

WORTHINGTON SCHOOLS

2017-2018 Elementary Parent and Student Handbook

Worthington
Schools

Our mission:

To empower
a community
of learners
who will
change the
world.

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**Worthington Schools Education Center
200 East Wilson Bridge Road
Worthington, Ohio 43085
614-450-6000**

**An electronic version of the Worthington Elementary School
handbook is available at:**

www.worthington.k12.oh.us/k6handbook

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Online Registration and Form Access

Online Registration must be completed each year. Directions for completing Worthington School Online Registration Forms:

- Go to the Worthington District site: www.worthington.k12.oh.us
- Click Login
- Enter Parent ID and Password

- On the first screen when you log in go to **“Online Registration”** and click the icon. It will request that you review/update your student’s demographic and emergency medical information using the **OLR (Online Registration) system**. This link opens for a *currently enrolled family* containing your student(s) current demographic information to review. Please update any new Emergency Medical data as well. *Student Participation Forms and Release Authorizations* needed to start the school year also need to be completed. Free and Reduced Lunch forms are available under **My Account**.

- You will be able to update all areas for currently enrolled students; such as i.e., parent and emergency contact name(s), home address, phone number, email addresses, and student medical information. If you cannot complete it in one sitting, you may save your input and exit, come back and input some more until you hit *Submit*. Once you click on *Submit* you may print a copy for your records.

PLEASE NOTE: It may take up to 5 days for your information to post to Infinite Campus.

- If you do not know your Parent ID and/or Password, click Parent Account Recovery OR email a request to <mailto:support@wscloud.org>, including your name and your child’s name(s).
- Additional information on updating contacts can be found at <https://www.worthington.k12.oh.us/Page/3706>

Directions for MyPaymentsPlus for payment of breakfast/lunch AND school fees:

- Visit www.MyPaymentsPlus.com; or go to www.worthington.k12.oh.us and Log In; choose **“My Account”** and select **MyPaymentsPlus**.
- Click **“Register a FREE account”** and follow the simple onscreen instructions.
- Add your student by using their Student ID number (the I.D. number is found on Infinite Campus on the first screen after you log in).
- There is also a **MyPaymentsPlus** app which is free to install for your iPhone or android.

School Information

WORTHINGTON ELEMENTARY SCHOOLS 2017-2018 GRADE ENTRY TIMELINE TRIMESTERS (GRADES K-6)

1ST TRIMESTER: AUGUST 16 – NOVEMBER 8

August 14	Teacher Workday
August 15	Teacher Workday/Convocation
August 16	First Day for Students
September 4	Labor Day (No School)
September 27	Middle of 1 st Trimester
October 20	Teacher Collaboration/Grading (No School)
October 16-19	Parent Teacher Conference Week
November 8	End of 1 st Trimester

2ND TRIMESTER: NOVEMBER 9 – FEBRUARY 21

November 17	Grade Cards Available On-Line (Grades K-6)
November 22	Parent Teacher Conf. Make-Up (No School)
November 23-25	Thanksgiving Break (No School)
December 18	Teacher Grading Day (No School)
December 19-January 1	Winter Break (No School)
January 2	Classes Resume
January 10	Middle of 2 nd Trimester
January 15	Dr. Martin Luther King Jr. Day (No School)
February 5-9	Parent Teacher Conference Week
February 19	President's Day (No School)
February 21	End of 2 nd Trimester

3RD TRIMESTER: FEBRUARY 22 – MAY 23

March 2	Grade Cards Available On-Line (Grades K-6)
March 9	In Lieu of Parent Teacher Conf. (No School)
March 26 - 30	Spring Break (No School)
April 2	Classes Resume
April 11	Middle of 3 rd Trimester
May 23	Last Day of Classes
May 24	Teacher Collaboration/Grading (No School)
May 25	Teacher Grading Day
May 28	Memorial Day

School Hours

Worthington’s elementary schools are often referred to as “early start” and “late start” schools due to their staggered start times. These times are set and necessary for providing adequate transportation for our eleven elementary school attendance areas. Visit the school website for additional information.

<i>Early Start</i>	<i>Late Start</i>	<i>Late Start</i>
Bluffsview, Brookside, Colonial Hills, Granby, Wilson Hill, Worthington Park	Evening Street, Liberty Worthington Estates, Worthington Hills	Slate Hill
Supervision provided following Student Arrival Time 7:40 a.m.	Supervision provided following Student Arrival Time 8:05 a.m.	Supervision provided following Student Arrival Time 7:55 a.m.
Student Start Time: 7:55 a.m.	Student Start Time: 8:20 a.m.	Student Start Time: 8:15 a.m.
Student Dismissal Time: 2:25 p.m.	Student Dismissal Time: 2:50 p.m.	Student Dismissal Time: 2:45 p.m.

<i>Early Start</i> :	Morning Kindergarten	7:55 a.m. – 10:40 a.m.
	Afternoon Kindergarten	11:45 a.m. – 2:25 p.m.
<i>Late Start</i> :	Morning Kindergarten	8:20 a.m. – 11:00 a.m.
	Afternoon Kindergarten	12:05 p.m. – 2:50 p.m.
<i>Slate Hill</i> :	Morning Kindergarten	8:15 a.m. – 11 a.m.
	Afternoon Kindergarten	12:00 p.m. – 2:45 p.m.

Children who walk to school or who are dropped off by parents should not arrive before their school’s designated Student Arrival Time. Also, children must report home immediately after school before playing or coming back to the school playground. Children should walk home using a direct route, crossing streets where the crossing guards are stationed. Bus riders should go directly to their homes after exiting the bus. The school is not responsible for supervision of students before designated arrival times, after school dismissal times or following the completion of their bus route. Only children enrolled in the Care After School Program should be in the school building under the supervision of Care After School personnel after dismissal times, with the exception of those participating in supervised, scheduled after school activities or those accompanied by a parent/guardian.

Attendance

Worthington Schools Board Policy states:

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. death in the family;
4. quarantine for contagious disease;
5. religious reasons or
6. other parent requests.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by Ohio law may, or may not, be permitted to make up work (see 1-6 above). Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for nonemergency trips out of the District. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Attendance Requirements

Worthington School Board Policy 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.

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

- | | |
|-----------------------|--|
| ABSENT 6 DAYS | The student's teacher will contact the parent(s), preferably by phone. |
| ABSENT 10 DAYS | The school will send a formal warning letter to the student and parent(s). |
| ABSENT 12 DAYS | A doctor's note will be required in order for the student's absence to be excused. |

ABSENT 15 DAYS The school principal or designee will contact the parents and schedule a conference to seek solutions and discuss consequences that address the student's absenteeism.

ABSENT 20 DAYS The principal may make a referral to the appropriate legal or social service agency who may bring charges of parental neglect against the parent or guardian.

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

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

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

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

The school calendar has been included in this handbook, and can also be found on the Worthington City Schools' website, www.worthington.k12.oh.us, for your convenience in planning family vacations. Extending the December winter vacation or the spring vacation tends to interfere with a child's educational progress. Family vacations scheduled to coincide with school vacations are a help to your child and are strongly recommended.

Late Arrival/Tardy

Children are considered tardy if they enter their homeroom classrooms after their school's start time. Parents are asked to report to the school office to sign in their child.

Early Dismissal

Written notice for students to leave early, such as for doctor or dental appointments, should be sent to the classroom teacher. Parents are asked to report to the school office to sign out their child.

Withdrawals

Students must attend school in the school district in which their parent(s) reside. If you move out of the Worthington School District you must withdraw your child from school. It is advisable for parents to come to the school when their child transfers to another school in order to sign a Release of Records form. If this is not possible, notify the school and a form will be sent home with your child. The form may also be accessed on the Worthington City Schools' website.

If you move within the Worthington School District but out of your current school attendance area and wish to keep your child at his/her current school , you may request approval for open enrollment by completing an open enrollment form, available on-line and in the school office.

Open Enrollment Policy

Requests by parents for their children to attend a Worthington school outside of their attendance area may be approved as long as the requested school's capacity and class size limits will not be exceeded and the educational program can be maintained. Parents must also agree to provide transportation for their child as needed.

Application requests for a transfer at the start of the next school year should be submitted to the school of choice no later than March 31. Intra-district open enrollment forms are available in each school's office, on the Worthington City Schools' website, www.worthington.k12.oh.us, and at the Worthington Education Center. Parents should complete the form and send it to the principal of the school of choice, and forward a copy to the principal of the school in the child's actual attendance area. Parents will be notified in August no later than 10 days before the start of the school year whether or not their children will be able to attend the school of choice. The student's new school assignment is subject to annual review and may be canceled if space is no longer available at the school of choice.

Reapplication for open enrollment must be done yearly.

Changes in Information

Anytime there is a change in telephone number, address, place of employment, marital status or anything else of which the school should be aware, please contact the school office immediately so our records can be updated. Phone numbers, email addresses and medical information should be updated by parents on Infinite Campus.

Student Health

Guidelines-When to Keep Your Child Home from School

The protocol for management of communicable disease in Worthington City Schools is based upon the Ohio Department of Health's guidelines and recommendations.

Your child is too ill to go to school if he or she has any of the following symptoms:

- Temperature of 100 F or above by mouth (Student must stay home until he/she is fever free for 24 hours without the use of fever reducing medication. In most cases this means the student will miss the following school day. Please understand fevers can reoccur within a 24 hour time period and this policy is in the best interest of all students.)
- Vomiting or diarrhea within the past 24 hours (Student must stay home for 24 hours to ensure these symptoms are gone before returning to school.)
- Shortness of breath or increased wheezing during normal activity
- Has a cough that interrupts normal activity
- Pain from an earache, headache, sore throat or recent injury
- Has yellow or green drainage from nose or eye(s)
- Rash over body or localized to one area of the body (A student who shows signs of a communicable disease exhibiting as a rash may return to school once the rash is gone or a doctor's note is presented stating the student may return to school.)
- Fatigue that requires bed rest (common with flu-like symptoms)
- Signs of conjunctivitis such as red, crusty or swollen eyes (Student may return once symptoms have been treated and are gone or a doctor's note is presented stating the student may return to school.)

If your child is ill, please do not send him/her 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/she comes in contact.

Please report all contagious diseases to the school office in order that the proper steps may be taken within the school to prevent the spread of disease.

If your child becomes ill, or is injured at school, you will be called and asked to come for him/her. We will be guided by information on the "Health Services" portion of your student's Online Registration Summary. You are asked to supply that information on or before the start of school. If there are ever any changes to this information during the school year, please notify the school office immediately and make those changes online.

Reporting an Absence

Parents/Guardians must notify the school on the day a student is absent unless the office has been notified in advance. Lacking parental notification of an absence, the school office personnel will notify the parent of the student's absence by telephone and/or email on the same day the student is absent.

Dispensing of Medications

If school personnel are asked to dispense any kind of medication to your child, prescription or non-prescription, our office must have the Dispensing of Medication Form, which has been approved by the Board of Education, filled out and on file in our office. The form requires the signatures of the

prescribing physician and at least one parent or guardian. These forms are available on the district's website and in our school office. There is also a copy of the form at the back of this handbook that can be printed and taken with you to the doctor's office when needed. Please do not request that we make an exception to this procedure; we are bound by law to act in this manner.

Requests for Exemption from Recess/Activities

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

Immunization

Proof of immunization must be on file in the nurse's office within fourteen (14) days of the student entering school. In addition to this requirement, students entering the district from a foreign country must also present evidence of a negative TB test or chest x-ray report within the last ninety (90) days and prior to entry to school.

Health Screening

Health Screening done or supervised by the school nurse include:

- Vision-Kindergarten, Grades 1, 3, 5 new students and staff referrals
- Hearing-Kindergarten, Grades 1, 3, 5, new students and staff referrals

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

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

Student Insurance

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

PEDICULOSIS PROCEDURE-WORTHINGTON SCHOOLS

Pediculosis or head lice, is a nuisance condition and is not known to transmit infection from person to person. Current positions of national organizations (The National Association of School Nurses, The American Academy of Pediatrics and the Harvard School of Public Health) recommend that schools eliminate their "No Nit" policy. In order to maximize academic achievement, school attendance should not be compromised because of a case of head lice.

1. When a student is found to have an active infestation of pediculosis as defined by presence of live bugs or nits, the parent or guardian will be notified. The nurse will make a professional judgment regarding exclusion arrangements depending on her assessment of the situation. The student may remain in the classroom and go home at the end of the day if only nits are found. Students will be expected to be checked in by the nurse or other trained staff member after appropriate treatment has been received at home. A parent or guardian will be expected to bring the child to school for the readmission check.
2. Our healthcare staff will educate the parents about head lice treatment and control with verbal and/or written instructions.
3. Teachers will be notified when a student in the classroom has head lice. A letter will be sent to the children's parents/guardians of the affected classroom. The letter will provide recommendations for health care.
4. Upon readmission to school the student will be checked by the school nurse or trained staff person. If the student is found to have continued active infestation (live bugs and/or no progress in nit removal) the parent will be instructed to take the student home for further treatment.
5. Since mass screenings lead to embarrassment, misdiagnosis and unnecessary treatment, the nurse will not routinely screen classmates of the infested student.
6. If the parent or guardian is not compliant with treatment options and the student misses several days Worthington Schools may choose to implement the following measures;
 - a. Conferences
 - b. Referral to outside agency for assistance

Please see the following articles for more information:

American Academy of Pediatrics:

<http://www.aap.org/en-us/about-the-aap/aap-press-room/pages/AAP-Offers-Updated-Guidance-on-Treating-Head-Lice.aspx>

<http://pediatrics.aappublications.org/content/126/2/392.full.pdf>

http://www.nixlice.com/sites/default/files/assets/pdf/american_academy_of_pediatrics_report.pdf

National Association of School Nurses:

<http://www.nasn.org/Portals/0/positions/2011pspediculosis.pdf>

Student Safety and Transportation

Safety

The safety and well-being of every child who attends Worthington City Schools is a concern for all of us. Each child will need to become very familiar with school behavior guidelines for his/her own safety and well-being and that of others. Playground, building and classroom behavior expectations will be explained and discussed with the children during the first week of school and regularly throughout the school year. Every attempt will be made by the entire staff to ensure that these are understood and carried out.

To and From School

The school personnel provide supervision of students on school property during school hours. Children should not arrive at school before designated arrival times and they are to leave the school grounds at dismissal time and/or bus pick-up times unless special provisions have been made by school personnel for a child at school beyond those times. When children are not on school property, as they come to and from school, they are the responsibility of parents. Please make clear to your children the school's (and your) expectations for them in their trip to and from school. Walkers are to stay on sidewalks, to cross streets at designated crosswalks and are to follow behavior and safety rules established by the school in interacting with each other and with Safety Patrols. Bicycle riders need to have a permission form signed by their parents and agree to follow our bicycle policies.

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

- Be sure your child can recite his/her name, address, and telephone number so if there is an emergency someone can more easily locate you, if necessary.
- Please tell your child to NEVER talk to, accept rides with, or take presents from a stranger. You need not pursue the subject any further than you feel is necessary.
- Check the [Franklin County Sheriff Department](#) website for current information regarding sexual offenders in your area.

Bicycle Policy – NOTE: Slate Hill does not allow bicycles

Only students in grades 4, 5 & 6 who live in the designated walking areas may ride their bicycles to school. All students outside of this attendance area are not permitted to ride bicycles because of the heavy traffic and dangerous roadways they'd encounter enroute to and from school. A permission form must be signed by parents and on file in the school office before a student may ride his/her bicycle. **Roller blades, shoes with wheels, skateboards and scooters are not permitted on school grounds.**

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

Bicycle Safety Rules:

1. Stop and look both ways before entering the street.
2. Bikes are not to be ridden on sidewalks.
3. Ride in the same direction as traffic.
4. Use hand signals when turning and look in all directions.
5. Obey all traffic signs.
6. Only one bike rider per bike.
7. Always listen to the Safety Patrols and adult crossing guards.
8. Wear a securely fastened bicycle helmet.
9. Dismount bikes at crosswalks and designated entrances to school property. Walk the bikes directly to the bike racks. Once parked, bikes will remain locked in the racks until dismissal time. Bikes will be walked out to the same point after school.

Safe bicycle practices are expected at all times. Bicycle privileges will be revoked if these policies and safety practices are not followed.

Bicycle Permission Forms are available in the school office upon request. A new permission form must be completed each school year for each student before bike riding to and from school can begin.

Dropping Off or Picking Up Children at School

Each of our elementary schools has a traffic pattern specific to their school and community. It is critical to follow the school's plan for dropping off and picking up your child(ren) to ensure the safety of all students and families.

Bus Service and Regulations

Bus service is provided for children who live over 1.5 miles from the school. Bus stops are established by the Transportation Department and are approved by the Worthington Board of Education. The phone number for the Transportation Department is 450-6600.

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

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

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

Regulations For Students Riding School Buses

1. The school bus driver shall be in charge of the bus at all times and shall be responsible for order.
2. Students riding school busses shall:
 - A. Arrive at the bus stop 5 minutes prior to scheduled pickup time.
 - B. Board, leave, and ride the school bus in an orderly and non-disruptive manner;
 - C. Sit facing forward in his/her seat from the time of boarding until disembarking;
 - D. Refrain from engaging in any conversation or activity (including fighting) which could reasonably interfere with the safety of passengers or with the bus driver's safe operation of the bus;
 - E. Refrain from conduct, conversation or forms of expression which could reasonably offend the ordinary sensibilities of others;
 - F. Do not vandalize or otherwise damage a school bus;
 - G. Do not eat or drink while in a school bus;
 - H. Do not transport animals, dangerous objects or materials;
 - I. Do not throw objects either out of or within the bus and do not extend any part of their body out of a window;
 - J. Make no noise while a school bus is approaching or crossing a railroad crossing or at any other point of danger as specified by the school bus driver;
 - K. Cross all streets at least 10 feet in front of the school bus and remain visible to the driver at all times;
 - L. Board or leave the bus only at assigned stops unless they have parental or administrative written authorization to do otherwise;
 - M. Upon departing the bus in the afternoon students are to proceed to a designated place of safety where they must remain until the bus leaves the stop.

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

Safety Drills

Fire drills are held periodically to prepare children for an emergency, should one arise. If you are visiting the school during a fire drill, you will notice that the children will exit the building and will remain quietly at a designated location where they will be counted by their teachers. All persons are

required to leave the building during a fire drill. The building should be vacated in less than two minutes.

Tornado emergency drills are also practiced. Children go to their shelter location quickly and assume a protected body posture. If a *tornado watch* is in effect at regular dismissal times, students *will be* dismissed as usual. If a *tornado warning* is in effect at regular dismissal times, students *will not* be dismissed unless accompanied by their parent or guardian.

Worthington Schools Volunteer Screening

Worthington City Schools welcomes your interest in volunteering in our schools. In order to provide security for our students, Worthington Schools requires that all volunteers who will be working directly with children, chaperoning field trips, etc. complete the following steps:

- Go to the Worthington Education Center at 200 East Wilson Bridge Rd., Worthington 43085. The WEC is open Monday- Friday, 8:00 a.m. – 4:00 p.m.. It may be advisable to call Human Resources, 614-450-6032, prior to going to confirm staff are available to assist you.. Check in at the front desk and the receptionist will direct you to Human Resources.
- You will be required to present a drivers' license or a state identification card.
- If you have been a resident of Ohio for less than five years you will be fingerprinted and an FBI check will be completed.
- You will be photographed for your volunteer picture ID badge.
- Your ID badge will arrive at school in approximately 10 business days. If an FBI check is necessary, it may take up to 30 days to process.

School Visitations

Parents are always welcome to visit our classrooms. The courtesy of a day's notice is requested prior to a visit. **Upon arriving at school, please stop at the office to sign in and pick up a visitor badge.** This will enable us to know who is in the building at all times. When dropping off items, please bring them to the office and school personnel will happily deliver them to your child to lessen classroom disruptions.

School Closing

It may be necessary to close school or delay opening school some days because of weather conditions or for other reasons. If this should become necessary, it will be announced by the local radio and television stations. Your child should have instructions on where he/she should go in the event it becomes necessary to close school after he/she arrives at school and you will not be home. Students in the Care After School Program (CAS) must have a form filled out and on file with the CAS personnel outlining what plan they are to follow if early dismissal is called.

When Bad Weather Strikes, No School = No Events

Please remember that it is the policy of the Worthington School District to cancel all after-school and evening events when the regular school day is called off due to bad weather. In the case of an early release due to the weather, the district will evaluate whether or not to cancel after-school and evening activities. Once a decision is reached, you will be contacted by the district at the phone number and email address listed on your online emergency contact information.

Technology Guide

Bring Your Own Device to Worthington Schools



Worthington Schools are purchasing the following Chromebooks for use in our schools:

- Acer® C720P-2600 Touchscreen Chromebook
- Dell Chromebook 11
- HP Chromebook 14

Beyond what is provided in the classroom and through the lending library at your child's school, students and families may use their own device or purchase a Chromebook on their own. Here's what you need to know:



WS Cloud

Chromebooks are not personal computers, so you cannot install purchased software, such as Microsoft Office. Rather, students would use their WS Cloud Google account and use Google mail, docs, sheets, etc for education. This collection of web applications is referred to as GAFE (Google Applications For Education). Additionally, there are apps available through the Chrome Web Store, much like apps for iPads through the iTunes store.



Internet Access

Chromebooks are web based and require internet access the majority of the time. While some Google applications and apps can be used offline, online mode (connected to the internet) is the primary mode of use. With a Google account you can store your docs, etc. online on the cloud, so local storage can be minimized.



Chrome OS

All Chromebooks run the same operating system and are automatically updated. Regardless of the brand or model you purchase, it will have the same Google Chrome operating system.



802.11 WiFi

For the general user, the specs of any processor with 2GB of memory and 16GB of storage with 802.11 WiFi will likely meet the needs. Any Chromebook with these minimum specs should work on the district wireless network.

Questions? Please contact Keith Schlarb, Director of Information Technology at kschlarb@wscloud.org



Worthington's BYOD Plan

Integrating More Technology in the Classroom

1:1 Computing

By 2017, the Worthington Schools Technology Plan calls for all Worthington students to have access to a personal mobile device.

Worthington Provided Devices

Worthington Schools will be providing mobile devices in school at a ratio of one device for every 2.5 students.

Lending Libraries

Worthington Schools will be creating mobile device lending libraries so that students who do not have their own device or do not have a device at home are able to borrow a computer and 4G access to continue their learning at home.

Computer Usage Agreement

Electronic/Network Acceptable Usage Policy

Technology can greatly enhance the instructional program as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in the administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege or other discipline action. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy;
2. using profanity, obscenity or other language which may be offensive to another user;
3. reposting (forwarding) personal communication without the author's prior consent;
4. copying commercial software in violation of copyright law;
5. using the network for financial gain, for commercial activity or for any illegal activity;
6. accessing and/or viewing inappropriate material and
7. downloading freeware or shareware programs.
8. hacking or other processes to disrupt or provide unauthorized access to any network or network devices.

The Board recognizes the increasing impact of new and emerging technologies on our society and ultimately its students. To this end the Board believes the District must provide the opportunity for students, staff and the community to develop the knowledge, skills and attitudes necessary to function effectively in this increasingly technological world. The Board believes these opportunities are necessary and best realized through the development of a systematic and evolutionary plan for the continued integration of technology into instruction. The Board recognizes that the purpose of such a plan will be to provide the best possible educational opportunities, while determining future changes necessary in order to remain current with evolving technologies having educational potential. The Board recognizes the importance of these opportunities through its continued support, encouragement and commitment to provide the necessary physical and human resources to accomplish the task.

The Superintendent/designee develops a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she examines and compares the costs and benefits of various resources and identifies the blend of technologies and levels of service necessary to support the instructional program.

Because access to on-line services provides connections with other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's

agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/on-line services use.

[Adoption date: July 22, 2002]

[Revised: February 13, 2012]

LEGAL REFS.: U.S. Const. Art. I, § 8

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

ORC 1329.54-1329.67

3313.20

3319.321

20 USC 1232g; 34 CFR, § 99.1 et seq.

CROSS REFS.: IB, Academic Freedom

IIBG, Computer-Assisted Instruction

JFC, Student Conduct

Electronic/Network Acceptable Usage Policy

The District will exercise reasonable effort to limit student access to inappropriate materials, but cannot provide assurance that all materials are appropriate. The ultimate responsibility for monitoring electronic network usage is that of the student and the student's parent or guardian or, in the case of staff member usage, the staff member using the system. The District further provides no assurance that any specific information, service or system presently available on the electronic network will continue to be available. Access to the electronic network is a privilege which will be lost in the event of failure to comply with any of the terms of the Worthington City Schools' Acceptable Usage Policy (AUP), a policy which must be read and approved in writing by each staff member, student and in the cases of students under the age of 18, the student's parent or guardian.

Terms and Conditions for Electronic Network Usage

1. Acceptable Use

Access to the electronic network is made available for the purpose of supporting educational research, education and collaboration in and among educational institutions in the United States and elsewhere. All electronic network usage must be consistent with these purposes, the terms of this AUP and all provisions of law governing the actions of the user.

2. Uses Not Acceptable

The following are examples of types of specific conduct that is not an acceptable electronic network use. The enumeration of the following is by way of example and not by way of limitation.

A. Transmission or reception of any material in violation of any United States or state regulation, including the unauthorized transmission or reception of copyrighted material; the transmission of any harassing, threatening or obscene material, or material protected by trade secret; transmission of any vulgar or obscene material.

B. Use of the electronic network for any commercial purpose or for political lobbying (other than the expression of personal views).

3. Privacy

The District reserves the right to monitor, inspect, copy and review at any time and without prior notice any and all usage of the electronic network and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy in such material.

4. Warranties/Indemnification

The District makes no warranties of any kind, either express or implied, in connection with the electronic network access provided under this agreement, nor shall the District be responsible for any loss, cost or damages of any kind suffered, directly or indirectly, by any user of the electronic network under this agreement. By signing this agreement the user, and, in the case of a minor student, the student's parent or guardian agrees to indemnify and hold the District harmless from any and all loss, cost or damages resulting from the use of the computer network authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network.

5. Security

A password is provided each authorized user under this agreement. User agrees not to disclose his/her password to any person and to use only the password provided in accessing the system. User will notify the building principal or principal's designee of any improper password use on the part of any person and any other security problem observed in connection with the electronic network usage.

6. Vandalism

Vandalism is any unauthorized attempt to harm, modify or destroy data of another user, the electronic network or any computer system connected to the electronic network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism is strictly prohibited.

7. Controversial or Offensive Material

Access to the electronic network is provided for educational purposes only. Students, staff and parents or guardian are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. It is the responsibility of each user to control his/her use of the system to the proper uses and avoid access to or use of inappropriate material. Any user becoming aware of the access to such material by any other user shall immediately report that access to the building principal or principal's designee.

8. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

A. Be polite. Use appropriate language. No swearing, no vulgarities, no suggestive, obscene, belligerent or threatening language.

B. Beware of illegal activities which are strictly prohibited.

C. Do not reveal your personal address or phone numbers or that of any other students or colleagues.

D. Do not arrange a face-to-face meeting with another computer user without parental permission if you are a minor.

E. Note that electronic mail (e-mail) and other files are not guaranteed to be private.

People who operate the system do have access to all mail and may read what is sent or received.

Inappropriate or illegal messages or activities will be reported to law-enforcement authorities.

F. Do not use the network in such a way that would disrupt the use of the network by other users.

G. All communications and information accessible via the electronic network should be assumed to be private property. Proper observation of copyright laws is expected and citations for material abstracted must be made.

H. When using building-assigned accounts, the user should remember that he/she is representing the building each time that account is used.

I. A user should not reveal his/her password to anyone. Anyone with your password can change it, thus making it impossible for you to access the account.

9. Termination of User Privileges

Violation of any of the above may result in the reduction, limitation or termination of the user privileges at any time following due process procedures. Violation of the policy and regulations by students is also a violation of the District Student Discipline Code and may result in punishment as provided therein. Violation on the part of staff may result in appropriate discipline or termination of employment.

[Approval date: July 22, 2002]

[Revised: February 13, 2012]

COMPUTER/ON-LINE SERVICES
Worthington School District
Electronic Acceptable Usage Agreement

I have read, understand and will abide by the terms of the Worthington City School District's Electronic Services Standards. Should I commit any violation or in any way misuse the electronic network services or the school's computer network, my access privileges may be revoked and school disciplinary action may be taken.

Name (Print, ALL CAPS): _____ Phone: _____
User Signature _____ Date: _____
Address: _____

User: (circle) Student Student 18 or over Volunteer Employee

Worthington School District Parent or Guardian
Electronic Acceptable Usage Agreement

(If a user is under the age of 18, a parent or legal guardian must also read and sign the District Electronic Usage Agreement.)

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the Worthington City School District Electronic Services Standards. I understand that access to the electronic network is designed for educational purposes only. However, I also recognize it is impossible for the Worthington School District to restrict access to all controversial materials, and I agree to hold the Worthington City School District and its officers, agents and employees from any and all liability of any kind that may result from my child or ward's access to inappropriate materials in connection with network usage. Further, I accept full responsibility for supervision if and when my child's use of a District account is not in a school setting. I hereby give permission for my child to use the building-provided account to access the electronic network and other services.

Parent/Guardian Name (Please Print): _____ Phone: _____

Signature _____ Date: _____

Address: _____

Wireless Communication Devices

Wireless Communication Devices (WCDs)

The School Board and the Superintendent, Administration and Staff, consider the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly. Digital citizenship represents more than technology literacy. Successful, technologically fluent, digital citizens live safely and civilly in an increasingly digital world. The School Board and the Superintendent believe the teaching of safe and responsible online behavior is essential in the lives of students and is best taught in partnership between home and school.

Next Generation students and staff spend increasing amounts of time online, learning and collaborating. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for students online are no different than face-to-face interactions.

Part I will specify the WCD Policy, including a definition and examples of Wireless Devices.

Part II outlines positive uses of WCD in the school setting.

Part III identifies unacceptable use of WCD in school or while attending a school-related activity.

[Adoption Date: January 23, 2012]

Part I: Worthington Schools WCD Policies

The Worthington Schools recognize and embrace the demands of an ever-changing digital world. In response, we also embrace the appropriate use of WCDs as an educational advantage for our students that can be utilized as a resource to help promote digital citizenship, technological fluency, and effective use of executive functioning skills, high yield instructional strategies, collaboration, and the acquisition of all Digital Literacy skills. Furthermore, we believe that the aforementioned skills are critical for learners to acquire, polish, and utilize as they compete in a globally competitive marketplace.

The Internet contains a vast array of educational offerings for students. Many of these offerings are categorized as social networking sites where students from all over the world can share ideas, collaborate on projects and learn from one another. While the Board recognizes that misuse of social networking sites can distract students, they are and will be a fact of life in the world they inherit and therefore, we incorporate approved social networking sites to help teach students safety and responsibility in the online world.

Although we allow smart phones and other WCDs, the District will not be responsible for WCDs that are lost or stolen.

Definition: A WCD or Wireless Communication Device is defined as a device that emits or receives a signal, or otherwise summons or delivers a communication.

Examples of WCDs: Cellular and wireless telephones, iPods/MP3 Players/iPads, pagers/beepers, personal digital assistants (PDAs), all types of smart phones, any Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or any handheld internet device.

Part II: Positive uses of WCDs

- A) Creation of files, projects, videos, web pages and podcasts using network and internet resources in support of educational objectives.
- B) Participation in blogs, wikis, bulletin boards, approved social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational objectives.
- C) Publishing original educational material and/or curriculum related materials in compliance with copyright laws. Sources outside the classroom or school must be cited appropriately.
- D) Publishing student work with parental permission.
- E) Use of any mobile devices (such as cell phones, cameras, media players, etc.) for teacher-approved learning purposes.
- F) Use of the network, internet resources, and any mobile devices for incidental personal use in accordance with all District policies and guidelines.
- G) Use on a school bus provided that use does not provide a distraction to the driver or negatively impact the safety and wellness of other students in any way at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach.
- H) Any other use for educational purposes that is designated as acceptable by District or building level administration, and implemented into classroom instructional practices by the classroom teacher.

Part III: Unacceptable Uses of WCDs

- A) Federal law prohibits the use of WCDs to capture, record or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images.
- B) Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.
- C) The use of WCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, and bathrooms.
- D) Federal law permits the search of WCDs on school premises/property with reasonable suspicion by administration.
- E) It is prohibited to use a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
- F) It is prohibited to use a WCD in any way that may cause any disruption to learning or the educational process within a school building.
- G) Possession of WCD during any standardized assessments is prohibited.
(i.e. PSAT, SAT, ACT, AP, OGT, OAA etc.)
- H) The use of WCDs during any summative assessment (including but not limited to quizzes, unit tests and semester exams) without the explicit permission of the instructor is prohibited.

File: JFCK-R

Email Policies

General Information

- Students in grades 2-12 are given a district 'wscloud' email that will be used for student communication only.
- Students 2-12 will have email accounts (ex. js0358@wscloud.org)
- Staff and students MAY have personal email accounts which are unique and separate accounts from those provided by the district.

Uses of Student Email

- Email can be a powerful communication tool for students to increase communication and collaboration.
- Students are encouraged to check their email at least once per day.
- Student may receive email from their teachers to communicate reminders, course content, pose questions related to class work, etc.
- Students may send email to their teachers with questions or comments regarding class
- Students may send emails to other students to collaborate on group projects and assist with school classes.

Student Email Permissions

- Wscloud email system controls whom email messages can be sent to and whom they can be received from.
- HS students can email HS students, MS students can email MS students, and both can email all staff
- HS and MS students cannot email elementary students, anyone outside the school domain
- HS and MS students cannot receive email from outside the school domain
- Elementary students can email other elementary students and all staff
- Elementary students cannot email anyone outside the school domain
- Elementary students cannot receive email from outside the school domain

General Email Guidelines for Students

- Below is a general summary of guidelines related to email.
- Email is to be used for school-related communication.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send email containing a virus or other malicious content.
- Do not send or read email at inappropriate times, such as during class instruction.

- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

Student Emails to Staff

- Students are encouraged to email staff concerning school-related content and questions.
- Teachers will not be expected to answer student email outside of their regular work day, although they certainly may do so. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

Monitoring and Filtering of Email

- Email that is sent within the District is monitored and filtered.
- Rules/filters are setup to monitor student email for profanity, harassment, and other inappropriate content.
- Student email that is identified as inappropriate will be blocked from delivery.

Expectation of Privacy

At any time and without prior notice, the school district reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Because files remain the property of the school district, no one should have any expectation of privacy regarding such materials.

Parent Access to Student Email

Parents may use the [Parent Account Recovery link](#). If the email the parent enters matches in our security system, the parent's userID and password as well as their child's userID and password are sent to the entered email address. In this way parents may access the student's Google account.

General Information and Procedures

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 records(s) they wish to inspect. The principal (or designee) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- B. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or violate a student’s privacy rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of the student’s privacy rights. Parents or eligible students may informally request that a record be amended if they believe it is inaccurate, misleading, or in violation of the student’s privacy rights. If the matter is not resolved in an informal manner, parents or eligible students should write to the school principal (or designee), clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student’s privacy rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student on request; when the District receives a written request for amendment of a student’s education record; or the District receives a written request for a records hearing.

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

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

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

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

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

1. To authorized federal officials or state or local educational authorities;
 2. The disclosure is in connection with financial aid for which the student has applied or which the student has received;
 3. The disclosure is to State or local officials if a state law adopted prior to November 19, 1974 permitted disclosure;
 4. To organizations conducting studies for, or on behalf of, educational agencies or institutions;
 5. To accrediting organizations to carry out their accrediting functions;
 6. To parents of eligible students if the parents claim the student as a dependent, as defined in the Internal Revenue Code;
 7. To comply with a judicial order or subpoena; or
 8. In a health or safety emergency.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Celebrating Student Birthdays

Recognizing and celebrating the birthday of our students and their unique place in the school community is important to us. The incidence of students with dangerous food allergies and medical conditions such as diabetes has prompted us to rethink food consumption in our elementary schools.

Doing everything we can to ensure our students' health, safety, and well-being is our number one priority!

We welcome parents working with school staff to provide a special recognition of their child's birthday. However, with the beginning of this school year, ***we will not participate in celebrating birthdays with food of any kind***, including cupcakes, packaged sweets or other food or beverage treats.

Building principals will work with their staff to share special recognition of each child's birthday, and parents are encouraged to share reasonable non-food alternatives for celebrating their child with classmates. Non-food alternatives could include:

- Special pencils
- Stickers
- Erasers
- Dollar-store word games or puzzles
- A "class" puzzle or game for students to use in celebration of your child
- A book that could be added to the classroom or school library in honor of your child and his/her birthday. (The book can be shared as part of the celebration day)

As a district, we are confident that all parents can assist us with celebrating each child in ways that do not adversely impact the health, safety, and well-being of the growing number of students for whom food allergens and other conditions are an issue.

Please contact your building principal with any questions you may have.

Changes in Information

Anytime there is a change in telephone number, address, place of employment, marital status, or anything else of which the school should be aware, please contact the school office immediately so our records can be updated. Phone numbers, email addresses and medical information should be updated by the parents through the Worthington School's website, www.worthington.k12.oh.us. To login, click on My Account, the Infinite Campus icon, the Online Registration link in the In Box and proceed through the pages to review and update your child's information.

Child Custody

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

Discipline

Self-discipline is the tendency to behave in ways that are mutually beneficial to oneself and others. The ultimate goal of our discipline philosophy is to develop self-discipline in each child. Self-discipline is nurtured every time a teacher or parent treats a child with civility, dignity, and respect, all within a framework of positive expectations. Each of our elementary schools has a PBIS (Positive Behavior Interventions and Supports) plan specific to their school's needs.

School discipline plans focus on promoting children's safety, developing their self-discipline and appropriate social skills, and creating an environment for learning. We have high expectations for our students' behavior and we will do all we can to help them meet the expectations. Please read the *Code of*

Conduct for Students, online and located at the end of this handbook which has been adopted by the Board of Education for all students in the Worthington School District. A complete copy of the district's Code of Conduct, along with the sections on Due Process, Suspension and Expulsion is available for your review in our school office at any time, as well as on the Worthington School District's website.

There are specific disciplinary procedures that apply to the cumulative total of suspension days beyond 10 for special education students. Specific procedures are also followed when there may be an expulsion of a special education student. The school district must follow these specific procedures for students identified as disabled under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. Details and further information related to these specific disciplinary procedures as defined by federal and state laws may be obtained by contacting the school district Director of Special Education Services at 614-450-6020.

Dress Code and Hair Care

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

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

Weather permitting, and when temperatures including wind chill are above 20°F, all children will be expected to go outdoors for recess. Please be sure to remind your child to wear hats, boots, and gloves when they are needed for warmth and protection.

Please be aware of what message is being portrayed on articles of clothing. We ask that children not wear clothing, jewelry, hats, etc., that promote or advertise drugs, alcohol, tobacco, profanity or violence through pictures or words. We know that you're as concerned as we are about the many "messages" our children receive about drugs, alcohol, tobacco, violence, negative attitudes, etc., through radio, television, popular music, magazines, and apparel. It is important that you take this matter seriously and monitor what your children wear to school. Clothing should be neat, clean, fit properly, and be appropriate for current weather conditions.

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

The learning atmosphere can be disrupted when students alter their hair. Therefore, we ask that students refrain from using food coloring, sprays, and other commercial products which temporarily color their hair.

Food Services

The Worthington Schools have recognized the need for helping to meet the nutritional needs of children and serve a well-balanced, nutritious lunch each school day. Lunch is available to all full day students at a cost of \$2.75/\$.40 for a reduced price lunch. Milk can be purchased by the children bringing lunches for 50 cents per carton. Breakfast is also available at all of our elementary schools at a cost of \$1.60 for full price breakfast/\$.30 for a reduced price breakfast. If your child wishes to purchase breakfast, be sure you have deposited money in your student's account. If your child receives free lunch, they receive breakfast and lunch at no cost.

Worthington Schools uses a prepay/debit system that requires our families to put money in an account for their child to use for the purchase of lunch. Each student is given a PIN number that allows access to his/her account. Prepaid lunch money is collected in the classroom first thing in the morning and turned in to the cafeteria manager. Please observe the following to prepay your child's lunch:

1. Write a check payable to the Worthington Board of Education for the amount of lunches you wish to purchase. (for example, \$13.75 for a five-day week; \$27.50 for ten days.) Please write the child's full name with PIN number on the check's memo line.
2. If you choose to pay for more than one child by check, write each child's first and last name and how much each child should receive on the check memo line.
3. Enclose the check in a sealed envelope and write clearly each child's name and teacher's name.
4. If you choose to pay by cash, please follow the same procedure. Please note that we are unable to make change. Any cash you send will be fully credited to your child's account.
5. You may also deposit directly in your child's account at www.MyPayments Plus.com

Applications for free and reduced lunch prices must be completed at the beginning of each school year. Applications can be found on the Worthington website at www.worthington.k12.oh.us/ Quick Links/ Forms. Annual Menus can also be found on the Worthington website.

Lost and Found

Please clearly label your children's coats, hats, gloves, boots, and other articles of clothing and personal items for quick and easy identification. At the end of each trimester, those items which are unmarked and unclaimed will be given to a charitable organization. Please check with the school office or the lost and found box if your child has lost anything of value.

Open Enrollment Policy

Requests by parents for their children to attend a Worthington School outside of their attendance area may be approved as long as the requested school's capacity and class size limits will not be exceeded and the educational program can be maintained. Parents must also agree to provide transportation for their child as needed.

Application requests for a transfer at the start of the next school year should be submitted to the school of choice no later than March 31. Intra-district open enrollment forms are available in each school's office and at the district's East Wilson Bridge Office. Parents should complete the form and send it to the principal of the school of choice, and forward a copy to the principal of the school in the child's actual attendance area. Parents will be notified in August no later than 10 days before the start of the school year whether or not their children will be able to attend the school of choice. The student's new

school assignment is subject to annual review and may be canceled if space is no longer available at the school of choice. **Reapplication for open enrollment must be done yearly.**

Reporting to Parents

The parent-teacher conference is a very significant part of reporting progress. A study of the reporting form along with participation in the conference should give you complete profile of your child's progress. Conferences are scheduled for the first and second reporting periods.

The progress report will be available to parents on-line three times a year. The report is based upon individual pupil progress. Directions for accessing your child's progress report can be found at the district website.

School Closing

It may be necessary to close school or delay opening school on some days because of weather conditions or other reasons. If this should become necessary, an email blast will be sent to all parents and guardians along with an automated phone message. Local radio and TV stations will also post this announcement. (WOSU, WRFD, WCOL, WTNI, WTVN, WBNS, WNCI, WSNY FM and WYCO FM). Your child should have instructions on where he/she should go if it becomes necessary to close school after he/she arrives at school on a day that you will not be home.

School Fees

The fee schedule for consumable materials at the elementary level is:

Kindergarten	\$24.00
Grades 1-3	\$42.00
Grades 4-6	\$36.00

Fees are for student workbooks and other consumables in the various curricular areas. These include materials and supplies for reading/language arts, art, science, handwriting, music and math. Fees are non-refundable. Fees for students enrolling during the second semester will be adjusted to one half the scheduled rate. Fees can be paid through www.MyPaymentsPlus.com or by check during registration at the beginning of the school year. Any student not participating in free or reduced-price lunch programs is expected to pay student fees. Any student approved for the free lunch program will pay no fees (with a signed waiver form). Any student approved for the reduced-price lunch program will pay half of the assessed fee (with a signed waiver form).

School Visitations

Parents are always welcome to visit our classrooms. The courtesy of a day's notice is requested prior to a visit. **Upon arriving at school, please stop at the office to sign in and pick up a visitor badge.** This will enable us to know who is in the building at all times. When dropping off items, please bring them to the office and school personnel will be happy to deliver them to your child. This helps us to reduce classroom disruptions.

Special Education and Section 504

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

Child Find

Worthington Schools is responsible for locating any child birth to 21 with a suspected disability who resides within the Worthington School District. The school district provides special education services to any child who qualifies as disabled according to the Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act ages 3 through 21 years of age. Suspected disabilities include: multiple disabilities, deaf-blind, hearing impairment, visual impairment, speech/language disability, orthopedic impairment, emotional disturbance, mental retardation, specific learning disability, autism, traumatic brain injury, other health impairment and developmental delay (preschool only). If you know of a child who is suspected to have a disability, please call the Director of Special Education at 450-6020 or contact your building principal for more information.

Parent Mentor

Worthington Schools has a parent mentor to assist parents of students who are referred for a special education evaluation or who are eligible for special education services. The Parent Mentor can support parents as they move through the processes associated with special education or can serve 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 450-6020.

Board Policy – Student Information

STUDENT CONDUCT

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.

File: JFC-R

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 the earliest possible time when prohibited substances are in possession of students. Failure to remove and or report may result in level two disciplinary consequences which include Saturday Detention, Alternative Learning Site or Out of School Suspension.

4. Assault

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

5. Cheating and Plagiarism (Academic Dishonesty)

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

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

Under the Ohio Administrative Code, most of the materials used to administer state tests are considered "secure test materials." Secure test materials include test booklets, English and Foreign Language CD's, completed answer documents and other materials that contain student information or responses. Students involved in cheating on their own tests in any manner, releasing any test question or other content of a test to any student or students, or assisting students to cheat in any way may be punishable by invalidation of test scores, suspension, expulsion and/or prosecution.

6. Conduct on Buses

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

7. Damage to Private Property

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

8. Damage to School Property

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

9. Dangerous Weapons

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

circumstances a dangerous weapon, firearm, knife, explosive ordnance or dangerous instrument.

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

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

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

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

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

either (1) to intervene to stop the harassment, bullying, or intimidation; or (2) if intervention is not feasible, to report the harassment, bullying, or intimidation immediately. School personnel are required to report prohibited incidents of which they are aware to the school principal or designee. Parents or guardians of any student involved in a prohibited incident will be notified. Information provided to parents/guardians will be given, to the extent permitted by privacy requirements and applicable law. Procedures for documenting, investigating and responding to alleged prohibited incidents will include a disciplinary procedure for any student the school 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.

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, 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.

File: EDE

**15. Electronic/Network Acceptable Usage Policy –
SEE TECHNOLOGY SECTION**

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.

File:

JFC-R

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 takes place.

NO SMOKING/TOBACCO USE ON DISTRICT PROPERTY

Smoking and the use of tobacco products are prohibited at all times in all buildings owned and/or operated by the Board and on all grounds, including athletic fields and stadiums, owned and/or operated by the Board.

The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

The Board additionally prohibits the use of electronic cigarettes in accordance with this policy.

Tobacco Use Prohibited

No volunteer or school visitor is permitted to smoke, inhale, dip or chew tobacco or use electronic cigarettes at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. school grounds, athletic facilities or parking lots.

Tobacco Use Prohibited

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products,

including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

Providing Notice

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District vehicles will display the international “No Smoking” insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy.

Enforcement

Citizens failing to comply with this policy are educated as to State law and the Board’s policy on smoking. Persons refusing to extinguish smoking materials are directed to leave school property and may be fined by the Ohio Department of Health or its designees.

This policy shall be posted at all of the entryways of the District buildings and grounds.

File: JFCG

TOBACCO USE BY STUDENTS

No student shall smoke or use tobacco or possess any substance containing tobacco on school premises, at school-sponsored activities or events whether on or off school premises, in any vehicle whose use is controlled, organized, or arranged by the school, in any area under the control of the District (including cars or other vehicles on school property), or at any time the student is subject to the authority of the Board or District personnel.

As used in this policy, “smoke” means to burn any substance containing tobacco, including, but not limited to, a cigarette, cigar, pipe or a clove cigarette.

The Board additionally prohibits the use of electronic cigarettes in accordance with this policy.

As used in this policy, “use of tobacco” means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth.

Tobacco Use Prohibited

No student is permitted to smoke, inhale, dip or chew tobacco or use electronic cigarettes at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

No student is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours, at any school-sponsored event off campus.

Additionally, no student is permitted to possess cigarettes, e-cigarettes, or other tobacco products, papers used to roll cigarettes, lighters or other paraphernalia at any time.

Providing Notice

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. Students are provided notice of this policy through student handbooks. District vehicles will display the international “No Smoking” insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy. Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory.

Enforcement

Disciplinary measures taken against students for violations of this policy comply with the requirements of Federal and State law and related District policies and regulations. Specific measures are outlined in the Student Code of Conduct.

Educational Reinforcement

Tobacco use prevention education is closely coordinated with the other components of the school health program. Staff responsible for teaching tobacco use prevention education has adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program. Preparation and professional development activities provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with skill practice in effective instructional techniques and strategies and program-specific activities.

The Board subscribes fully to the warning issued by the Surgeon General that cigarette smoke is dangerous to one’s health.

Disciplinary measures taken against students for violations of this policy comply with the requirements of Ohio law and related District policies.

File: GBK

PROHIBITION OF SMOKING, USE OF TOBACCO AND ELECTRONIC CIGARETTES

The Board recognizes its responsibility to create and maintain an environment which sustains and enhances the general health and well-being of its employees, students and visitors. Since the growing body of technical and medical research indicates the serious health risks to smokers and side-stream smoke for nonsmokers, and since the Surgeon General classifies nicotine as an addictive substance,

smoking and the use of tobacco and tobacco products are prohibited in all Board-owned and/or operated property, including all buildings and vehicles, and on all grounds, including stadiums and athletic fields, owned and/or operated by the Board.

The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

The Board additionally prohibits the use of electronic cigarettes in accordance with this policy.

Tobacco Use Prohibited

No employee, student, visitor or volunteer is permitted to smoke, inhale, dip or chew tobacco or use electronic cigarettes at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

No employee, student, visitor or volunteer is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours, at any school-sponsored event off campus.

Tobacco Advertisements and Promotions

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

Providing Notice to Staff

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District staff will be provided notice of this policy through staff handbooks. District vehicles will display the international “No Smoking” insignia.

Enforcement

Disciplinary measures for violations of this policy comply with the requirements of State law, related District policies and regulations.

Educational Reinforcement

Tobacco use prevention education is closely coordinated with the other components of the school health program. Staff responsible for teaching tobacco use prevention education has adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program.

The administration shall take steps to ensure that this policy is communicated effectively to all employees and visitors.

STUDENT DISCIPLINE

Student Suspension

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

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

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

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

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Right of Appeal

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

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

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

Emergency Removal of Student

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

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

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

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

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

Student Expulsion

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

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

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

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

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

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

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

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

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

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

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

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If the Superintendent or designee determines, as a result of the hearing, that the student should be expelled, the Superintendent shall, within one school day after the time of the student's expulsion, notify

in writing the parent, guardian or custodian of the student and the Treasurer of the Board of the expulsion.

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

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

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

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

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

Expulsion Appeal

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

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Conduct of the Hearing

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

Right of Appeal

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

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

Violation of Suspension or Expulsion

While under suspension or expulsion, a student shall not have access to or be permitted on school premises or at school activities except with the specific permission of the building principal. If a student is found on school premises or at school activities without the permission of the principal, he/she may be referred to law enforcement authorities for appropriate action.

Saturday School and Demerit System

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

Community Service

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

In-School Suspension or Alternative Learning Site Assignment

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

Rockbridge Academy

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

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Discipline of Students With Disabilities

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

Other Provisions Related to Students With or Without Disabilities

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

(Approval date: July 22, 2002)