COLONIAL HILLS ELEMENTARY SCHOOL

STUDENT PLANNER & HANDBOOK

SHOW YOUR COUGAR PRIDE

BE RESPECTFUL!
BE RESPONSIBLE!
BE SAFE!

Madeline Partlow, PhD
Principal
Colonial Hills Elementary School
5800 Greenwich Street
Worthington, OH  43085
614-450-5400
<table>
<thead>
<tr>
<th>Position</th>
<th>Staff Member</th>
<th>E-Mail Address</th>
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<tbody>
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<td>Principal</td>
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<tr>
<td>Kindergarten</td>
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<tr>
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<td>Mrs. Kim Deagle</td>
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<td>Mr. Kevin Acton</td>
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<td>Health Office Aide</td>
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<tr>
<td>Guidance Counselor</td>
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<td>Evening Custodian</td>
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<tr>
<td>Cafeteria Manager</td>
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<td>Cafeteria Assistant</td>
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Important Numbers: Colonial Hills and Worthington Schools

Colonial Hills Attendance line: 450-5410  
Colonial Hills Office: 450-5400  
Colonial Hills Fax: 883-2810  
Colonial Hills Health Office: 450-5415  
Colonial Hills Cafeteria: 450-5450  
Worthington Education Center: 450-6000  
Transportation Department: 450-6600  
Food Services: 450-6140

ATTENDANCE INFORMATION

Attendance

Responsibility for student attendance at the elementary school level is primarily the responsibility of the parents or the guardians. Regular school attendance and punctuality are important and parents are required to contact the school when their child will be absent. If this doesn’t occur the school will contact the home. In an effort to insure the safety of our students, parents are required to call the school between 7:00 and 7:55 a.m. when your child will be late or absent from school (450-5400 or our attendance line at 450-5410). If your child is absent and we have not heard from you, we will call you at home or work to verify your child’s absence. This procedure will allow us to account for all students. If it is easier for you to call the night before or prior to 7:30 a.m., you may do so by leaving a message on our telephone answering system. Please state the child’s name, teacher, date, and reason for his/her absence.

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

- ABSENT 6 DAYS: Parents will be contacted to discuss attendance.
- ABSENT 10 DAYS: The school will send a formal warning letter to the student and parents.
- ABSENT 12 DAYS: A doctor’s note will be required in order for the student’s absence to be excused.
- ABSENT 15 DAYS: The school principal or designee will contact the parents and schedule a conference to discuss solutions and consequences regarding the student’s absenteeism.
- ABSENT 20 DAYS: The principal may make a referral to the appropriate legal or social service agency that may bring charges of parental neglect against the parents or guardians.

IMPORTANT INFORMATION  
 REGARDING THE INFINITE CAMPUS  
 ANNUAL EMERGENCY DATA REVIEW

It is important that all parents go to the district website at www.worthington.k12.oh.us to review and update their contact information and their child’s health information in Infinite Campus at the start of each school year (and again whenever their information changes). Parents will need to select “My Account” and click on the Emergency Data Review icon. After reviewing and updating your contact information and your child’s health/medical information, you will be asked to give your consent for your child to attend field trips, your consent to the district technology usage agreement, and your permission for the release of Directory Information. This process needs to be completed at the start of each school year and updated when necessary. It is imperative that we have current phone numbers on file in the event of an emergency.
Your assistance in promoting good school attendance is needed and is an important part of the home-school partnership. Please note that:

- Students out of school for illness, truancy, vacation, family or personal business or by appointments will be counted as absent.
- Out of school suspension will count as an absence and students will be expected to make up their work.
- Make-up work will be given to all students who are absent for any reason. Students are expected to make up missing assignments. When special circumstances exist, the student and/or parent are encouraged to discuss make-up work requirements with the teacher to see if adjustments can/need to be made. Arrangements may be made to pick up assignments by requesting the assignments when reporting the child’s absence. When requested first thing in the morning, assignments can often be gathered and made available to be picked up after school in the office. When they are requested later in the day, the teachers may not have a chance to get the work together until after school.

**Excused absences:** Illness, injury, doctor or dental appointments, funerals, or religious holidays are considered excused absences. Family trips may be considered an excused absence, but should be discussed with the teacher and office staff in advance. Students are expected to make up any work that is missed.

**Unexcused absences:** Truancy, suspensions, or a missed bus are considered unexcused absences. Any absence not excused for the reasons listed as excused may be considered unexcused.

**Tardiness:** Students who arrive after 7:55 a.m. must report to the school office. Arriving at school on time is important for a successful start to each school day. We expect every child to be in the classroom and ready to begin promptly at 7:55 a.m. every day of school. A written excuse from the health provider should be submitted to the office when the student is signed in. If it is determined that a student’s tardy record becomes excessive, the situation will be addressed by the principal.

**Family Vacations/Extended Absences**

Parents are encouraged not to take family vacations and/or extended absences during the days school is in session. However, if a parent or guardian wishes to take a child out of school for 3 or more days for reasons other than personal illness, death in the immediate family, religious observances or family emergencies, the parent or guardian will need to submit a letter to the school office a minimum of 3 school days prior to the first day of the proposed vacation or absence, otherwise the absence may not be excused.

**Hours of School**

- All Day Kindergarten  7:55 am - 2:25 pm
- PM Kindergarten  11:30 am - 2:25 pm
- Grades 1-6  7:55 am - 2:25 pm

**Leaving the School Grounds**

A student will be permitted to leave the school grounds during lunch or other times only if a parent signs him or her out through the office. The parent must also sign the child back in if/when he or she returns to school that day. Please notify the teacher and office staff if you plan to pick up your child at any time during the school day.

**Perfect Attendance**

Perfect Attendance consists of no excused or unexcused absences during the school year. In addition, a student with more than 4 excused or unexcused tardies in a school year will not be considered for Perfect Attendance.
School Arrival and Dismissal

School personnel provide supervision of students on school property during school hours. Children should not arrive at school before 7:40 a.m. They should be in their classroom ready for instruction by 7:55 a.m. We ask that you say goodbye to your children before they enter the building in the morning. Parents are asked not to walk their children to the classroom as this can delay the start of the school day.

Students are to leave the school grounds at dismissal time unless prior special provisions have been made. When children are not on school property, as they come to and from school, they are the responsibility of parents. For safety reasons, we require a Daily Dismissal Plan be filled out for each student. Any changes made to the Daily Dismissal Plan must be communicated to the teacher and the office ahead of time.

HEALTH INFORMATION

Your child’s health is an important phase of the educational program. If your child has a chronic health problem or you have a current health concern regarding your child, we hope you will make us aware of this. A note and/or call to the teacher or nurse regarding an “uncertain health status” or a stressful beginning to the day will help us understand your child better. If your child becomes ill, or is injured at school, you will be called and asked to come for him/her. A nurse is always on call during school hours to handle emergencies. We will use the health and contact information on Infinite Campus to reach parents, so it is critical that your Infinite Campus information be updated at the beginning of each year and anytime there are changes.

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

Dispensing of Medication - District Policy

All prescription AND non-prescription medication must be delivered to, stored in and dispensed from the health office by the school nurse or nurse’s designee. Students in grades K-8 may not self-administer any medications, and prior to dispensing any medication, the parent or guardian must complete Worthington School Form A-35-D (Parent’s Request for Assistance in Administration of Medication by School Personnel). This form is available on the District website, our webpage or in the office. This form also includes the treating physician’s authorization and Board Policy REQUIRES that it must be completed prior to administration of the medication.

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

GENERAL INFORMATION

Birthday Treats/Healthy Snacks

“Healthy snacks” are encouraged when sharing treats for the classroom. If you are sending in a snack for a special occasion, please check with your child’s teacher for convenient times. Please remember that some children have food allergies which may prohibit them from participating. Please check with the teacher for suggestions and to learn about any restrictions that may apply.
The following is a list of “healthy snack” examples:

<table>
<thead>
<tr>
<th>Fruit-canned or fresh</th>
<th>Applesauce</th>
<th>Pudding</th>
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<tbody>
<tr>
<td>Vegetables</td>
<td>Fruit Leather</td>
<td>Trail Mix</td>
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<tr>
<td>Pretzels</td>
<td>Popcorn</td>
<td>Whole Grain Crackers</td>
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<tr>
<td>Goldfish Crackers</td>
<td>Granola Bars</td>
<td>Juice Boxes or Pouches</td>
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<tr>
<td>100 Calorie Snack Packs</td>
<td>Rice Cakes</td>
<td>Cheese</td>
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Please note: Party invitations may be distributed at school only when everyone in the class is included. This will help to avoid any hurt feelings. Student addresses may be obtained from the School Directory only. The office is not permitted to give out this information.

**Bus Service**

Bus routes and times are available on the District website or by calling the Transportation Department at 450-6600. Students are to ride the bus assigned to their particular residential area and must get on and off at their designated bus stop. Any deviation from the designated stop must be approved in advance by the principal and may only be granted after safety and bus space has been considered. Bus stops are established by the Transportation Department and approved by the Worthington Board of Education. Parents need to monitor their children’s behavior at the bus stop as they bear the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day. Please note that the buses operate on a time schedule; this schedule does not permit buses to wait for tardy students.

Drivers are responsible for and shall expect the orderly conduct of students. Students on the bus shall be under the authority of and directly responsible to the driver. If students do not respond to the driver’s request for such orderly conduct, the driver shall report this to the principal. Appropriate disciplinary action may be taken as determined by the school principal, which can include refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

**Character Traits of the Month**

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

**Child Custody**

In all cases where custody of a child has been designated by the court, the court document must be on file in the school office. This is required by State Law. School personnel cannot abide by custody specifications unless we are made fully aware of them.

**Cougar Pride Positive Behavior Intervention Support (PBIS) Program**

We are excited to take the next step to implementing our Cougar Pride Positive Behavior Intervention System (PBIS). Our goal is to help our students take a high degree of ownership in their learning and behavior. Through this program we have established common building-wide behavior expectations in all settings that we are teaching our students. We have also established systematic ways to positively reinforce expected behaviors. We are also addressing misbehavior systematically to help our students learn through each experience. As part of our Cougar Pride PBIS Program, every classroom will have a
color chart representing different levels. Each day, every student will start at Ready to Learn (Green). Students can then move to a higher level, Cougar Pride (Blue), or a lower level (see below) based on their decisions and behavior. In addition, our students will set goals and will record their progress on their Cougar Pride Calendar every day in their Data Notebook. In this way, students, teachers, and families can monitor student progress each day and over the course of the school year.

The Cougar Pride PBIS Program is a work in progress and is continually being reviewed and revised based on feedback from our students, staff, and parents. The program currently includes the following levels:

**Leaders in the Pride (Purple):** “I was observed showing leadership qualities in the classroom and school.”

**Cougar Pride (Blue):** “I was observed showing Cougar Pride by being safe, respectful, and responsible.”

**Ready to Learn (Green):** “I was ready to learn.”

**Make a Better Choice (Yellow):** “I was observed not being safe, respectful, or responsible and I was reminded to make better choices.”

**Reflect and Refocus (Orange):** I did not show Cougar Pride and I completed a refocus sheet. A copy was sent home.

**Stop for Conversation And/Or Consequences (Red):** I received a consequence because I did not show Cougar Pride today. Parents were contacted. (One red day in a month result in loss of grade level reward for that month. This resets every month to give students a fresh start.)

Our Cougar Pride PBIS Program is designed to teach our students to make good choices and help them reach high expectations for learning. School-wide expectations for behavior have been established for the classroom, hallway, cafeteria, playground, and restrooms. These are shared and discussed with all students to make sure they have a clear understanding of the expectations for all students. We encourage all parents to talk with your child about this program and discuss his/her progress throughout the year. All students and parents will be asked to sign a letter about the Cougar Pride PBIS Program indicating that they understand the program and how it will be used to help students meet high expectations for learning and behavior. We appreciate your support.

**Discipline Information**

While our Cougar Pride PBIS Program is designed to teach our students to make good choices, sometimes students do make mistakes or poor choices. When that happens we try to address the situation as a teachable moment and talk to the student about what happened, and what they will plan to do differently in the future. Parents will also be contacted to make them aware of the concern and enlist their support to follow up with their child at home.

When there is a need for consequences to be applied, that can include students losing a recess time and/or participation in a special event (such as a monthly reward). In other situations students may be asked to perform community service at school, or serve an after school detention from 2:30 p.m. to 3:45 p.m. on a designated day. When students have a serious infraction that involves threatening, hurting or harming another student, creating a safety issue, or repeatedly and/or significantly disrupting the learning environment, students may also be subject to an emergency removal from school or an in-school or out-of-school suspension. The principal will have discretion to determine what consequences are appropriate to assign based on the specific circumstances. In these situations, parents will be contacted to enlist their support and make them aware of the concerns and any possible consequences that have been applied.
These Student Code of Conduct regulations are applicable to conduct while school is in session and at school-sponsored activities or events. 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. This list is an abbreviated version of the Worthington City Schools Student Code of Conduct, which is included in our Student Handbook in its entirety. Parents may request a paper copy of the handbook to access this, or may reference it on our school webpage at www.worthington.k12.oh.us/colonialhills.

1. Absence and Truancy
2. Abuse of Computer Hardware and/or Software
3. Alcoholic Beverages and Drugs
4. Assault
5. Cheating and Plagiarism (Academic Dishonesty)
6. Conduct on Buses
7. Damage to Private Property
8. Damage to School Property
9. Dangerous Weapons
10. Harassment, Bullying and Intimidation or Other Degrading, Disgraceful, Discriminating and/or Racist Acts
11. Disruption
12. Disruptive Demonstration
13. Dress and Expression
14. Driving
15. Electronic Devices
16. Fighting
17. Frightening or Intimidating Acts
18. Gambling
19. Hazing
20. Insubordination
21. Leaving School Premises
22. Misrepresentation and Forgery (Nonacademic Dishonesty)
23. Sexual Misconduct
24. Sexual Harassment
25. Theft
26. Unauthorized Sale or Distribution
27. Unauthorized Use of Fire, Possession or Use of Combustibles and Propellants including but not limited to Pepper Spray, Mace and Others.
28. Use of Profane, Vulgar or Abusive Language or Gestures
29. Use or Possession of Tobacco
30. Violation of Law
31. Other Conduct
32. Repeated Violations or Other Circumstances
33. Acts Subject to Permanent Exclusion

**Drop-Off/Pick-Up Procedures/Traffic Pattern**

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

1) All traffic coming to the school drop off area travel **west** on Colonial Avenue (the same direction as the buses) and continue to go straight through the intersection with **NO LEFT TURNS** onto Greenwich St.

2) All traffic on Greenwich St. be **northbound**, toward the school, with **NO RIGHT TURNS** onto Colonial Avenue.

3) All traffic exiting Colonial Hills during the times noted make a **RIGHT TURN ONLY**.

**Electronic Items and Games**

Electronic items and games should not be used during the school day without the permission of the teacher. If a student brings a cell phone, tablet or other electronic device to school it should remain in his/her backpack unless he or she has permission from a teacher or staff member to take it out and use it. If a student continues to use an electronic item at inappropriate times, that item may be held in the office for parent pick-up. The school will not be responsible for repairing or replacing a student’s personal cell phone or electronic device that is lost or broken at school.

**School Closing**

Emergency school closing because of snow, ice, or other calamity is announced on Columbus area radio and television broadcasts either the evening before or by 7:00 a.m. the day of the possible school closing. The district has an automated calling system in place to advise parents of closings. In addition, information is also posted on the district website at **www.worthington.k12.oh.us**. If by 7:00 a.m. the radio hasn’t mentioned that our schools will be closed, parents and students should assume that we plan a normal school day. If during the day weather conditions worsen or an emergency occurs parents need to have alternative plans in case of an early dismissal.

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

**Gum and Food**

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

**Lunch/Breakfast**

Elementary breakfast, lunch and milk are served on a daily basis. Students should turn in money brought to school for lunch or breakfast to their teacher during morning lunch count. Menus are sent home monthly published weekly in local papers and on the district web site (**www.wscloud.org**).

**Cost:**

- Breakfast $1.60 (Reduced breakfast $0.30)*
- Lunch $2.75 (Reduced Lunch $0.40)*
- Extra milk: $0.50

**Prepay Program:** Lunches should be paid for in advance. Colonial Hills has a debit system that allows for payment for any number of lunches at a time. Each child is assigned a PIN number that accesses the funds deposited in their account. A child will be given a reminder when their account gets down to 3 lunches. Children who run out of money in their account will be sent to the office to call a parent regarding lunch. Parents may put money in their child’s account on-line through our program My Payments Plus by going to: **www.MyPaymentsPlus.com**. Parents may also pay through the office by sending a check, or cash using the following procedure:
1. Make checks payable to the Worthington Board of Education including your child's full name and PIN number on the memo line.
2. Enclose the check in a sealed envelope with your child's full name, grade, and PIN number written on the outside.
3. If you choose to pay by cash, please seal it in an envelope with your child's full name, grade, and PIN number written on the outside.

**Lunch Guests:** We invite you to eat lunch with your child. Please send a note to the teacher on the day you are coming, indicating if you would like to order a school lunch.

**Parent/Guest Sign-In**

To further ensure a safe environment, all students will enter the front doors in the morning. Those doors will be unlocked for 15 minutes before school starts at 7:55 a.m. at 7:40 a.m. and will be locked 15 minutes after the start of the day. The doors will then remain locked until the end of the school day, when the front door will be unlocked during the time students are dismissed and will stay unlocked for 15 minutes after the students leave. All other doors will be locked once school begins at 7:55 a.m. All parents must report to the front office to sign-in and receive a guest pass before visiting classrooms. Anyone without a pass will be asked by school staff to report to the office for a pass.

**Recess**

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 recess time upon written request from parents. Doctor’s orders are required if the request is for longer than three days.

**Reporting Student Progress**

Progress reports are available to parents on-line on 3 times a year for all grades K-6. Parents may also monitor student work and progress throughout the year on-line through Infinite Campus.

Parent-Teacher Conferences are held in October and February. We encourage all parents to schedule parent-teacher conferences with their children’s teachers to discuss their child’s progress. Parents will be provided with the opportunity to schedule conferences in advance.

**Safe Schools**

Building staff members and the Worthington Police Department have worked cooperatively to put together a Security Plan for the building. In a continuing effort to make Colonial Hills the safest environment possible, all doors are locked and visitors will be buzzed in by the office staff. Visitors are asked to sign in and wear a visitor badge. You will notice that staff will also be wearing district identification badges. With these procedures in place, identification of everyone in the building becomes much easier.

**Student Dress**

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

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

Tennis shoes are required for physical education class for both safety and maintenance considerations and are also the best choice for daily recess. Weather permitting, all children will be expected to go outdoors for recess. Please be sure to remind your child to wear hats, boots, and gloves when they are needed for warmth and protection. Flip flop type sandals are not a safe shoe choice for school and are not permitted.

Please also be aware of what message is portrayed on articles of clothing. We ask that children not wear clothing, jewelry, hats, or other accessories that promote or advertise drugs, alcohol, tobacco, profanity or violence through pictures or words. Clothing should be neat, clean, and fit appropriately.

**Visits**

If you would like to visit the classroom or talk with the teacher at times other than regular conferences, please schedule an appointment by emailing the teacher or calling the office to leave a message. Please remember that during lunch time, at dismissal, or while teaching, teachers are expected to be on duty and attentive to their students. Remember to check in at the office, sign our Visitor’s Book, and wear a visitor’s badge. This procedure helps in maintaining school security.

**Website for Colonial Hills & the District**

Information about Colonial Hills and the District is available on the district website, which can be accessed at: [www.worthington.k12.oh.us](http://www.worthington.k12.oh.us)  . (Select Colonial Hills from the drop-down menu for information that is specific to our school.) It is important that Worthington Schools have the most current and correct phone numbers and email addresses for contacting parents, especially for emergency purposes. Parents are urged to review and update their information each school year. This can be done through the parent portal on the district website. If parents do not know their ID and Password, they can click “Parent Password Recovery” on the bottom of the login screen. The ID and Password are also available through the school secretary.

**RESPONSE TO INTERVENTION (RTI)**

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

**Resources for Parents & Families**

RtI Action Network  

Intervention Central: offers practical, free tools and resources to promote positive behavior and academic success  
[http://interventioncentral.org](http://interventioncentral.org)

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

The National Center on Response to Intervention  

**DISTRICT POLICIES**

**Anti-Bullying Policy**

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

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

If it is determined that a student is involved in bullying behavior, the principal and/or other appropriate building staff will meet with the student, go over the Anti-Harassment, Intimidation, or Bullying Information and procedures form. The information will also be shared with parents. In addition, the following sanctions will occur:

- **First Offense:** *Warning*—Discussion with principal about the situation that occurred and what should be happened, and what consequences occur with another bullying incident. Parents are notified.

- **Second Offense:** *Level One Sanction (5 days)*
  - Seat change in classroom next to teacher
  - Seat change on bus next to the driver (if the student is a bus rider)
  - Assigned seat at lunch
  - No hall passes
  - Walk next to teacher during transitions
  - Meet with guidance counselor or principal daily
  - Parents are contacted.

- **Third Offense:** *Level Two Sanction (20 days)*
  - All of level one sanctions apply
  - Special pass for transitions when halls are clear
  - Check in with principal or designee before lunch and before dismissal
  - No recess
  - In school parent meeting
  - Accompanied to restroom by adult
  - Parents are contacted

- **Fourth Offense:** *Level Three Sanction (Until end of Grading Period)*
  - All of level one and two sanctions apply
  - Presents project or report about bullying and its effects
  - Regular meetings with guidance counselor about how not to bully
  - Possible involvement with law enforcement
  - Parents are contacted

**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 by each staff member, student and in the cases of students under the age of 18, the student’s parent or guardian. Parents must give permission and agree to the Electronic/Network Usage policy through the annual update process on Infinite Campus.
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).
   C. Purposefully attempting to access inappropriate online information or attempting to access online information without appropriate supervision or teacher permission. Students will only print material and documents that have teacher approval.

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 or the physical damage of district owned technology equipment. 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. Violations of the policy and regulations by students are violations 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.

Please note this is a condensed version of our parent student handbook. The full version of our parent student handbook can be found online at [www.worthington.k12.oh.us/colonialhills](http://www.worthington.k12.oh.us/colonialhills).