The principal may make a referral to the appropriate social service agency or law enforcement agency.

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

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

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

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

Tardies

Any child arriving at school after the 8:00 am tardy bell is considered tardy. Please ensure that your child is here soon enough to be able to be in their homeroom when the tardy bell rings at 8:00 am. Tardiness due to illness, doctor, dentist, or family emergency, when accompanied by a parent phone call or note, is excused. Excused Tardies, less than 90 minutes, will not count against a student's Perfect Attendance.

Any child tardy three or more times in a week may lose their morning recess time and sit on the bench in the hall outside the office under the principal's supervision.

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

Registration Information and Card

This is a valuable part of our school records. Please be sure that you have gone online to the Parent/Student Portal and made any changes or corrections to you phone numbers or email. Please be sure to fill out your white Registration Card completely, including alternative persons permitted to pick up your child(ren). PLEASE USE BALL POINT PEN.

Also, please be sure to list 2 neighbors or friends whom 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 do not know two people whose names you could list, we suggest that this is a way to introduce yourself and get acquainted with your neighbors. If your child goes to a sitter, this information should be noted on the Registration Card.

Instructional Fees

The Worthington Schools require an instructional fee to help defray the costs of your child's consumable materials. These materials include, but are not limited to: paper, workbooks, copying costs, weekly reader, etc. The fees for this year are:

Kindergarten	\$24.00
Grades 1, 2, and 3	\$42.00
Grades 4, 5, and 6	\$36.00
Daily Living Skills Center	Appropriate grade level fee.

Payment of fees is required unless a child is eligible for free lunch *and has signed the waiver of exemption*. A student who is eligible for reduced price lunch will pay half fees. Students will not receive grade cards and parents may not conference if fees are not paid. A payment schedule can be arranged. Please call the principal if such a schedule will be helpful.

Emergency Medical Authorization

As stated on the Emergency Medical Authorization Card, the purpose of this card is to enable parents to authorize emergency treatment for children when parents cannot be reached. We urge you to read this card carefully, complete it, and return it to the teacher.

Emergency Dismissal

In case of emergencies or inclement weather school may have to close early. If so, your child will be sent home via bus transportation, if your child normally rides the bus. Care After School is not in session on days of Emergency Dismissal. Additionally, Care After School is not in session if middle school and high school close early and elementary releases at our normal time. **PLEASE BE SURE TO COMPLETE AND TURN IN THE EMERGENCY DISMISSAL FORM.**

Health

If your child is ill, please do not send him to school to be checked by the school nurse. Such exposure may be harmful to the child as well as to the children with whom he comes in contact.

Please report all contagious diseases to the school office. If your child becomes ill, or is injured at school, you will be called and asked to come for him. We will be guided by the information furnished by you on the Emergency Card.

The nurse or a Health Office Assistant will be at the school 2 and 1/2 days a week. Also, emergency first aid will be provided by the teachers and the office staff.

Health screenings done or supervised by the elementary school nurse include:

- Vision - Kdg, grades 1, 3, 5, new students, and staff referrals
- Hearing - Kdg, grades 1, 3, 5, new students and staff referrals
- Scoliosis - grade 6

Other grade levels may be screened at the discretion of the school nurse.

School Board Policy Relating to Dispensing of Medications

All prescription AND non-prescription medication must be delivered to, stored in and dispensed from the building health office by the school nurse or nurse's designee. Students in grades K-8 may NOT self-administer any medications unless they have a medical need which required maintaining emergency medication on their person as verified by a current signed physician's statement.

Prior to dispensing any medication, the parent or guardian must complete Worthington School Form "Parent's Request for Assistance in Administration of Medication by School Personnel", available from the school 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 the 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. Children should not take medication in the classroom. Please contact the school nurse if you have any questions.

Food Allergies Restrictions

Due to the increasing number of students enrolled at Brookside with severe and/or life-threatening food allergies, such identified food items are prohibited from being outside the school cafeteria. At this time, there are students enrolled at Brookside with severe Peanut and Tree Nut allergies. To protect these students, peanuts and tree nuts are not permitted outside the school cafeteria.

The Worthington School Board has adopted a set of procedures for addressing life-threatening food allergies. These are available in the school office. If you have questions, please contact the school principal.

Immunization Requirements

Listed below are the State Law Immunization Requirements (Revised Code 3313.67) for all children in public school attendance. These dates must be recorded on Page I, Sec. IV, of the School Health Record. Parents of children not in compliance with the immunization requirements will be contacted first by the school nurse. If a child continues to not be in compliance the principal will contact parents and the child will be excluded from school if compliance is not met in a reasonable amount of time.

MMR - Measles, Mumps, & Rubella

- Two doses MMR vaccine
 - 1) First dose must be on or after first birthday
 - 2) Second dose required before entering kdg. and must be given at least 28 days after the first dose was given.

Diphtheria, Whooping cough, Tetanus (DPT)

- Four or more doses of DPT, DT or Td (adult) vaccine or a combination thereof
- Three doses are required if the 3rd dose is administered on or after the 6th birthday
- A fifth dose is required if the 4th dose is administered before the 4th birthday.

Polio – OPV or IPV

- 3 or more doses of OPV or IPV, a 4th dose is required if the 3rd dose is given before the 4th birthday.

Varicella (Chicken Pox)

One dose required before entering kindergarten.

Hepatitis B

- Three doses required before kindergarten. Second dose administered at least 28 days after first dose was given. Third dose given at least 16 weeks after the first dose and at least 8 weeks after the second.

Recommended: HIB

Also, Mantoux TB is required for all students enrolling from a foreign country.

As you enroll your child you will receive a Worthington Schools Immunization Record form. Please record the dates of your child's immunization on that form.

Riding School Buses

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.

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 will be taken as determined by the school principal and may include suspension from the bus. It then becomes the family's responsibility to transport the student to and from school during the suspension.

Parents are responsible for the safety of students while going to and from pickup points, until students get on the bus, and as soon as students get off the bus.

Buses operate on a time schedule; this schedule does not permit buses to wait for tardy students.

REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES

- A. Board, leave and ride the school bus in an orderly & non disruptive manner,
- B. Sit in his/her seat from the time of boarding until disembarking,
- C. Refrain from engaging in any excessive noise or loud conversation or activity (including fighting) which could reasonable interfere with the safety of passengers or with the bus driver's safe operation of the bus,
- D. Refrain from conduct, conversation or forms of expression which could reasonably offend the ordinary sensibilities of human beings,
- E. Do not vandalize or otherwise damage a school bus,
- F. Do not eat, drink or smoke while in a school bus,
- G. Do not transport animals, glass containers or dangerous objects or materials
- H. Do not throw objects either out of or within the bus and do not extend any part of their body out of a window,
- I. 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 and,
- J. Cross all streets at least 10 feet in front of the school bus and remain visible to the driver at all times.

Failure to comply with the above, in addition to the bus driver's rules for safety and common courtesy, may result in a student being denied the privilege of riding the school bus.

Parking and Traffic

Parking in the circle is reserved for buses in the morning and afternoon. Parents and volunteers who wish to visit the school should use the street parking in front of the school on McVey Boulevard. Please park only in the front lot after school has started and staff has parked. The side lot on the East side of school is also available for parking.

Parking in the circle is a Fire Code Violation and should not occur.

The Perry Township Police are very particular about stopping at stop signs and speed. Please obey all traffic laws at all times.

Directory Information

We like to recognize our students for such things as academic excellence, extracurricular honors and awards, or participation in officially recognized school-sponsored activities. Schools may make public certain non-confidential "directory information." This information may include such items as name, address, telephone number, and specific information relating to activities and sports.

Any parent or legal guardian who does not want us to release "directory information" about their child without prior consent must notify the Brookside School office in writing by October 1st.

Changes in Information

If there are any changes in telephone number or email, please make this change yourself online at the Parent/Student Portal; www.worthington-portal.org. If you have a change of address, or place of employment, please contact the school immediately. We also need to be informed of a divorce or name change. State law mandates that the school be provided with a copy of custody papers that defines residential and custodial parents.

Withdrawals

When a child is to be transferred to another school, it is advisable for parents to come to the school in order to sign a Release of Records form. If this is not possible, notify the school and we will send the form home. The report card will be all that is needed to enter another school. We will forward your child's records to the new school when the receiving school requests them.

Notice of Rights - Student Records

Under federal law and Worthington City 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, have 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 Privacy Act Office, 330 Independence Ave. 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, 752 High Street, Worthington, Ohio 43085.

Notice of Rights - Section 504

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.

Recess

Your child's health is an important part of the educational program. Children need exercise and fresh air in order to keep healthy and alert. Our supervised playgrounds are safe and healthy places where your children can participate in a variety of activities. Weather and health permitting, we should expect all children to go outside for recess. When the temperatures and/or wind chill index is below 20 degrees or the weather is too wet, we will have indoor recess. Children recovering from an illness will be permitted to remain inside upon receipt of written request from parents or guardian.

Our "Three Strikes Rule" is in effect for all team sports at recess. When playing games if a student falls to the ground, regardless of the reason, a "strike" is imposed by the duty teacher. Teachers blows his/her whistle and tells the children "That's strike one", or two, etc. We have found that this keeps the team sports

game, football and soccer, from getting too rough. If Strike Three is reached, the game is over and duty teacher takes the ball away until the end of the day.

School Lunches

Children may purchase a plate lunch for \$2.75 including milk in our cafeteria; reduced price for lunch is \$0.40. Milk or juice is available for \$0.50 for those who carry their lunches or for those who wish to purchase an extra beverage.

We use a "Point of Sale" system that does not allow for cash to be used in the lunch line. Parents are to send in a check for lunches that are credited to each student's account. Students then enter a PIN to pay for lunch. More details on this system are available from the office or our school cook.

Adult lunches are \$3.65 plus \$0.50 for milk. Please send a note to the teacher if you plan to have lunch with your child. Menus are published weekly in the Worthington News and posted in each classroom so the students may check beforehand as to what is being served. An Annual Menu will also be sent home at the beginning of school and are available through our website. Students who carry their lunches should have their names on the sack or lunch box.

School Breakfast

Brookside offers a breakfast program to students. The cost of breakfast is \$1.55, \$0.30 is the reduced price, extra milk is \$0.50. Breakfast is served from 7:35 to 7:55. At the sounding of the 7:55 bell, all students must leave the cafeteria and proceed to class.

Free or Reduced Lunch Prices

For those families of lower income who are eligible, free or reduced lunch prices are available following application. *An application is sent home with each student on the first day of school.* Applications are also available in the school office and on line.

Leaving the School Grounds During Lunch

Children who will be going home to eat lunch throughout the year must live within "defined safe walking distance" of school and have a note stating their parents' approval. We will file this note of approval in the school office. Otherwise, students do not leave the school area at lunchtime. Students may not go home with a friend without prior written approval.

Report Cards

A progress report, or conferencing with parents, will occur four times a year. Kindergarten progress reports are sent home three times a year. The report is based upon individual pupil progress. The reports will be copies for parents to keep. The progress report folder must be returned to the school.

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

Computer Usage and Internet Access

While we welcome the potential of student computer usage and Internet access, we are also aware of potential misbehavior and inappropriate materials that are possibly accessible by students with technology. To this end no students or staff members will be allowed Internet access without completing the "Worthington School District Electronic Network Usage Agreement". Students found in violation of this agreement are subject to consequences which may include Out of School suspension.

Homework

We believe that there should be little formal homework in the primary grades. Children at this grade level need time to play and relax after a busy day at school. This does not mean that a primary age child should not regularly take part in recreational or research reading, collecting materials, exploring the community, making scrapbooks, or other independent work experience at home. Experience of this nature may be initiated at school, but generally are not required of the primary age student. Formal homework is encouraged for children at the intermediate grade levels. This homework should not be over-burdening for any child. One hour a day for a sixth grade child would normally be a maximum.

Suggestions for Parents Concerning Homework

Try to provide a time and place for doing homework. Studying in a bedroom, away from younger brothers and sisters and the television set is a good solution to this problem.

Parents can help with assignments in the following ways: You can help your child select topics for themes. You can help him find books, pamphlets, and magazine articles for his research in various subjects. You can pronounce spelling words as he writes them. You can help him collect materials for a science project (but he 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 assignments and that written work is neatly done. After that, more casual supervision of homework should be enough.

Volunteer Program

We hope to have a strong school volunteer program and we need you! The time, energy and expertise provided by school volunteers represent valuable resources in the attainment of learning goals. Assisting with classroom, library, and office activities or engaging in special projects like fund raisers and musicals can be rewarding experiences.

Please note that Volunteer Badges are required by the District for your child's safety. They are available through the Human Resources Department at 883-3035 and includes a background check. Parents going on Field Trips and supervising children other than their own must have a Volunteer Badge. If you would like to regularly volunteer at school, please obtain your Volunteer Badge.

Guidelines for Volunteers

Thank you very much for considering to volunteer with our students and staff at school. All of our volunteers are valued and appreciated no matter what the task.

While in school there are some guidelines that I ask all volunteers to follow. One of the most important

of these is **confidentiality**. It is critical that as a volunteer you do not talk about a student's ability, achievement, or behavior with anyone other than the student's teacher. Due to the Ohio Family Privacy Act and out of respect for students and their families maintaining confidentiality is critical.

The following is not a definitive list of guidelines, but rather intended to define a spirit of supervision for volunteers in different areas. **If you at any time run into a situation that you are not comfortable or familiar with please get a staff member to help immediately.**

When in common areas such as hallways, cafeteria, and playground:

Parents are expected to

- ask students to behave. Always try to be a good role model by using courtesy and good manners when talking with students. Parents may say, "Please walk.", "Please stop that!" etc. If a student is ever disrespectful to you please report it to the principal at once. In doing so please ask the child for his/her name and teacher's name.
- keep children safe. If at any time you feel a student is doing something unsafe, please ask them to "Please stop that at once!"
- **have fun!**

Parents are not expected to:

- take hold of or restrain a student at any time.
- verbally berate, yell at, or accost students at any time.
- threaten consequences or impose any consequence of any kind at any time.

When working under the direction of a staff member with students:

Parents should:

- work with the student in a friendly, supportive manner.
- encourage a child to do his/her best work, to try their best.
- **have fun!**

When working directly with staff members please be yourself in a comfortable setting. If at any times you might have questions or concerns about a staff member please see the principal, and the principal only, immediately.

Thank you again for considering to volunteer your time to team up with us in your child's education.

Classroom Visits by Parents

Parents are welcome to visit our classrooms. By visiting your child's room you can give him concrete evidence of your interest in his life. Also, it will give you much more understanding of the things he tells you about. While visiting, look for the following points which are indicators of your child's success in school life:

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

Please respect the confidentiality of others during any visits. Please don't talk about other students. Please don't interrupt a teacher's lesson. If you have questions save them for an appropriate time after your visit.

Please contact the teacher to arrange a visitation time in advance. An appropriate length of time for a visitation is 30-45 minutes. Upon arriving at school, stop at the office to sign in. We ask that you do this even if you are simply bringing something to school for your child.

Telephone Policy for Students

Students are not permitted to use the school telephone except in an emergency. It is the student's responsibility to make plans before school:

- to have needed homework, clothing, projects, etc. to school when needed
- to make arrangements for transportation home or staying for staying for scouts, etc.
- to plan the day, with parents help, to avoid general use of the telephone.

This policy is needed in order to make incoming calls possible.

Cell Phone Guidelines

Having a cell phone is discouraged. Cell phone usage during the school day is prohibited; cell phones should be turned off. Cell phones may be confiscated and turned into the principal if used in anyway during school.

- The first time a student cell phone is confiscated they will have it returned that afternoon as they are dismissed from school.
- The second time, the principal will keep the phone and only give it back to parents.
- The third time a cell phone is confiscated, the principal will keep the phone for three days and then give it back to parents.

Students in grades K-3 are not permitted to have cell phones without permission from the principal as obtained by the parent. Students in grades 4-6 often times have after school practices or activities and following such activities may call parents for pick-up or to make a "safe call".

Lost and Found

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

Safety Precautions

We would appreciate parents taking time to discuss safety with your children since this is an area that cannot be over-emphasized. Possibly your child might tell you about what he thinks is the most dangerous spot on his way to school. Then discuss in the family circle what precautions the child should take at this location. Let's make this a "safety" year.

Pond Safety and Family Use

Brookside's Pond is very much a community and school resource. As such, it is legally expected that parents will supervise their children at the pond during after school hours and when school is not in session. For safety purposes, neither children nor adults are allowed to wade, swim, or be in the pond at any time. Ice skating or walking on the ice during the winter are also strictly prohibited.

Persons violating these restrictions will be considered to be criminally trespassing and such charges will be considered by the school principal.

While at the pond with your family, please enjoy its many features. Picnicking, fishing, and catching frogs are all permitted and encouraged. Feeding the ducks and turtles is also an excellent family activity. Please respect our standard of "Capture and Release" by returning anything that you catch back to the pond.

Fire Drills, Tornado Drills and Safe School 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. The building should be evacuated in less than two minutes.

Tornado 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.

Safe School Drills are practiced twice a year to educate students on how to behave in case of an intruder. These drills involve the students and staff "locking down" the school. Children sit on the floor behind their desks, lights are turned off, and classroom doors are locked. In the case of a true emergency we would then evacuate the building and proceed to Perry Middle School once the intruder had been barricaded into a secure area of the building and under the direction of law enforcement personnel.

Walking and Student Riding Policy

Students of all ages who live in the Brookside Estates area are permitted to walk to school. Students in fourth grade and up are permitted to ride bicycles to school if the student lives in the Brookside Estates area. Students in grades K-3 may ride their bicycle to school if they are accompanied by a parent and following all school, safety, and traffic laws. Bicycle riders must wear a helmet when riding to or from school. Students living north of Snouffer Road or in Brookside Woods may not walk or ride bicycles to school. All children must get off their bicycles at the crosswalk and walk them to the bicycle rack, because of all the children walking in that area. Bicycles must also be walked out to the street after school. Please caution your children about the rules of safe bicycle riding. Bicycles should always be locked.

Skateboards and roller blades are permitted to be used by students in grades 4 and up for coming to and from school. Helmets must be worn. Roller blades may not be worn in school at any time. Students must change from blades to street shoes before entering school and put on their roller blades for the ride home after leaving school. The front walk bench is a good place for such changing.

School Closing

It may be necessary to close school, or delay opening school some day because of weather conditions or for other reasons. If this should become necessary it would be announced by the local radio stations (WBNS, WTVN, WCOL, WRFD, and perhaps others). Your child should have instructions on where he should go in the event it becomes necessary to close school after your child arrives at school (and you might not be home). The school district has an information line about school plans. The number is 883-TIPS.

District Support Groups

The Worthington School District has many parent organizations and support groups that offer answers and suggestions for a wide range of our parents. The first of these is the Brookside PTA. Others are S.W.E.P.P., Supporting Worthington Extended Projects Program; W.A.B.P., Worthington Alliance of Black Parents; The Worthington Coalition for the Education of Handicapped Children; L.D. Parent Support Group; Alliance for Quality Education; Worthington Education Foundation; Worthington School/Business/Community

Partnership Council. A Worthington School District Community Resource booklet is available through the District Office. Please call 883-3000 for your copy.

Student Dress and Code of Conduct For Students

To avoid interpretation and provide consistency for students, Brookside follows these clear and simple guidelines for student dress:

1. All students must wear shirts that have sleeves.
2. All students must wear shirts that are long enough to tuck into their pants/skirts. Clothing that exposes a child's midriff or "backside" will not be permitted.
3. All students must wear shorts that are longer than their fingers when hands and arms are held at the student's side.
4. Pants with words on the "backside" are not permitted.
5. Any clothing with wording that is inappropriate for school is not permitted. Any words that suggest alcohol, tobacco, drugs, being mean to others, or that are rude, are not permitted.

In general, we believe that the clothing worn by students can be the choice of the parents and children, knowing that good taste prevails. Following the above guidelines will assist you in your choices.

Additionally, clothing should be neat, clean, properly fit, and consistent with the weather conditions. Finally, any student dress that becomes disruptive to a learning situation will not be permitted.

Extended Projects Program

The Extended Projects Program (EPP) is a program for academically talented students in the Worthington School District. It was established in an attempt to adhere to the philosophy of the Worthington Board of Education which states that all students should be given educational opportunities to help them reach their maximum potential. We recognize that academically talented students require frequent and consistent activities which present stimulation and challenge appropriate for their academic needs that are not possible to offer in the regular classroom where students with a wide range of abilities must be served.

The Extended Projects Program is built upon the following premises:

- Academically talented students require educational programs which provide a solid cognitive foundation as well as opportunities to be creative.
- in order for them to grow intellectually, to develop self discipline, and to experience a sense of accomplishment and self worth, these youngsters require opportunities to be presented with learning experiences that are both challenging and demanding.
- For academically talented students to be adequately stimulated and challenged, they require opportunities to interact with their ability peers on a frequent and consistent basis.
- At the present time, elementary students are screened in the spring of each year based on their performance on standardized achievement and cognitive abilities tests and the recommendation of classroom teachers. Generally, the program is designed for students who score at or above the 90th percentile on achievement tests in the area of math and two standard deviations above the mean on a cognitive abilities test. These criteria are based on guidelines established by the Ohio Department of Education.
- Students are identified according to their individual talents in the area of math.
- At the end of first grade, all students are considered for possible participation in EPP. Those who are recommended are tested in small groups and many are individually assessed by EPP teachers.
- The classroom teacher works with the EPP teacher to schedule the most convenient time for the students to come to the Resource Room.

- The Extended Projects staff is made up of experienced teachers who have received extensive and continuous training in mathematics. Each member of the staff has, or is in the process of obtaining, a teaching certificate in Gifted Education.

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, Dr. Lynne Hamelberg, at 883-3020.

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.

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.

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.

Title 1 Reading and Title 1 Math

The Federal Government provides monies to school districts that have schools with higher percentages of Free or Reduced Lunch Students. Brookside usually has between 45% and 50% of our students who fall into this category. Because of this high percentage we are given two additional teachers, 1 full time for reading and one full time for Math. Any of our students are then eligible to receive extra tutoring in these subjects if they are significantly below grade level.

You have the right to know about the teaching qualifications of your child’s classroom teacher in a school receiving Title I funds. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child’s classroom teacher.

These qualifications include:

- Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
- Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
- The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
- Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

You may ask for the information by faxing such a request to 883-2810, the district’s central office testing office, or you may simply contact Mr. Monroe with your request. Be sure to give the following information with your request:

Child’s full name _____

Parent/guardian full name _____

Address _____

City, State, Zip _____

Teacher’s Name _____

**WORTHINGTON SCHOOLS
F.E.R.P.A. NOTIFICATION
and
STUDENT
CODE OF CONDUCT**



Address questions to Dr. James McElligott,
Director of Student Services
Worthington Education Center
200 East Wilson-Bridge Road
Worthington, Ohio 43085
614-883-3000
email: jmcelligott@worthington.k12.oh.us



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.

D. 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.

E. 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

STUDENT CONDUCT/ZERO TOLERANCE

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 CONDUCT/ZERO TOLERANCE

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

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

These Student Code of Conduct regulations are applicable to conduct while school is in session, at school-sponsored activities or events whether on or off school premises, at events in which the District participates whether on or off school premises, off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, on school premises whether or not school is in session, in any vehicle whose use is controlled, organized, or arranged by the District, or at any time the student is subject to the authority of the Board or school district personnel. In addition, a student may be subject to school disciplinary action, including suspension or expulsion, for harassment, vandalism, physical abuse or other conduct directed toward school personnel and/or toward school personnel's property, during school or nonschool hours, regardless of where it occurs.

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

1. Absence and Truancy

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

2. Abuse of Computer Hardware and/or Software

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

3. Alcoholic Beverages and Drugs

A student shall not possess, use, sell, offer to sell, conceal, transmit or be under the influence of any alcoholic beverage or illegally used drug including steroids, counterfeit (look-alike) drugs, or controlled substances (hereafter, Prohibited Substances) or otherwise violate Policy (JFCH/JFCI/JFCIA) "Drug and Alcohol Abuse by Students". "Possession" includes, but is not limited to, retention on the student's person or in a purse, wallet, locker, desk, or vehicle. It also includes being a passenger in a vehicle in which the student knows, or should reasonably have known, that any prohibited substance is present. Students acting together with students

who are known to have possession of prohibited substances may be deemed to also have possession of such prohibited substances unless such students remove themselves immediately and/or report the offense at the earliest possible time. A student shall not wear or possess clothing, jewelry, personal possessions, publications, or other items or materials which depict or infer drugs or alcohol.

3A – Use or Possession

- 1st Violation – 5 day out of school suspension (suspension may be reduced to 2 days with completion of Student Assistance Program). Loss of privileges for 15 school days after the suspension, including attendance at after school co-curricular events and activities and driving privileges. Police Report.
- 2nd Violation – 10 day out of school suspension (suspension may be reduced to 5 days with completion of Student Assistance Program) Loss of privileges for 30 school days after the suspension, including attendance at after school co-curricular events and activities and driving privileges. Police Report.
- 3rd Violation – 10 day out of school suspension with recommendation for expulsion. Police Report.

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

3B – Selling or Distributing

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

3C – Failure to Remove and/or Report

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

4. Assault

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

5. Cheating and Plagiarism (Academic Dishonesty)

A student shall not obtain by fraudulent, dishonest or deceptive means and use as his/her own (or provide to another student teacher or parent) the work, work product, questions 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)

FOR YOUR INFORMATION

Since this handbook has probably not answered all of your questions about Brookside School and the Worthington City School, listed below are some of the more common student and parent concerns and to whom the questions may be directed:

If you have questions about procedure and administration policies, call

Dr. Thomas Tucker, Superintendent
883-3000

If you have questions about our district finances, call

Mr. Jeff McCuen, Treasurer
883-3120

If you have questions concerning district policies, attendance areas, declining enrollment, call

Dr. Trent Bowers, Assistant Superintendent
883-3040

If you have questions concerning student achievement or professional development, call

Ms. Jennifer Wene, Teaching/Learning Team Director, 883-3016

For Testing Questions, call **Mrs. Vicki Hartley, 883-3000**

If you have questions concerning student services or safety, call

Dr. Jim McElligott, Director of Student Services
883-3029

If you have publicity, information, or communication inquiries about the school, call

Mrs. Vicki Gnezda, Director of Communications
883-3012

If you have questions concerning Special Education or psychological testing, call

Dr. Shirley Hamilton, Director of Special Education
883-3014

If you have questions concerning Leadership and Improvement, call

Mr. George Joseph, Director of Pupil Personnel
883-3031

If you have questions concerning computers or instructional technology, call

Mr. Keith Schlarb, Director of Instructional Technology
883-3000

If you have questions concerning maintenance or landscaping, call

Mr. Tim Gehring, Supervisor of Grounds/Maintenance
883-3170

If you have questions concerning bus transportation, call

Mr. George Sontag, Supervisor of Transportation
883-3180

If you have questions concerning food services, call

Mrs. Debbie Steele, Supervisor of Food Services 883-3140

2011-12 School Calendar

First Grading Period

August 23
August 24
September 5
September 13
September 23
September 28
October 11
October 14
October 28
October 28

August 23 – October 28

Meet the Teacher Day & School Picture Day
First Day of Classes
Labor Day (No School)
PTA Meeting at 7:00 p.m.
Fall Institute (No School)
School Picture Absentee/Retake Day
PTA Meeting at 7:00 p.m.
Professional Day (No School)
Early Release at 1:30
Harvest Day Parties

Second Grading Period

November 8
November 11
November 12
November 23
November 24
November 25
December 13
December 20
December 20
December 21 – January 1
January 2
January 10
January 13
January 16

October 31 - January 12

PTA Meeting at 7:00 p.m.
Early Release at 12:00 - Parent/Teacher Conf.
Parent Teacher Conferences (No School)
No School
Thanksgiving (No School)
No School
PTA Meeting at 7:00 p.m.
Winter Holiday Classroom Parties
Last Day of Classes Before Winter Vacation
Winter Break (8 school days)
Classes Resume
PTA Meeting at 7:00 p.m.
Records Day (No School)
Martin Luther King, Jr. Day (No School)

Third Grading Period

February 14
February 14
February 20
March 2
March 13
March 23
March 30
April 1 – April 8

January 13 – March 23

PTA Meeting at 7:00 p.m.
Valentine Day Parties
President's Day (No School)
Elementary Conferences (No School)
PTA Meeting at 7:00 p.m.
Early Release – 1:30 p.m. Records Day
Last Day of Classes before Spring Vacation
Spring Vacation (5 school days)

Fourth Grading Period

April 9
April 10
April 11
April 23
May 8
May 28
May 31
June 1

March 26 – May 31

Classes Resume
PTA Meeting at 7:00 p.m.
Sixth Grade Panoramic Picture
Testing Week
PTA Meeting at 7:00 p.m.
Memorial Day (No School)
Last Day of Classes for Students
Professional Day for All Staff