



**CHAPELFIELD
ELEMENTARY SCHOOL
2018-2019
Parent-Student Handbook**

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GAHANNA-JEFFERSON PUBLIC SCHOOLS CALENDAR

2018-2019

Wed, Aug. 15	Classes Begin
Mon, Sept. 3	Labor Day - No School
Mon, Oct. 15	Professional Day - No School
Mon, Oct. 22	Conference Comp Day - No School
Thurs, Nov. 8	End of First Trimester
Nov. 21-23	Thanksgiving - No School
Mon, Dec. 24-Jan. 4	Winter Vacation - No School
Mon, Jan. 7	Professional Day-No School
Mon, Jan. 21	Martin Luther King Day - No School
Fri, Feb. 15	Conference Comp Day - No School
Mon, Feb. 18	Presidents' Day - No School
Fri, Feb. 22	End of Second Trimester
Mon, Feb. 25	Professional Day-No School
Mar. 25-29	Spring Vacation - No School
Fri, April 19	Good Friday - No School
Mon, May 27	Memorial Day - No School
Wed, May 29	Last Day for Students

Progress Report Card Trimesters

August 15 - November 8, 2018

November 12 - February 22, 2019

February 26 - May 29, 2019

School Board Member E-Mails

Daphne Moehring - moehringd@gjps.org
 Jennifer Chrysler - chryslerj@gjps.org
 Beryl Piccolantonio - piccolantonio@gjps.org
 Matt Campbell - campbellmp@gjps.org
 Bryan Hairston- hairstonb@gjps.org

PRINCIPAL'S WELCOME

Dear Students and Parents,

Welcome to Chapelfield Elementary School. The beginning of a new school year always brings a great deal of excitement and anticipation as new adventures await us all. The staff and I look forward to working with you throughout the coming year.

This handbook has been prepared to help answer questions that are frequently asked by students and parents regarding some of the policies. In the back of this handbook is the district policy handbook. Other policies will be on display in the school's display case near the front hallway.

Please take some time to review the following pages. Parents and students will be asked to sign and return the yearly authorization form which states both school and district handbooks have been reviewed.

Should you have any questions that are not answered within this handbook, feel free to call or stop by the school. The Chapelfield staff will be happy to respond to your questions.

Best wishes for a happy and successful school year!

Sincerely,
Mrs. Shea Reed
Principal

Chapelfield Elementary School Mission Statement

Empowering the leaders of tomorrow today!!

**GAHANNA-JEFFERSON DISTRICT & CHAPELFIELD ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK
2018-2019**

FORWARD

This student handbook contains information about student rights and responsibilities. Each parent and student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available throughout the year. Should you have any questions that are not addressed in this handbook or the school handbook, you may contact the school office for assistance.

MISSION OF GAHANNA-JEFFERSON PUBLIC SCHOOLS

The mission of the Gahanna-Jefferson School System is to develop citizens who possess the self-esteem, motivation and skills needed to communicate effectively, acquire and apply knowledge, make responsible decisions, respect cultural diversity and adapt to the challenges of the 21st century by providing a diverse, well-trained staff, dedicated to delivering a comprehensive curriculum which is based on research and which meets student and community needs.

DIRECTORY INFORMATION

Directory information about students who attend the Gahanna-Jefferson Elementary Schools will be made available upon a legitimate request unless a parent or guardian notifies the building Principal in writing by September 15, 2018 that such information shall not be distributed.

GENERAL RULES

The maintenance of good behavior on the part of all of our students is one of the primary responsibilities of every teacher. Although the main responsibility of the teacher is the instruction of the children, we cannot and will not allow inappropriate behavior which will interfere with the accomplishment of this goal. Furthermore, each child has the right to an opportunity to learn without being distracted by other students. It is imperative, therefore, that we have firm and fair methods of dealing with discipline problems.

Some general rules of conduct include:

- Inside voices will be used inside the school, including hallways and restrooms, and cafeteria.
- Students should always walk in the building, staying to the right in the hallways.
- Students will be courteous and respectful to others, including teachers, staff, peers, guests, and visitors.
- Students will conduct themselves appropriately in the restroom.
- Students will keep hands, feet, and objects to oneself.
- Students are not permitted to leave the school grounds during school hours without office permission.
- Students are expected to use appropriate language, which is something that can be repeated to a parent, teacher, or the principal.
- Students should notify the teacher of any personal injury at the time of the incident.
- The only time students should bring trading cards, toys, or games to school is when their teacher instructs them to do so for sharing, etc. Items that should not be brought to school include electronic games, pagers, telephones, radios, cameras, or other equipment. Sports equipment should also be left at home. Such belongings can be lost or broken. They also tend to be distracting.
- Laser pens, lighters, and matches are prohibited.
- Throwing snow anywhere on or near bus loading areas or the playground is not permitted.
- Each student is responsible to pay for lost or damaged books or equipment.

Students may not bring in any food treats as part of a birthday celebration. Food items will also not be allowed for any classroom or holiday parties. Non-food items may be used as part of these celebrations.

Invitations for home parties will not be distributed at school. Please see the PTO directory for addresses of classmates.

Students are not permitted to chew gum.

Each parent will receive additional expectations and discipline procedures from the teachers early in the year. Please take time to review these procedures with your child. Children behave in a more appropriate manner when they are aware of the rules and expectations of the school. This handbook contains many of the basic rules that we feel are important to the successful operation of the total school.

Discipline must be a shared responsibility involving the parents, educators, and students alike. With the home and the school working together, we hope to teach the children the importance of self-discipline. The students will then care about their own actions as well as the actions of those around them.

ARRIVAL AND DISMISSAL

Scooters and skateboards are not permitted.

Students are to enter and exit the school through the front doors unless otherwise instructed or accompanied by a parent.

Hats are to be removed upon entering the building.

Parents who plan to pick up their child after school are to park in the lot to the west of Chapelfield and walk to the building to meet your child.

Students must remain on the sidewalk outside the music room doors west of Chapelfield until picked up.

Parents may also pick up their children on the Chapelfield Road sidewalk in front of the school.

There is no parking in the circle driveway in front of the school building before school 7:30-8:30 or during dismissal 2:00- 2:45.

Students are not permitted to leave the school grounds during the day without prior written permission of the parents and the principal.

GAHANNA-JEFFERSON SCHOOL BOARD APPROVED CODE OF STUDENT CONDUCT

Since an orderly atmosphere is essential if learning is to take place, rules and guidelines assist in developing student responsibility and self-discipline as well as aide in promoting the common good and positive climate of the entire school. The Gahanna-Jefferson Elementary Schools must provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. All rules and guidelines are instituted and enforced with this thought in mind. Student and/or parent conferences, detentions, Saturday sessions, in-school restrictions, out-of-school suspensions, or expulsion will be used whenever it is deemed necessary.

Students are expected to conduct themselves in an orderly, courteous, dignified and respectful manner at all times. The following code of student conduct specifies certain types of conduct for which a student may be suspended, expelled, or removed. Such conduct may occur either:

- A. On/off school grounds during school hours including the time immediately preceding and after school;
- B. On school grounds during a school-sponsored activity, event or function; OR on school grounds at any other time when the school is being used by any school group;
- C. Off school grounds at a school-sponsored activity, event or function;
- D. In transit to or from school;

- E. On a school bus or at a school bus stop;
- F. Off school grounds at any time for a violation (1) that involves assault upon, or damage or destruction to the property of, a teacher, administrator, or other school employee, or (2) that poses a danger to the security and well-being of teachers, administrators, other school employees, or that would put a reasonable such person in fear of harm to personal security and well-being, or (3) that brings the District into ill repute (such as vandalism or the writing of graffiti that identifies the District or a school within the District).

Students are responsible for all items they bring on school grounds. Students are also responsible for all the contents of book bags and items in possession, whether known or unknown. School officials have the right to search students for inappropriate items and if they are in the vicinity of stolen property. This must be done to locate items and to dispel fake claims issued against a student.

A student who violates any of these rules may be suspended for up to ten (10) days, and may be expelled for up to one (1) year. If fewer than ten (10) days remain in the school year in which the violation takes place, any remaining part or all of the suspension or expulsion may be applied to the following school year. It shall be the decision of the proper school administrator, after weighing the facts and circumstances, as to which corrective measures are appropriate or adequate.

1. **Academic Misconduct** - A student shall not cheat on tests or other school assignments, or plagiarize. Any student caught cheating on a quiz, test, or project will receive a zero and may be subject to disciplinary action. Any student who steals the instructional materials from a teacher or staff member will be subject to disciplinary action. Any student who **knowingly** provides a term paper, project or test information, including the Ohio Achievement Assessments (OAA), for another student will be subject to disciplinary action. In the event a student is caught cheating on an OAA, the proctor shall take the student's test booklet and give a written account of the incident to the Building Coordinator.
2. **Alcohol and Other Drugs** - No student shall possess, conceal, use, purchase, offer to purchase, sell, give, distribute, supply or otherwise transmit, or be under the influence of any drug, prescription drug or counterfeit drug, the use or possession of which is prohibited by law or school policy. Nor shall students possess, conceal, use, purchase, offer to sell, give, distribute, supply or otherwise transmit any drug paraphernalia or instruments, such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits or any other items normally or actually used for the packaging, conveyance, dispensation or use of alcohol or other drugs. Failure to comply with this rule will be cause for suspension or expulsion from school, school property, and school activities. Counseling and/or treatment may be advised through an outside agency. Offenses are accumulative during elementary school, middle school, and high school years. Please refer to Drug/Alcohol Policy (Page 11).
3. **Appearance and Dress** - Students shall not violate school rules pertaining to appearance and dress. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or to the safety of others, and which does not detract from the educational environment. Please refer to Guide to Student Dress (Page 22).
4. **Arson/Unauthorized Use of Fire** - A student shall not start an unauthorized fire, initiate a bomb threat or false fire alarm, fail to report a fire, or tamper with safety equipment. Neither should a student possess an incendiary device on school property.
5. **Attendance** - A student shall comply with school attendance regulations. No student shall be absent from all or any portion of regularly scheduled classes or other mandatory activities without school authorization and parental consent. Presence in unauthorized

areas, such as the school parking lot during the school day, without a pass or without permission of a staff member, shall be considered a violation of this provision. Leaving the school campus without the permission of authorized school personnel shall also be a violation of this provision. Repeated tardiness to school or to specific classes shall also be considered a violation of this provision and may result in suspension or expulsion. Please refer to Student Attendance Policies and Practices (Page 14).

6. **Civil Compliance** - No student shall violate any State Statutes or City Ordinance while under school authority.
7. **Damage or Destruction of Property** - A student shall not cause or attempt to cause damage to or destruction of any school property or property belonging to another person.
8. **Disruption of School** - A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause substantial disruption or obstruction of the process or function of the school. Neither shall he/she urge other students to engage in such conduct.
9. **Explosives** - A student shall not offer to sell, sell, give as a gift, possess, handle, transmit, conceal or use any fireworks, explosive device, or substance that can be used as an explosive.
10. **Extortion** - A student shall not compel or attempt to compel any person to give up anything of value by means of any expressed or implied threat, harassment, intimidation, or injury to person, property, or reputation.
11. **Fighting/Assault/Unauthorized Touching** - A student shall not engage in fighting or otherwise cause physical injury or behave in such a way that could threaten to cause physical injury to staff, other students, or other individuals.
12. **Forgery/Falsification** - A student shall not forge the name of another person or falsify times, dates, grades, addresses, or any other data whether orally or in writing. A student may not intentionally mislead or withhold information from a school official regarding incidents involving student conduct.
13. **Gambling** - A student shall not gamble or assist others to gamble; e.g., card playing will not be permitted.
14. **Gang Paraphernalia** - Students shall not use or possess gang-related literature, or names on person, books or property.
15. **Harassment/Bullying/Hazing** - A student shall not harass, bully, haze, persecute, intimidate, insult, abuse or participate in any act that injures, degrades, or disgraces any student, staff or other school employee. Any speech or action that is inappropriate because of its subject matter (i.e. gender, sexual, ethnic, or religious and/or disability) and creates a hostile, intimidating or offensive learning environment is prohibited. Harassment, intimidation or bullying is defined as any intentional written, verbal, or physical act that one student exhibits toward another student more than once that both: 1) causes mental or physical harm to the other student, and 2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. Cyber communication and dating violence are considered under this policy.
16. **Inappropriate Behavior/Other Conduct** - It is recognized that no list of prohibited conduct can specifically encompass every action, which may become a subject of discipline. The

superintendent or building principal shall have the authority to impose discipline upon a student for conduct not set forth herein if it substantially disrupts or interferes with the good order, discipline, operation, or educational process of the school or if it materially is or poses a threat to the safety of persons or property.

17. **Identification** - All students must promptly, upon request, identify themselves to school authorities.
18. **Inappropriate Use of Technology** - The inappropriate use of technology is subject to disciplinary action. Technology includes, but is not limited to, the use of computers, copiers, fax machines, cell phones/camera phones, gaming units, personal music devices, digital cameras and recorders. Please refer to Computer Use Agreement (Page 28).
19. **Insubordination/Disrespect** - A student shall comply with directives and accept Board authorized discipline and punishment from teachers, student teachers, educational aides, substitute teachers, principals, or other school personnel.
20. **Intimidation or Threats** - A student shall not threaten with physical violence or coerce by any means, any student, teacher, school employee or other individual. Nor shall a student urge another student or any other person to employ threats of intimidation. Any student who uses intimidation or threat of force using gang or group affiliation may be disciplined more severely.
21. **Laser Pens and Similar Devices** - Due to the potential for harm to persons and property, laser pens and other inappropriate electronic devices will be considered prohibited items on Gahanna Public Schools property. Possession or use could result in suspension. Parents may retrieve the confiscated item(s).
22. **Possession of Stolen Property** - A student shall not receive, retain, or possess school or private property knowing, or having reasonable cause to believe, it has been stolen.
23. **Profanity/Abusive Language/Obscenity** - A student shall not use profane, vulgar, racially or religiously or sexually derogatory, or other improper language. Nor shall a student use vulgar, profane or other improper gestures or signs.
24. **School Bus Violation** - A student shall not interfere with or disrupt the operation of a school bus by activities dangerous to its safe operation including, but not limited to, failing to remain seated, throwing objects out the window or at passengers or at the driver, shouting or other disorderly conduct which can cause physical harm, emotional stress or diversion of the driver's attention. Students shall conduct themselves in a safe and orderly manner while waiting to board the bus and after leaving the bus. They shall not trespass or impose on nearby property.
25. **Sexual Misconduct** - Students are not to hold hands or walk with arms around each other or display any other physical affection while on school premises, under school authority, or while attending any school-sponsored activities. "Sexual misconduct" includes public indecency, having sexual contact with another with or without consent, and sexually harassing comments and behavior. Students should report such conduct to a teacher or administrator.
26. **Theft** - A student shall not take or acquire the property of the school or any other person without authorization.
27. **Throwing of Objects** - Students are not permitted to throw any objects including

snowballs and ice on school property or within school jurisdiction.

28. **Tobacco** - No student shall offer to sell, possess or use tobacco or have a cigarette lighter and matches.
29. **Trespassing** - A student shall not enter upon school grounds or into school buildings to which the student is not assigned, except with the permission of an appropriate administrator of that building or to attend a school-sponsored event in which his/her regularly-assigned school is involved or where students from his/her school have been invited to attend.
30. **Unauthorized Sales** - A student shall not sell, buy, offer to sell or buy, exchange, or distribute any service or product without prior authorization of the building principal.
31. **Violation of School Discipline Procedures** - The violation of conditions of student suspensions or other disciplinary procedures shall be considered a separate disciplinary violation and shall be subject to additional penalties. Students who repeatedly violate the Student Code of Conduct may be subject to additional penalties. Students who repeatedly violate the Student Code of Conduct may also be subject to additional disciplinary action.
32. **Weapons and Dangerous Instruments** - No student shall sell, possess, handle, transmit, conceal, use, distribute, supply or purchase or offer to sell, possess, handle, transmit, conceal, use, distribute, supply or purchase any object that is considered as a weapon, a dangerous instrument or is a look-alike weapon. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage. Examples, which are not meant to be all-inclusive, are knives, guns, chains and sharpened sticks. **Unawareness of the possession of weapons or dangerous instruments on school property does not absolve the student of responsibility for possession of that object.**

REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, suspension, expulsion, or permanent exclusion is the most severe sanction that can be imposed on a student in this district, and one that cannot be imposed without due process.

For purposes of this policy and the Superintendent's administrative guidelines, the following definitions shall apply: **(OUR SENSITIVITY TO A NATIONWIDE CONCERN FOR THE SAFETY OF STUDENTS UNDERLIES OUR ADHERENCE TO A ZERO TOLERANCE ON WEAPONS.)**

- A. **"Emergency removal"** shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.
- B. **"Suspension"** shall be the temporary exclusion of a student by the school building administrator from the District's program for a period not to exceed ten (10) school days. The student may not return to school until the days are served. Failure to follow this directive may result in additional days of suspension. If at the time of a suspension there are fewer days remaining in the school year than the number of days of the suspension, the superintendent may apply any or all of the remaining period to the following school year.
- C. **"Expulsion"** shall be the exclusion of a student from the schools of this district for a period not to exceed eighty (80) school days unless the incident involves a firearm. If at the time of an expulsion there are fewer days remaining in the school year than the number of days of the expulsion, the superintendent may apply any or all of the remaining periods to the

following school year. If a student brings a firearm on school property in a school vehicle, or to any school sponsored activity he/she shall be expelled for one (1) year unless the superintendent reduces the punishment for reasons related to the specific circumstances. The superintendent may also expel a student for up to one (1) year if the student brings a knife onto school property in a school vehicle or to any school sponsored activity. A student may also be expelled for a year if he/she possesses a firearm or knife at school or any other property owned or controlled by the Board which firearm or knife was initially brought onto district property by another person. In compliance with federal law, the superintendent shall also refer any student expelled for possession of a firearm to the criminal justice or juvenile delinquency system serving the district.

GAHANNA-JEFFERSON SCHOOL BOARD APPROVED DRUG AND ALCOHOL POLICY

Introduction

It is the primary concern of the Gahanna-Jefferson Board of Education that educational and co-curricular programs for all students precede in an orderly and non-disruptive manner. The sale, use, or possession of intoxicants, illegal drugs, counterfeit drugs, or other controlled substances by students is an obstacle to this objective and an interference with the rights of students to receive quality academic instruction.

The Gahanna-Jefferson Board of Education recognizes that individuals who are experiencing problems with alcohol and other drugs are in need of assistance. The type of assistance needed may vary; however, the district is committed to work cooperatively with student and family to help provide alternatives from which these individuals can benefit. Such school district resources as student groups, parent groups, school counselors, school psychologists, and special transitional programs are to be encouraged, made available, and recommended. Students and parents will also be given information about outside agencies and encouraged to take advantage of their services and programs.

Student alcohol and other drug education and referral to counseling resources shall be viewed as instructional and rehabilitative, not as an alternative to the disciplinary measures specified in this policy.

Statement of Policy

Students of the Gahanna-Jefferson Public School District shall not possess, conceal, use, purchase, offer to purchase, sell, give, distribute, supply, or otherwise transmit, offer to sell, give, distribute, supply or otherwise transmit, or be under the influence of any drug, prescription drug, or counterfeit drug, the use or possession of which is prohibited by law or school policy. Nor shall students possess, conceal, use, purchase, offer to purchase, sell, give, distribute, supply, or otherwise transmit, any drug paraphernalia or instruments, such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits or any other items normally or actually used for packaging, conveyance, dispensation, or use of alcohol or other drugs. Such conduct is prohibited as follows:

- A. At school bus stops or on any property owned, leased by, or under the control of the Gahanna-Jefferson Board of Education, including vehicles used for the transport of students.
- B. On/off school grounds during school hours, including the time immediately preceding and after school.
- C. On/off school grounds while at a school sponsored activity, event, or function or on school grounds while the school or grounds are being used for school activities.

This policy will be subject to enforcement and/or disciplinary action by the administration during the course of the school year, including classes and other school sponsored or sanctioned activities

during the summer or other school breaks. Additionally, offenses in violation of this policy are accumulative:

- A. during a student's elementary school years.
- B. during a student's middle school years beginning with a first offense level of discipline at middle school.
- C. during a student's high school years beginning with a first offense level discipline at high school.

Offenses and Disciplinary Action

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies and regulations of the Gahanna-Jefferson Board of Education. By "routine disciplinary measures" it is intended that the penalties delineated below shall be considered the standard penalty imposed for the offense described.

Students who voluntarily request assistance or counseling in situations where no offense, as specified below, has been detected by school officials, will not be deemed in violation of school policy based on information divulged. In situations where an offense, as specified below, has been detected by school officials, violations of this policy will not necessarily be excused because the student has requested counseling.

Alcohol and Other Drugs: Policy

1. Selling/Distribution

No student shall sell, transmit, distribute, supply, or offer to sell, transmit, distribute, or supply any quantity of alcohol, illegal drugs, counterfeit drugs, controlled substances, drug paraphernalia or instruments, or prescription drugs.

A. 1st Offense:

1. Parent(s) will be notified immediately and the students will be removed from school for the remainder of the day.
2. Police shall be notified.
3. Consultation with parent(s) and student emphasizing available education and counseling services for alcohol and other drug evaluation procedures will be conducted.
4. The student shall be suspended for ten (10) days and may be recommended for expulsion.
5. The Registrar of Motor Vehicles and the Juvenile Court will be notified for the purpose of suspending the temporary instruction permit or operator's license or denying the opportunity to obtain such a permit or license until the student becomes age 18 and earns a high school diploma or GED.

B. 2nd or Subsequent Offenses:

1. Parent(s) will be notified immediately and the students will be removed from school for the remainder of the day.
2. Police shall be notified.
3. Consultation with parent(s) and student emphasizing available education and counseling services for alcohol and other drug evaluation procedures will be conducted.
4. The student shall be suspended for ten (10) days and recommended for expulsion.

2. Use/Possession/Purchase

No student shall possess, conceal, use, purchase, offer to purchase drug paraphernalia or instruments, such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits or any other items normally or actually used for packaging, conveyance, dispensation, or use of alcohol or other drugs. Nor shall any student use, be under the influence of, possess, conceal, have control of, purchase or attempt to purchase intoxicants, illegal drugs, counterfeit drugs, controlled

substances, or prescription drugs when such use, possession, or control is prohibited by law, school policies or regulations of the Board of Education.

Students may possess or use prescription and non-prescription medications consistent with School District Medication Policy (see Medication Policy).

A. 1st Offense:

1. Parent(s) will be notified, and the student will be removed from school for the remainder of the day.
2. Police shall be notified.
3. The nurse will be notified, and the emergency medical rescue squad will be called, if necessary.
4. The student shall lose parking privileges for the remainder of the year.
5. Parent/guardian of the offending student shall choose one of the following options:

The student will be suspended for ten (10) days from school. The Registrar of Motor Vehicles and the Juvenile Court will be notified for the purpose of suspending the temporary instruction permit or operator's license or denying the opportunity to obtain such a permit or license until the student becomes age 18, earns a high school diploma or GED.

Or

The student will be suspended for seven (7) days from school with the agreement to complete an evaluation that includes an educational component pertaining to alcohol and other drugs. Such evaluation shall be documented by a certified counselor as agreed to by school officials, parents/guardians, and the student. A written copy of the evaluation must be sent to school officials including findings and recommendations for the student.

B. 2nd Offense:

1. Parent(s) will be notified, and the student will be removed from school for the remainder of the day.
2. Police shall be notified.
3. The nurse will be notified, and the emergency medical rescue squad will be called, if necessary.
4. The Registrar of Motor Vehicles and the Juvenile Court will be notified for the purpose of suspending the temporary instruction permit or operator's license or denying the opportunity to obtain such a permit or license until the student becomes age 18, earns a high school diploma, or GED. The student will be suspended for ten (10) days and a recommendation for expulsion with no alternative option for lesser penalty.

STUDENT ATTENDANCE POLICIES AND PRACTICES

Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through the absence from school is very difficult to make up. **There is NO SUBSTITUTE for actual participation in the daily classroom discussion and work.**

Classes are in session from 8:00 AM to 2:30 PM. Students are not permitted in the building after 2:30 PM unless supervised by a member of the faculty. The building office hours are from 7:00 AM to 3:30 PM. Students are **NOT** permitted to enter the building until 7:50 AM unless they are attending breakfast, which begins at 7:45 AM, or they are involved in an approved activity. Students are required to be in school on time for their first class. Students may not leave school between classes or before their last class without the permission of the office.

1. Call-Ins/Notification of Absences

Knowing where your sons and daughters are during the school day is very important to the school as well as you. The school and the parent/guardian need to work together to assure that we keep each other informed when students are not in school.

- a. The school is requesting that the parent/guardian make every effort to notify the school in **ALL** cases of student absence. Emails with the reason for the absence, can be sent at any time to broffordb@gjps.org Calls should be made to the school (614-478-5575) before 9:00 am. Voicemail is available 24 hours a day.
- b. It is desired that the parent/guardian notify the school in advance of an absence when possible. For example, a phone call or email from a parent/guardian on Wednesday to notify the school of an absence on Friday would be greatly appreciated.
- c. If a student is absent, the school will attempt to contact the parent/guardian who has **NOT** notified the school. If no contact is made, an explanation from the parent/guardian will be necessary. **If the school does not receive an explanation of the absence within three (3) school days, the absence will automatically be considered unexcused.**
- d. Absences from the time missed at school is considered excused or unexcused is dependent upon the reason given and to the discretion of the principal or his/her designee.

2. Excusable Reasons for Absence

An excused absence may be granted at the discretion of the principal or his/her designee. **A student will have a minimum of one school day for each day of excused absence to make up assignments.** An excused absence will only be granted for the time missed at school for the following reasons:

- A. personal illness, other health-related appointments, or professional appointments (a written physician's statement verifying the illness may be required and will be required when a student is considered to be Excessively Absent or Habitually Truant)
- B. illness in the family necessitating the presence of the child (a written physician's statement and an explanation as to why the child's absence was necessary may be required)
- C. quarantine of the home (as determined by the proper health officials)
- D. death of a relative
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s) (applicable only to a child over fourteen (14) years of age)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel to participate in a District-approved enrichment or extracurricular activity (up to a maximum of twenty-four (24) hours per school year)
- H. such good cause as may be acceptable to the Superintendent

- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725

3. Needs Medical/Court Excuse (NMCE)

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one month, or sixty-five (65) or more hours in a school year the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. This will require that the student have a doctor/dentist/court excuse for every absence in order for it to be excused. A student has three (3) days to provide a doctor, dentist, or court excuse. If the student does not have a doctor/dentist/court excuse, the absence will be unexcused. Students with a temperature of 100 degrees or higher or a communicable illness and have been sent home by the nurse will be excused by the school. An NMCE student who gets permission from his/her parent/guardian to go home from the clinic is unexcused

4. Tardiness

Students late to school (after 8:00 AM) must report to the office to sign in before reporting to class. Parents/Guardians must provide an explanation for the tardiness. Excessive tardies that are unexcused will result in a disciplinary action by the office. **If the school does not receive an explanation of the tardiness within three (3) school days, the tardiness will automatically be considered unexcused.**

5. Unexcused Absences, Tardies, Early Dismissal

The determination of whether or not the time missed from school is excused or unexcused will be at the discretion of the principal or her designee. Excessive absences, tardies, and early dismissals that are unexcused will result in disciplinary action by the office. Examples of unexcused absences, tardies, and early dismissals include, but are not limited to:

- a. Cutting classes or study halls
- b. Missing the bus or a ride
- c. Oversleeping
- d. Shopping
- e. Suspension
- f. Truancy
- g. Lice (It may be unexcused if the absence related to lice is excessive.)

No student shall leave school grounds without permission of the principal or office.

6. Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency; At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action
- F. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign a school official to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

7. Returning to School after an Absence

All students should make arrangements to complete missed work. **A student will have a minimum of one school day for each day of absence to make up assignments.**

If a student misses more than one (1) day of school, homework may be requested by calling the office before 10:00 AM. Work will be sent to the office by 2:00 PM. It is the parent's/guardian's responsibility to make arrangements to have it picked up after this time.

8. Steps for Absence by Permission

Appointments with a doctor, dentist, court etc., should not be made during school time. In case this should be necessary, however, the parent/guardian of the student must contact the school prior to the student's first scheduled period. If the student is released, and it is learned that the excuse was **NOT** valid, the absence will be unexcused. Students leaving or returning to the school grounds during the school day **MUST** first report to the office. Failure to sign out may result in an unexcused absence.

9. Family Travel

Ohio has specific compulsory attendance regulations, and Gahanna-Jefferson Public Schools must comply with those statutes. Ohio Revised Code Section 3321.02 states, "every child actually resident in the state shall be amenable to the laws relating to compulsory education, and neither he nor the person in charge of him shall be excused from the operations of said sections or the penalties under them on the ground that the child's residency is seasonal, that the parent of the child is a resident of another state, or that the child has attended school for the legal period in another state."

Whenever a pre-planned absence for family travel is requested, the parent/guardian must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The District will only approve a student's absence for family travel when he/she will be in the company of his/her own parent/guardian or other family members but not other students' parent(s)/guardian(s), unless there are extenuating circumstances deemed appropriate by the principal. In order for the family travel to be an excused absence, it must not exceed six and a half (6.5) days in a month or eleven (11) days in a year.

If a student is absent for family travel outside of the excused absences allowed by the District, he/she will be considered unexcused from school and subject to the laws regarding habitual truancy. The school district may be obligated to report the parent/guardian to the Franklin County Juvenile Court System and file charges of lack of compliance with the compulsory education rules. During this time period, the student may be given approximate assignments to be completed. The time missed will be counted as an authorized, unexcused absence but shall not be a factor in determining grades unless the make-up work is not completed.

10. Planned Absence (e.g. family travel, college visit, etc.)

In the event that the student knows in advance that he/she will be absent (e.g. family travel, etc.) for several days, the parent/guardian should send a note to the office a week in advance. The student will be given a "**Planned Absence Form.**" This form must be returned to the

office before the planned absence begins. All make-up work is due on the first day the student returns from the planned absence. This work includes any tests that the student may have missed during his/her planned absence. **We strongly discourage any planned absences during the last week of any grading period or during state-wide testing.**

11. Absence on Extra-Curricular Days

Students who are absent from school a half day or longer may not be permitted to participate in any extra-curricular activity on that day.

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

- These guidelines shall be used to ensure that the Board of Education's policy on nondiscrimination (2260) is implemented properly and in compliance with federal and state laws and regulations, particularly part 104 of Section 504 of the Rehabilitation Act of 1973 (34CFR). A copy of Part 104 is provided as AG 2260A. Notice of the Board's policy on nondiscrimination in educational practices shall be posted throughout the District, published in any District statement regarding the availability of educational services, and in all student handbooks.
- Children who have been diagnosed as having a disability and who, through a multi-factored evaluation, qualify for categorical service under IDEA will be served under the existing State Special Educational regulations. Section 504 protects and safeguards all students with a mental or physical impairment which is defined as substantially limiting one (1) or more major life activities or:
 - A. The student has a record of such impairment.
 - B. The student is regarded as having such impairment.

The district will identify, evaluate, and provide an appropriate education for students who are disabled under Section 504.

PESTICIDE APPLICATION ON SCHOOL PROPERTY

Pesticides may periodically be applied to school property. Parents have the right to request prior notification of pesticide applications on school property. Any parent that wishes to have prior notification of pesticide application should notify the building principal in writing. Prior notification will be provided to those parents who request the notification in the form of a written notice to be sent home with the child or through email.

ELECTRONIC DEVICES/COLLECTIONS/PETS/TOYS

Students are discouraged from bringing to school anything that distracts or disrupts others. iPods, tablets, MP3 players, electronic games, collections, toys, and pets **should not** be brought to school unless they are needed for an approved project. Electronic communication devices (i.e., cell phones, pagers, PDA's, and two-way radios) **are not** permitted to be used during the regular school day. If your child must bring a cell phone it is to be turned off and kept in book bag, only to be used outside of school hours. The school district is not responsible for lost, stolen, or damaged personal belongings.

Electronic Reading Devices

Electronic Reading devices (e.g., Kindle, Nook, tablets etc.) can be a useful and motivating way to read. Chapelfield Elementary recognizes the potential value of these tools to students. However, students will be permitted to use electronic reading devices only for approved projects with advance permission by parents and teachers. An [E-Reader Permission form](#) should be completed, signed by teacher and parent, and returned to school before the device is brought to school. Chapelfield Elementary, its staff, and the Gahanna-Jefferson school district are not responsible for items that are lost, stolen or damaged. All other school policies regarding appropriate use of school technology remain in effect when students use personal devices.

School lunches & Child Nutrition

Students at Gahanna-Jefferson Public Schools receive a well-balanced, nutritious meal each day made by the district's Food Service Staff based on USDA requirements. **Plate lunches** contain the basic food groups including:

- protein (meat/meat alternate)
- whole grains
- vegetables
- fruits
- $\frac{1}{2}$ pint of milk

Students purchasing a plate lunch may choose 3-5 components - protein, whole grains, milk, and must include a fruit or vegetable. Plate lunch and breakfast menus are available online at www.gahannaschools.org. Student lunches will be **\$2.75 (reduced 40 cents)** this year for the hot lunch. Breakfast will be \$1.50 (reduced 30 cents).

Gahanna-Jefferson Public School's cafeterias utilize a point of sale system. All students use their 6-digit student identification number as their PIN. Parents are encouraged to pay in advance for meals through MyPaymentsPlus online, by cash (not encouraged), or checks. The charge limit is 4 meals.

Families may apply for **free or reduced-price meals** any time during the school year. Applications are available in each school, the admin office, and may be submitted online at <http://fnr.gjps.org>.

Students on the **free and reduced priced meals** program are eligible for a plate lunch (and plate breakfast where offered) daily. The cafeteria computer system provides complete confidentiality.

Procedure for Meal Charges

It is the responsibility of parents to provide lunch for their children while at school. It is important that children receive the nutrition they need to stay focused and learn during the school day. The Gahanna-Jefferson Child Nutrition Department's goal is to provide healthy meals to students and support its self-funded account.

Unpaid meal charges place a financial strain on the Child Nutrition Department. While we intend to feed all students needing lunch, treat the students with respect regarding charging of meals, it remains the parents' responsibility to provide payment or pack lunches.

Several programs are in place to assist families:

- Parents may submit Free/Reduced-Price Meal Applications by hard copy or online at any time during the year as they are processed daily
- Parents may prepay for meals by cash or check made payable to the school cafeteria or online by credit/check card
- Parents may visit www.mypaymentsplus.com and register for a free account to view student's account balances, purchase history, online payments, as well as set up notifications for low balances, auto pay features, and make payments online
- Parents may call the Child Nutrition office at **614-478-5531** for student account balance
- The Child Nutrition office notifies parents weekly via email of their child(ren)'s negative balance and will repeat until the lunch debt is paid
- The Child Nutrition office will attempt to reach parents by phone **after the limit of 4 meals** (breakfast and/or plate lunches) have been charged
- Students may inquire about their balance with the cashier. Cashiers also remind the students "to tell someone at home that you need lunch money"
- Parents may contact the Child Nutrition office to limit purchases, ex. "Plate Lunch only" by calling Beverly Fansler at 614-478-5531 or submit the Food Allergies and Restriction Form

- Charging of snacks, beverages, or second meals are never allowed. These a la carte purchases must be paid with cash or with funds in the student's account.
- In the event a student has reached his/her charge limit, has no packed lunch, and no funds in hand, a ONE time Emergency Meal (Plate Lunch or Breakfast) will be provided. The Child Nutrition office will email or call the parent to inform them that their student's account is in crisis
- Once the charge limit has been reached and not paid, an alternative meal will be offered
- An alternative meal is a cheese sandwich and a fruit or vegetable of the day during lunch, and a fruit/grain bar for breakfast

Please note: During the last 2 weeks of school students may not charge meals. They must have cash, check, or funds on their account to purchase breakfast or lunch. Remaining balances will transfer to the next school year.

Any questions concerning the operation of the cafeteria, menus, or cooks shall be directed to the coordinator of food services, Mrs. Green, at the administrative offices (471-7065).

RECESS RULES

Outside Recess/Playground

Outdoor recess will be held every day unless there is inclement weather or the temperature with wind chill is 20 degrees or below.

The safety of each child is foremost in all activities. Certain safety rules have been established by which every child is expected to abide.

- The duty teacher is in charge and is to be obeyed and respected.
- Children are to line up immediately when signaled by the duty teacher.
- Once outside, no one is permitted to re-enter the building, unless permitted by the duty teacher.
- Students are expected to play appropriate playground games.
- Tackle football, karate, or other contact activities will not be tolerated.
- Students are expected to keep hands and feet to oneself at all times.
- There is to be no snow thrown on the playground.
- This rule also applies to other areas of the school grounds, bus stops, and while walking to and from school.
- Stay on assigned playground areas.
- Stay on blacktop when playground is muddy or snowy.
- Hard balls are not permitted on the playground. Balls are not to be kicked on blacktop areas.
- Fighting, play fighting, tackling games, chicken fights, climbing trees, tag, pushing, kicking, grabbing clothes, or picking up rocks or stones will not be tolerated.
- Running is recommended for grassy areas only.
- Soccer is permitted only on grass areas away from blacktop surfaces.
- Students should talk with the duty teacher about any concerns or injuries as soon as they arise.

Follow safety expectations on monkey bars, jungle gym, swings, see-saw snake, and big toy. This equipment should be used only in the manner it was designed. For example: one student at a time on the swing; students

using the see-saw snake must remain seated, no standing on the snake; one person at a time on the slide, feet

first from top to bottom. Students will not jump off high places on any playground equipment.

Inside Recess

1. All students are to be seated either at desks, tables or on the floor.
2. There is to be no running or throwing in the classroom.
3. There is to be no visiting between rooms.
4. Board games, etc., are permitted as specified by classroom teacher.

5. No electronic games are permitted during inside recess (iPads, cell phones, iPods, Gameboys, etc.)
6. Computers may not be used without the classroom teacher present during inside recess.

Inside Recess Due to Student's Illness

They must have a note from home or doctor.

CAFETERIA RULES

1. All students are expected to practice good table manners.
2. It is the responsibility of each student to see that his/her area is left in a clean condition. This includes the table, chair, and floor.
3. Loud talking, shouting, running, or leaving a messy table are not appropriate. When the cafeteria lights are turned off, all talking stops.
4. Students are expected to sit in the area assigned to their grade level.
5. Students must remain seated while eating.
6. Students are to dispose of their garbage and utensils appropriately and neatly.
7. Travel to and from lunch or recess requires proper hallway behavior.

SECURITY CAMERAS

Interior and exterior security cameras are located at each building in the Gahanna-Jefferson school district. Cameras are not located in areas where people would normally expect to have privacy.

STUDENT RECORDS

Please report any changes in address, phone number, and other vital information to the school office as soon as it is known. We can then maintain current information in our files. Families who plan to move to some other address, either within the district or to another town, should likewise inform the school as soon as possible. The necessary withdrawal forms can be prepared for the parents' signature. Remember, we cannot release a student's personal records without a parent signature.

GUIDE TO STUDENT DRESS

Although the major responsibility for good grooming rests in the home with each student and their parents, the school has concerns in regard to health, safety and an atmosphere that will promote good learning. Therefore, we ask the parents to support and promote the following guidelines:

- Safe footwear is to be worn at all times. For reasons of safety, **students are not permitted to wear flip-flops**, clogs, large heeled shoes or flimsy sandals. Heelies are not permitted.
- Shorts and skirts are acceptable except for those that are revealing, biking shorts, short shorts/skirts or cut-off jeans. Using the **mid-thigh** rule for guidance is our policy.
- Transparent or revealing clothing, muscle shirts, tank tops, half shirts, halter and bare midriff tops are not permitted. **No spaghetti type shirts** or shoulder less shirts are to be worn.
- T-shirts must never be worn which are degrading or unkind as determined by faculty.
- No hats, sweatbands, bandanas, sunglasses or outside coats are to be worn in the building.
- Clothing with profane, suggestive, or questionable pictures and/or lettering are not to be worn, nor clothing which advertises alcohol, drugs, or disrupts the educational program.
- Altered clothing with patches and holes are not permitted.
- Hair color and hair styles which are distracting in our learning environment are not be worn.
- Tattoos should not be worn to school.

BUS INFORMATION

- Students riding the bus will follow the rules established by the Board of Education for the safety of all concerned. Students are not permitted to ride any bus other than the one

assigned to them. In case of emergency where the parents or guardians are not able to be at home, a note must be sent by **both** families when a child is to accompany a friend. This must be approved in the building office.

- Students not following the rules set by the driver and the Board of Education will be subject to written reprimands and face possible dismissal and/or suspension from bus-riding privileges. Please refer to GJPS Bus Rules (Page 21).

SEVERE WEATHER: SCHOOL CLOSING INFORMATION

- If for some reason school should need to be canceled, please tune in to a local radio or TV station prior to 7:00 a.m. Occasionally it becomes necessary to close school earlier than the regular dismissal time, and since it is impossible to contact every parent, please instruct your child where he/she should go. A form is provided for this information.
- Please do not call the school during these times if at all possible. Please listen for radio and TV announcements.
- In case of severe weather (snow, low temperatures, ice), the official announcement for school closings may be heard on local radio and television stations. Listen for "**GAHANNA SCHOOLS**" or "**GAHANNA-JEFFERSON SCHOOLS**".

BICYCLE RULES

All students riding bicycles to school (grades 3-5) must have permission from the parent. Bike racks are provided along the south side of the building. Bike riding is discouraged for students in grades kindergarten, first and second. Each rider must follow all rules of safety and obey all traffic laws. Riding double or the dangerous operation of bicycles will not be permitted. There is to be no joyriding on school property or tampering with the bicycles. Students must walk their bicycles while on school property. The school cannot be responsible for the bicycle when it is parked at the school.

SAFETY PATROL

Parents can help us plan for the safety of all children by emphasizing the importance of the following safety rules.

- Children should cross streets at the proper place.
- Children should come straight to school in the morning and return directly home at the end of each day.
- Children should walk at all times.
- Children are to cooperate with the safety patrol at all times. The patrols are on duty to help.
- Children should arrive at street crossings during the time the safety patrol members are on duty.
- Children are to walk only on sidewalks and respect private property.
- No cutting through GMSW area.

Cooperation is expected from all to help the safety patrol with their very important job. Patrol members are on duty from 7:45 A.M. to 7:55 A.M. and 2:25 to 2:40 P.M. Patrol members are not on duty when the temperature is below 12 degrees.

PTO

We have a very active PTO at Chapelfield. Below are some PTO activities and functions:

- Sponsor school/classroom parties - room parents will be chosen early in the school year - parties will be a Fall party and Valentine's Day.
- Sponsor various functions to honor the staff and employees
- Raise funds to supply the school with extra items beyond the day-to-day necessities
- Organize the Volunteer Program for parents working in the school
- Many, many more.
- We ask that you get involved in one or more of the PTO functions. More information will be forthcoming.

REPORT CARDS/PARENT CONFERENCES

- Evaluation reports of pupil progress will be sent home at the end of each trimester grading period. During the course of the year, interim reports indicating progress will be sent to parents.
- Scheduled Parent/Teacher Conferences will be held in the Fall and Winter each year. At other times during the school year, conferences may be requested by a parent or a teacher when it is deemed necessary.

CURRICULUM

As a matter of information, the entire curriculum taught in Gahanna-Jefferson Schools is approved by the local Board of Education, and acknowledged by the State Department of Education as the adopted Common Core Curriculum. This includes objectives for each subject area. The teachers develop their lesson plans using these various courses of study.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. In order to participate, students must turn in to their teacher a permission form signed by a parent or guardian. Field trips are supervised by teachers and may include a limited number of parents who volunteer to chaperone. Siblings are not permitted to attend. All students must travel to and from the field trip on the school bus provided by the district.

STUDENT HEALTH INFORMATION

A part-time Registered Nurse is assigned to each elementary and middle school. There are also clinic aides available during school hours to take care of ill children, minor injuries and administration of specific medications. If your child is complaining of being sick in the morning, please take their temperature before sending them to school. If the child is vomiting or has a temperature of 100 degrees F or greater, the child must stay home from school until they are fever-free (without the use of medication such as Tylenol or Ibuprofen) for 24 hours. Gahanna-Jefferson students are excluded from school in accordance with the recommendations from the Ohio Department of Health. The Ohio Department of Health communicable Disease chart can be viewed online at: <http://www.odjfs.state.oh.us/forms/file.asp?id=1730&type=application/pdf>

MEDICATIONS

According to Ohio laws and school district policy, it is necessary for the school to follow strict guidelines pertaining to students taking medications at school. Because of this, *students are not permitted to take medication (including over-the-counter) at school unless the necessary form is completed by both the physician or nurse practitioner and parent.* This form is available from the school office or on the district website:

http://www.gahannaschools.org/Uploads/Documents/District/2012_2013Forms/2012-2013ESprescriptionForm.pdf

The medication must be brought to school **by an adult**, in the original container labeled with the student's name, name of medication, dose and time it is to be given. This policy applies to prescription, as well as over-the-counter medications, like Tylenol, Children's Motrin, cough drops, etc. *We strongly urge that all medications be administered at home whenever possible.* For questions or clarifications, please contact the school nurse assigned to your building.

Wellness Issues

GJPS Wellness Committee meets at least four times a year to collaborate with parents, teachers, school administrators, students, school health professionals, and community members to further our culture of wellness. The WC is dedicated to improving the health of students through increasing physical activity and nutrition education. The Committee welcomes new members and publishes a newsletter periodically. Please see the Family Wellness area on the GJPS website under Child Nutrition for wellness resources and contact information.

Physical Education

A comprehensive physical education program is provided for students in K-12 with the academic content standards adopted by the State. The PE curriculum provides students with opportunities to learn and practice skills necessary to engage in lifelong, health-enhancing physical activity.

Nutrition Education & Promotion

Nutrition promotion and education positively influences lifelong eating behaviors by using evidence-based techniques, nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

Holiday/Classroom Celebrations and Birthdays

Gahanna-Jefferson Public Schools promotes good nutrition in school as one way for our students to receive a quality education and build healthy habits for life. Childhood obesity rates are on the rise, and because this issue can lead to chronic health problems, it is up to us as parents and educators to take an active role in addressing this problem. Also on the rise are the number of severe food allergies. For this reason, students may not bring in any food treats as part of a birthday celebration. Food items will also not be allowed for any classroom holiday parties. Non-food items may be used as part of these celebrations.

Suggested alternatives to food treats for birthdays and holiday parties may include:

- Party favors such as erasers, pencils, stickers, bracelets, keychains, etc.
- Parent/Guardian or guest visiting the classroom and reading a book to the students
- Donating an item to the classroom such as a book, game, plant, craft, etc.
- Providing some items classmates can sign such as a t-shirt, tote bag, autograph book, etc.
- Planning and having the students do an activity such as a craft, a dance party, game, etc.

In an effort to protect each child's safety, Gahanna-Jefferson Public Schools will only permit peanuts and tree nuts in the cafeteria. All instructional spaces (classrooms) and common areas where students have access will be nut free. There may be a designated "nut free" table in the cafeteria. Peanuts and tree nuts will be monitored closely by trained staff and faculty. All school lunches prepared and purchased from the cafeteria are nut free.

If your student is in a building/classroom that allows daily snacks, your student's snacks must meet allergy restrictions for all students in the class. This will be monitored by teachers. A letter will be sent to parents at the start of the school year with a list of safe snacks for that class/year.

Teachers will plan ahead for community trips, field trips and class-wide activities or meals and will follow all allergy restrictions in order to allow all students to participate.

Fundraising

Activity-based fundraisers are wonderful such as field days, walk/run/bike/dance-a-thons, jump rope or hula hoop competitions. Other non-food fundraisers that work well are talent shows, yard sales, festivals, singing telegrams, and art shows.

Only foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold on school grounds during the school day (midnight until 30 minutes after the instructional day). See the GJPS Child Nutrition website area for Smart Snack info.

HOLIDAY/CLASSROOM PARTIES and BIRTHDAYS

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Suggested alternatives to food treats to for birthdays and holiday parties may include:

- Party favors such as erasers, pencils, stickers, bracelets, keychains, slinkies, etc.
- Parent/Guardian or guest can visit the classroom and read a book to the students
- Donate an item to the classroom such as a book, game, plant, craft, etc.
- Provide an item students can sign such as a t-shirt, tote bag, autograph book, etc.
- Plan and have the students do an activity such as a craft, a dance party, etc.

In an effort to protect each child's safety, Gahanna-Jefferson Public Schools will only permit peanuts and tree nuts in the cafeteria. All instructional spaces (classrooms) and common areas where students have access will be nut free. There will be a designated "nut free" table in the cafeteria. Peanuts and tree nuts will be monitored closely by trained staff and faculty. All school lunches prepared and purchased from the cafeteria are nut free.

If your student is in a classroom that allows daily snacks, the student's snacks must meet allergy restrictions for all students in the class. This will be monitored by teachers. A letter will be sent to parents at the start of the school year with a list of safe snacks for that class/year.

Teachers will plan ahead for community trips, field trips and class-wide cooking activities or meals and will follow all allergy restrictions (per student if ordering individually) to allow all students to participate.

GAHANNA-JEFFERSON PUBLIC SCHOOLS BUS RULES

The health and safety of all pupils is vitally important. Therefore, in the case of school buses, certain rules and regulations must be followed. Your help and cooperation are requested.

The following are prohibited:

1. Changing from seat to seat with bus in motion.
2. Noise at railroad crossings and other danger points.
3. Excessive noise, loud talking or laughter at any time.
4. Distracting bus driver in any manner.
5. Putting any part of body outside of bus.
6. Scuffling or fighting on the bus.
7. Spitting or throwing any object from the bus.
8. Smoking or lighting matches on the bus.
9. Eating, drinking, or littering with bus in motion.
10. Failure to obey the driver.
11. Transporting birds or animals, dead or alive
12. Transporting any glass container on bus.
13. Damaging or marking any part of the bus.
14. Use of profane or unbecoming language.

SAFETY AND SECURITY

PARENTS ARE ALWAYS WELCOME IN OUR SCHOOL. Parents and visitors will need to ring the bell and be identified by the secretary to enter the building. All visitors must sign in and wear a visitor badge when inside the building. **IF PARENTS WISH TO VISIT CLASSES WHILE**

SCHOOL IS IN SESSION, PLEASE CALL THE TEACHER IN ADVANCE TO SCHEDULE A CONVENIENT TIME. FORMAL CONFERENCES CAN ALSO BE SCHEDULED BY CONTACTING THE TEACHER.

Regular Drills for Fire, Tornado and Lock Down will be conducted in accordance with Ohio Revised Code and district policy.

FEDERAL FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 —

- The "Federal Family Education Rights and Privacy Act of 1974" requires school systems to annually inform students 18 years of age or older, and parents/guardians of students under 18 of certain provisions contained therein.
- Schools keep a record of the educational development of each student. These records contain information about courses taken, grades, test scores and other information which is collected in the interest of developing the best educational program for the individual student.
- Parents/guardians have the right to access and review the child's school record. To do so, submit a written request to the building principal who will schedule a time for you to come to the school and review the records in the presence of a staff member.
- Parents may also question the contents of the child's school record. If there is a concern about the accuracy or appropriateness of the information, a formal review of the information may be requested. Parents/guardians and school officials will have the opportunity to discuss concerns.
- Each child's records are confidential and will not be released without prior parental/guardian consent for students under 18 years of age, or without prior written consent of students 18 years of age or older.
- There are a few exceptions to the consent requirements. These include use by school officials in the school district; release to officials of another school district in which the student intends to enroll; and response to a court order. Also, "Directory Information" for students in the 12th grade only shall be released to any of the branches of the U. S. Armed Forces upon request without written consent from the parents or legal guardian of the student. "Directory Information" includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.
- *Directory Information shall not be released if the parent or legal guardian submits a written request to the building principal by September 18th of each year that such information not be released.* Also, parents/guardians of any student who do not want any personally identifiable information (includes portions of directory information) about their child to be used in any public relations materials generated by the school district must notify the building principal in writing by September 30 of each year.
- Any citizen of the Gahanna-Jefferson School District is welcome to contact the Department of Pupil Services at 471-7065 or the principal of the child's school for more information about the district's policy regarding the confidentiality of student records.

NONDISCRIMINATION POLICIES

SECTION 504—The Gahanna Jefferson Public School District does not discriminate on the basis of disabilities relative to admission, access, treatment, or employment in its programs and activities as required by Section 504 of the Rehabilitation Act of 1973. Public Law 93-112, as amended by the Rehabilitation Amendments of 1974, Public Law 93-516. Inquiries regarding this policy may be directed to Mrs. Sue Wiegand, Director of Special Education, at 416-6501.

TITLE IX—The Gahanna Jefferson Public School District does not discriminate on the basis of sex in educational programs, activities, employment policies or admission policies and practices as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Scott Schmidt, Assistant Superintendent, at 479-1313; or to the Director

of the Office for Civil Rights, Region V, 55 Erieview Plaza, Room 222, Cleveland, Ohio 44114. Phone (216) 522-4970.

PERSONNEL—It is the policy of the Gahanna Jefferson Public School District to select personnel on the basis of merit and fitness and qualifications of applicants without regard to their race, color, religion, sex, national origin, disabilities age or ancestry.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District.

Matt Cygnor	Sue Wieging
Human Resources Director	Special Ed Director
614-416-6503	614-416-6501
160 S. Hamilton Road	160 S. Hamilton Road
Gahanna, OH 43230	Gahanna, OH 43230

The Compliance Officers are available during regular school/work hours to discuss Title IX questions, sexual violence concerns, and to assist students, other members of the School District community, and third parties. Compliance Officers shall accept sexual violence complaints directly from any members of the School District community or a visitor to the District, as well as those initially filed within a school building administrator. Upon receiving a complaint, the Compliance Officer or designee will discuss confidentiality issues with the complainant (and his/her parent, if the complainant is a minor), and open an investigation as described in policy 5517.02 below.

STUDENT NETWORK AND TECHNOLOGY ACCEPTABLE USEAGE AND SAFETY AGREEMENT

This agreement is between _____, a Gahanna-Jefferson Public Schools student, his or her parents or guardians, and the GAHANNA-JEFFERSON PUBLIC SCHOOLS (the District). The purpose of this agreement is to define the acceptable use of district- and student-owned technologies. All District-owned technologies are provided for educational purposes only, whether used on or off campus.

The Gahanna-Jefferson Public Schools is committed to the belief that technology skills are a critical component of a 21st Century Education, and is also vital to all areas of the Gahanna-Jefferson Graduate Profile. We are, therefore, pleased to be able to offer our students access to a wide and expanding range of technologies to support student learning and growth through local and global communication, collaboration, research opportunities, and resource sharing.

Technology, like all extremely powerful tools, can be intentionally or unintentionally misused. One of the Graduate Profile goals is to use technology responsibly and honestly, and this document is a tool to help outline the proper and ethical use of the vast range of district and personal technologies available to our students. Most often this focus is on Internet and district computer network use, but we touch upon other technologies as well. It is impossible to specify every possible use or misuse of technology, so while these outlines establish a framework of understanding students are encouraged to seek the advice of district staff with any questions about proper and improper technology use. Due to the rapidly changing technology environment within Gahanna-Jefferson Public Schools, the district reserves the right, at our sole discretion, to

change, modify or otherwise alter these terms and conditions at any time. Such modifications shall become effective immediately upon the posting thereof in the Technology area of the district's public website, available at (<http://www.gahannaschools.org/District/DistrictTechnology.aspx>). Please visit this area on a regular basis to keep yourself apprised of any changes.

Internet access provides our students with the ability to explore research materials and interact with individuals and groups worldwide. This 21st Century Skill is a requirement for effective participation in an increasingly global environment and in local employment opportunities. However, not all Internet resources have educational value, and some may be inappropriate. While a best effort attempt is made to use Internet filtering to help students avoid resource-wasting and inappropriate sites, students are reminded that all district equipment is provided for educational purposes only. In situations where resource-wasting or inappropriate material is encountered, the user is "one click away" from removing that material from their screen and it is the user's responsibility to do so.

Also, it is important to remember that the Internet and many other current and developing technologies are intended for collaboration and sharing, and as a result it is best to consider everything done with these technologies as public. Student Internet activity in particular may be tracked by outside parties, so it is critical that each student protects his or her network and other account information and passwords as they will be held responsible for activity through their personal and unique account. Students should never share this information with others, nor should they use the login credentials of others. Students are expected not only to avoid illegal use of district and personally owned technologies, but to in all cases use these tools intelligently and ethically, and not to the detriment of themselves, the district, or others. Not only is this a critical component of 21st Century Citizenship, it is also important to remember that parents and guardians are legally responsible for their student's activity so it is beneficial to stress these points and your expectations with your student.

District technologies are provided, and student technologies may be allowed, solely for the support of District academic programs and student learning. Examples of acceptable technology use include:

1. Appropriate collaboration and exchange of information for research and project purposes;
2. Developing a familiarity with the technology for educational and employment purposes;
3. Expanding the opportunities for relevant technology use to produce reports, multimedia, and other assigned projects;
4. Developing Graduate Profile goals of becoming a Responsible Community Member, Comprehensive Problem Solver, Proficient Technology User, Collaborative Team Member, and an Effective Communicator.

In exchange for the use of available technology resources, the undersigned student and parent/guardian understand and agree to the following terms and conditions.

A. The use of technology, whether district-provided or student-owned, is a privilege which may be revoked by the District at any time and for any reason. Reasons for revoking privileges include, but are not limited to:

- a. Improper use of the technology,
- b. Failure to properly protect and secure the technology,
- c. Altering or modifying system software and/or hardware,
- d. Intentionally or unintentionally adding viruses, spyware, and other harmful programs to District systems,
- e. Placing unauthorized information or comments on District-owned or publicly accessible servers,
- f. Using the technology to cause embarrassment or harm to other individuals or groups.

The District reserves the right to remove files, limit or deny technology access, and refer offending students for other disciplinary actions consistent with the Student Handbook.

B. Students will not use their District-approved computer access to obtain, view, download, or otherwise gain access to materials deemed unlawful, obscene, pornographic, abusive, hateful, or otherwise objectionable.

D. Students are expected to be *Responsible Community Members* and to use technology responsibly, honestly, and ethically. Students **shall**:

- a. Polite, courteous, and respectful in your messages to others.
- b. The use of language appropriate to school situations in all communications made through the Board's computers, networks, and other technologies.
- c. Diligently delete their unneeded files regularly to minimize District storage needs.
- d. Protect their critical files by making regular backups of their important work.
- e. Comply with the Student Handbook.

Students **shall not**:

- f. Use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
- g. Reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members via the Internet or any other medium.
- h. Transmit pictures or other information that could be used to establish your identity or the identity of others without prior approval of a teacher.
 - i. Transmit pictures or other information about fellow students, teachers, or groups.
 - j. Agree to meet any person encountered online without prior parent approval.

E. All information services and features contained on District network resources and other technologies are intended for the private use of registered staff and students only and any use of these resources for commercial for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

F. While all reasonable efforts are made to ensure reliable operation of, and access to, all district technologies, the District cannot guarantee uninterrupted access or use of the network or other technologies, nor can it be held responsible for loss of data due to electrical or mechanical failure or human error.

G. District network resources are intended for exclusive use by registered users. The student is responsible for the use of his/her user ID password and/or access privilege. Any problems which arise from the use of a student's user ID are the responsibility of the ID holder. Use of a user ID by someone other than to whom it was originally registered is forbidden and may be grounds for loss of access privileges. Students may not allow other users to utilize their personal and unique login IDs and passwords.

H. Any misuse of technology access will result in suspension of privileges and/or other disciplinary action determined by the District consistent with the Student Handbook. Misuse shall include, but not be limited to:

- a. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
 - b. Misrepresenting other users on the Network or through other technology-based tools;
- c. Using any technology in any way that causes concern, worry, or embarrassment to any student, District staff member, or other;
 - d. Disrupting the operation of the Network or other technology-based tools through abuse.;
- e. Malicious use of District-provided or student-owned devices through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
 - f. Interfering with others' use of District technologies;
 - g. Extensive use for non-curriculum-related communication;
 - h. Illegal or unethical modification of systems including, but not limited to:
 - i. The illegal installation of copyrighted or unauthorized software;
- ii. Unauthorized downloading, copying, deleting, altering or other misuse of licensed copyrighted software;
 - iii. Using the Internet to engage in "hacking" or other unlawful activities;
- iv. Accessing, or attempting to access, the personal files of other users or the District on the District's network or other technologies;
 - v. The intentional or unintentional degradation or disruption of system performance;
 - vi. Attempts to bypass internet filtering controls;
- vii. Transmission of any material in violation of any State or Federal law or regulation, or Board policy;
- viii. Malicious use of the Board's computers/network to develop programs that harass other users,

infiltrate or attempt to infiltrate any computer or computer system and/or damage the software components of a computer, or any other illegal or unethical activity;
ix. Any violation of the Student Handbook.

- I. The District reserves the right to log Internet use and monitor electronic mail, file server space utilization, and other technology system processes and services. Much of this monitoring is required to ensure the efficient and effective operation of District technologies and to proactively address technological and other issues and can occur without the prior notification of students or staff. AUP infractions and legal violations found during any routine or targeted monitoring may be actionable under the policies and guidelines of the District and State and Federal laws.
- J. The student may only log on and use the network under the supervision of a staff member and only with his/her assigned unique user ID. Students must protect their personal login credentials, as they will be held responsible for activities performed using these credentials.
- K. Downloading of unauthorized programs or information onto the Board's hard drives is prohibited; all downloads must have prior approval and be saved to thumb drives, CD ROMs or other authorized external devices. If a student transfers files from online information services, the student must scan all files with a virus-detection program before opening the file for use. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student may be liable for any and all repair costs to restore the network and attached devices to full functionality.
- L. The District reserves the right to disable or remove a network user account to prevent unauthorized activity, and will not be held responsible for any file loss or inconvenience should this account activity become necessary.
- M. Any damage done to the District's network or equipment by a user not following the guidelines described in this document is the sole responsibility of that user.
- N. Students are prohibited from accessing or participating in online "chat rooms" and must secure prior approval from a teacher or building administrator before joining and/or participating in online services such as; Listservs, Blogs, Podcasts, "electronic communities", or other forms of direct electronic communication.
- O. Students will at no time post personal information about, or photographs of, themselves or others on the Web or using any other technology.
- P. Privacy in communication of the Internet and the Network is not guaranteed. The Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal or unethical activities will be reported to the appropriate authorities.
- Q. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- R. The Board has implemented technology protection measures that protect against Internet access to visual displays that are obscene, child pornography, or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, and/or inappropriate for a school setting and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet which the Board of Education has not authorized for educational purposes and/ or which they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet.
- S. Students accessing the Internet through any device, whether District-provided or student-owned, assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.
- T. As we move toward 24/7 education, students are increasingly likely to be loaned district

equipment in support of the District's educational goals. All of the components of this Acceptable Use Policy shall apply when using any District- provided technology, whether on or off campus. Students who are loaned any District technology also agree to be bound by the conditions specified on the District's IT Equipment Loan Policy.

In consideration for the privileges of using the District's technologies, and in consideration for having access to the information contained on the network and Internet resources, the undersigned student and parent/guardian hereby release the District, and their operators and administration from any and all claims of any claims arising from my/my child's use, or inability to use District network resources.

The undersigned student agrees to abide by such rules and regulations of system usage as may be amended by the District at any time. Students and parents can visit <http://www.gahannaschools.org/District/DistrictTechnology.aspx> to view the most current version of this agreement.

The undersigned student and parent understand that any failure to abide by this agreement may result in cancellation of the privilege to use the Gahanna-Jefferson Public Schools' computer network and/or other technologies, disciplinary action consistent with the Student Handbook and/or civil or criminal liability.

As the parent/ guardian of this student, I have read the Student Technology User Agreement, and have discussed them with my child. I understand that student access to technology, including the district network and the Internet is, designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate, and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators, or officers) responsible for material my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet --i.e., setting and conveying standards for my daughter/ son to follow when selecting, sharing, and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

(parents will initial the acknowledgement form as indication of agreement with policy)
Policy Revised 3/2010

Chapelfield Elementary Homework Policy and Procedures

- **The Faculty of Chapelfield Elementary believes that meaningful homework can play an important role in helping students master the goals and objectives. In addition to homework, nightly reading requirements may be assigned by the classroom teacher.** Research supports that children who read at home, each day, become successful, competent readers. Reading may be shared with an adult or completed independently, depending on age. **All students are expected to complete assigned homework/assignments.**
- **All assignments are connected to instruction and grade level learning standards** and will be worthwhile, meaningful and engaging. Homework/assignments may be in the form of paper and pencil or activities to complete.
- **The purpose of homework includes:** practice of skills presented in daily work (practice); an opportunity to prepare through discovery, exploration or research for an upcoming unit of study (preparation); an opportunity to work on long-range assignments requiring time management; development of good study skills; practice and preparation for assessment
- Parents should support homework but never be expected to introduce instruction. Parents may also provide involvement in practice or prep for assessment.
- An **assignment notebook**, provided by Chapelfield Elementary, will be used by all students in

Gr. 1-5 to record assignments. Parents and/or guardians are asked to review assignment notebooks to monitor student's progress. In some cases, parents may be asked to sign notebooks.

- **Students who are on IEP's and 504's** must be provided guidance in the types and amounts of assignments. General ed. and special ed. teachers will communicate amounts and types of assignments through coordinated differentiation efforts. i.e. modified assessments and assignments, length of assignments, etc.
- **Incomplete assignments** may result in lack of advancement in skills, a lunch time assignment to 15 minutes, or an after school detention, a Parent-Teacher conference, guidance from the principal or guidance counselor, etc. Parents will be notified if a pattern of incomplete work becomes apparent.
- When students are absent, parents may request assignments to be picked up in the office at 2:00 p.m. or sent home with a sibling. **This request must take place when the parent reports the child absent in the morning. Students may have the same number of days to make up work as the days absent.**
- All teachers provide an opportunity for children to pack and prepare homework each day before dismissal. Many teachers utilize the 2:00-2:25 time of the day for a study time for students to begin work and/or get additional help/support.

Summary of GJPS Bullying and Other Forms of Aggressive Behavior Policy

1. **Harassment, intimidation or bullying**, whether by other students, staff or third parties, is strictly prohibited and will not be tolerated. This includes various forms of aggressive behavior, including, but not limited to, physical, verbal and psychological abuse.
 2. Harassment, intimidation, and bullying means **any intentional** written, verbal, graphic, or physical act that a student or group of students exhibits towards another student(s):
 - A. more than once and
 - B. the behavior causes mental or physical harm and
 - C. is sufficiently severe, persistent or pervasive so that
 - D. it creates an intimidating, threatening, or abusive educational environment.
 3. Aggressive behavior can be defined as inappropriate conduct that is **repeated enough**, or **severe enough** to negatively impact a student's educational, physical, or emotional well-being. Examples include, but are not limited to:

-stalking	-bullying	-intimidation
-menacing	-coercion	-name-calling
-taunting	-making threats	-hazing
-cyber bullying (includes internet, PDA, cellular phones, etc)		
 4. **The policy applies at school, to and from school and at any school-sponsored event.**
- Reporting Responsibility:

1. **Parents:** Any parent or guardian who believes that their child has been a target of bullying behavior is encouraged to immediately report such behavior to school personnel. School personnel will document the concern, or provide the documentation form to the parent, and forward the information to the principal or assistant principal. Administration will investigate allegations and complete a written summary of the findings.
2. **Students:** All students are encouraged to report such behavior to a staff member and may maintain anonymity if desired. However, anonymity may limit the scope and outcome of an investigation.
3. **School personnel:** Staff is required to report any suspected bullying or harassment behavior to administration. They may make a verbal, informal report, which the administrator will document or they may complete a report form themselves, which allows the principal to begin the investigative process.

Administrators will:

- A. Complete any necessary documentation and complete the investigation.
- B. Notify the complainant of the outcome of the investigation, within the confines of

- educational law.
- C. If aggressive behavior is verified, the administrator will notify the parents of the victim, as well as those of the aggressor.
 - D. Semi-annually, principals shall submit a written summary to the Superintendent of verified bullying and harassment incidents, which will then be submitted to the board and posted on the web site.

Privacy and Immunity

- 1. All efforts will be made to protect the identity of the complainant or witnesses. All records generated under this policy will be kept confidential to the extent permitted by law.
- 2. A school district employee, student or volunteer shall be individually immune from liability in a civil action for damages from reporting an incident in accordance with this policy and state law.

Positive Behavior Intervention & Supports & Limited Use of Restraint and Seclusion

The Board is committed to the District-wide use of PBIS with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student in limited circumstances as set forth in this Policy.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion, and consistent with the Ohio Department of Education's (ODE's) Policy on Positive Behavior Interventions and Support, and Restraint and seclusion (adopted January 15, 2013).

The Superintendent shall develop emergency procedures for the District.

Physical restraint and seclusion shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Notwithstanding the requirements of this Policy and ODE's corresponding standards and policy, school personnel may use reasonable force and restraint in accordance with R.C. 3319.41. Persons employed or engaged as teachers, principals, or administrators, non-licensed school employees and school bus drivers may, within their scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, or for the protection of persons or property. Seclusion of a preschool-age student is prohibited, except that a preschool-age child may be separated from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

The following practices are prohibited under all circumstances, including emergency safety situations:

- a. corporal punishment;
- b. child endangerment as defined in Ohio Revised Code 2919.22;
- c. aversive behavioral interventions.

Annual Medicaid Notification

The Gahanna-Jefferson Public School District is eligible to receive federal Medicaid reimbursement for medically necessary services provided to their special education students when the services meet the requirements of the state's School-Based Medicaid Program and are provided in accordance with the students' IEPs (§300.154(d)(2)(i)-(iii)).

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and the Family Educational Rights and Privacy Act (FERPA) require schools to notify parents that the district participates in this program. The district utilizes services ordered in the IEP and the Medicaid

identification number, in conjunction with the state Medicaid Agency and our Medicaid billing agent, to receive reimbursements for these services from the School-Based Medicaid Program.

The district's participation in this program in no way impacts the services being provided to the student nor impacts the family's Medicaid benefits. In the event parents no longer want the district to access student information for the purposes of seeking reimbursements through this program, they can notify the district Special Education department by calling 614-337-3777. This annual notification is being provided to you in accordance with program requirements.

Gifted and Talented Education

Gahanna-Jefferson District Philosophy

The Gahanna-Jefferson Public Schools are dedicated to the idea that every student has the right to an education that provides opportunities for the maximum development of his/her potential. We recognize that a number of students in our schools have capabilities that far exceed those of their age peers.

The school district acknowledges that these students with outstanding abilities, talents, and potential for accomplishment require special programs to meet their educational needs. The district encourages, fosters, and supports educational efforts for its gifted and talented population.

As students may exhibit many levels of ability in a classroom, so also are there many levels of ability among gifted students. In order to successfully meet the needs of all gifted students in the district, a number of service options are available. See chart below.

Gahanna-Jefferson Public Schools uses a wide variety of assessment instruments for **screening and identification in Gr.2 and Gr.5**. For identification, see the additional district brochure addressing *District Policy and Plan for the Identification of Children Who Are Gifted*.

Referral: Gahanna-Jefferson Schools insures there are ample and appropriate scheduling procedures for screening assessments and re-assessment and may use:

- Group tests
- Individually-administered test
- Audition, performance
- Display of work
- Exhibition
- Checklists
- Children may be referred on an ongoing basis, based on the following:
- Child request (self-referral)
- Teacher recommendation
- Parent/guardian request
- Child referral of peer
- Other (e.g. psychologist, community member, principal, director of gifted education).

Upon receipt of a referral, the district will follow the process as outlined in this brochure; notify parents of results of screening of assessment and identification. Referral forms are available from: Gifted Intervention Specialists, building Principal, and/or Coordinator of Gifted Education.

Forms should be submitted to the Coordinator of Gifted Education. The district will provide at least two opportunities (August 1-September 15th And May 1-June 15) a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents, or other children.

General: Gahanna-Jefferson Schools accepts scores on assessment instruments approved for use by the Ohio Department of Education provided by other school districts and/or trained personnel outside the school district.

Transfer: Gahanna-Jefferson Schools insures that any child transferring into the district will be assessed within ninety days of the transfer at the request of the parent. Parents shall notify the Director of Gifted Education.

Services: Gahanna-Jefferson Schools insures equal opportunity for all district students identified as gifted to receive appropriate services offered by the district.

Withdrawal: If at any time a student wishes to withdraw from gifted programs or services, the request must be written by the parent or child to the Coordinator of Gifted Education. If a child requests to withdraw, the parents will be notified.

<p>Gifted Services Math Service Gr. 3-5 Identified Gifted in Specific Academic Area of Math - NPR 95+ AND Identified Gifted in Superior Cognitive Ability - SAS 128+ OR Reading Service Gr. 4-5 Identified Gifted in Specific Academic Area of Reading - NPR 95+ AND Identified Gifted in Superior Cognitive Ability - SAS 128+</p>	<p>GATE in a General Education Setting Identified Gifted in Specific Academic Area Math and/or Reading - NPR 95+ AND Qualifying Superior Cognitive Ability - SAS 115-127 OR Identified Gifted in Superior Cognitive Ability - SAS 128+ AND Qualifying Specific Academic Area of Math and/or Reading - NPR 85-94</p>
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Third Grade Reading Guarantee

In June of 2012, Ohio passed a state law called the Third Grade Reading Guarantee which put a greater emphasis on reading instruction and intervention in the early grades. Through this initiative, school districts are required to identify reading deficiencies in kindergarten through third grade students using a diagnostic screening assessment before September 30th of each year. These assessments are then used to identify students who are "not on track" to be reading at grade level by the end of the school year. The Third Grade Reading Guarantee law states that all third graders must demonstrate competency and reading skills at grade level before they can be promoted to fourth grade. This competency can be exhibited by performing at or above the target score on state tests and district selected alternative assessment measures.

More information regarding the Third Grade Reading Guarantee will be communicated to parents throughout the school year. You can also visit the Ohio Department of Education's website for family resources at <http://education.ohio.gov/Topics/Early-Learning/Third-Grade-Reading-Guarantee/Third-Grade-Reading-Guarantee-Family-Resources>