

Royal Manor Elementary School Parent/Student Handbook



Where students come first since 1965.

2018 – 2019

“We come to school to learn.”

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Royal Manor Elementary Parent/Student Handbook 2018-19

The Royal Manor School community welcomes your family to the 2018-19 school year. Our staff and school PTA have planned for a rewarding and exciting opportunity for your children. The collaboration between families and staff makes Royal Manor a welcoming and inviting place for students to learn and grow.

Royal Manor is a school where students come first. We provide a challenging supportive academic program and differentiate to meet the individual needs of students. We teach children to be respectful, responsible and safe. Our goal is for every child to be successful.

The parent/student handbook is designed to provide you with essential information about Royal Manor Elementary. Information about the Gahanna-Jefferson Public Schools is also included. Please take time to read the information, review it with your child, and keep the handbook for your reference throughout the school year.

Together, families, students and staff make our school a nurturing and caring learning environment. No child at Royal Manor will go without. If you need help, just ask. As always, we are here to work with you.

ATTITUDE:

If it is to be . . . it is up to me.

Doyt Grandstaff
Teacher

Royal Manor Elementary
School-Family-Student Compact
Make it Matter!

We work together in the best interest of children.

Royal Manor Staff Commitments:

We provide high-quality curriculum and instruction in a supportive learning environment to enable students to meet academic standards.

- We conduct parent conferences to discuss student learning at least twice a year.
- We communicate student learning through progress reports and report cards.
- We are available to collaborate with families in the best interest of our students.
- We encourage families to be active school volunteers.

Royal Manor Family Commitments:

- We promote and monitor good attendance.
- We monitor homework completion and make reading a priority.
- We support student character expectations and school policies.
- We participate in parent-teacher conferences.
- We volunteer as our schedules permit.

Royal Manor Student Commitments:

- We attend school and are on time.
- We complete quality school work.
- We are respectful, responsible, and safe.
- We share our learning with our families and bring papers home from school.

Parents/Guardians

Teacher(s)

Principal

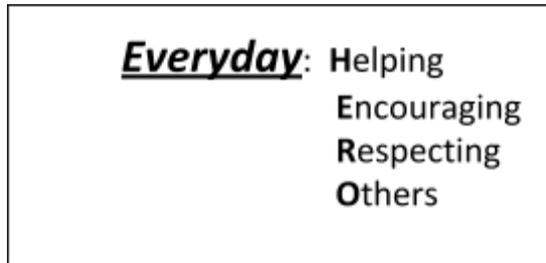
Student

Royal Manor Elementary is a Title I school enabling our school to receive additional resources to support student learning and parental involvement.

Royal Manor Elementary

Student Expectations

As a part of the Gahanna-Jefferson Schools, Royal Manor Elementary is committed to developing learners with strong personal character and self-discipline. Collaborating with families and students, our staff is committed to establishing a school environment based on our school wide theme of **Everyday H.E.R.O.:**



Helping, encouraging and respecting students develop a school environment in which respect, responsibility and independence are the cornerstones.

Positive Behavior Intervention Support (PBIS)

Royal Manor Elementary is committed to PBIS. PBIS is an organized, purposed approach to teaching positive behavior and recognizing positive behavior, and responding to students who need behavioral support. Royal Manor staff uses PBIS strategies to intervene with students who need individual behavior supports.

Character Education

Character education is about the choices we make every day of our lives. If we make the choice to be respectful, responsible, kind, caring, honest, helpful and have a positive attitude, we will have better days and better lives.

The Royal Manor staff is committed to reinforcing the quality character traits taught by the families of our school community. As one component of our character education program, we teach a character trait each month of the school year.

Classroom Meetings

Each classroom will begin their day with a classroom meeting. This is a time where the whole class gathers in a circle and engages in discussions and activities to build a climate of trust and respect among all students and the teacher. It is also a time where students are involved in constructive decision-making in their classroom and school.

Three Core School Rules

Character education is the cornerstone of our school rules. Our three core rules are:

1. We are respectful.
2. We are safe.
3. We are responsible.

Royal Manor Manners

Throughout the school year, we work together to be respectful and courteous towards each other. Practicing good manners builds positive relationships. Saying please and thank you lets everyone know that they are appreciated.

Students of the Month

Promoting positive citizenship is always a goal at Royal Manor. Students will be selected each month to represent their classmates. The character education word of the month will be utilized as the selection criteria for the citizen of the month program. Students will be selected monthly to be recognized as being positive role models.

Our Student Expectations

Our Student Expectations were developed by students for students. Each classroom brainstormed expectations. A group of students representing each of our classrooms, facilitated by staff, finalized our expectations.

Hallway Expectations

We will use our Royal Manor Manners.

1. We will walk quietly in the hallways.
2. We will keep our hands and feet to ourselves.
3. We will look with our eyes and not with our hands at student's projects.
4. We will always walk on the right side of the hall including the stairs.
5. We will use a level 0 voice in the hallways.

Lunch Room Expectations

1. We will use our Royal Manor Manners.
2. We will clean up our areas before raising our hand to be excused.
3. We will keep our hands and feet to ourselves.
4. We will eat only our food.
5. We enter and exit correctly.
6. We use a level 2 voice.

Outside Recess Expectations

1. We will treat others the way that YOU want to be treated at ALL times.
2. We will be kind and not bully.
3. We will use all equipment in the proper way. We don't want anyone to get hurt.
4. We will get permission to leave the playground.
5. We will line up as soon as we hear the bell ring for our grade level.
6. We use an outside voice
7. We stay within the playground boundaries.
8. We observe nature but do not touch.

General Playground Rules

1. We will ask for permission from the duty teacher to re-enter the school.
2. We will report all injuries to the duty teacher.
3. We will walk on the playground equipment.
4. We will only have one student on a swing at a time. We will not push others on swings. We will not stand inside swing frame.
5. We will not jump off the swings.
6. We will keep our hands on the climbing bars at all times.
7. We will not crawl across the monkey bars.
8. We will only slide down the slides.
9. We will not jump off the playground equipment.
10. We will only kick and throw balls on the grass.

General Indoor Recess Rules

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 classrooms.
4. Board games, etc. are permitted as specified by the 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.

Bullying: We treat everyone with respect.

Royal Manor students are expected to treat everyone with respect. Bullying is disrespectful. Bullying will not be tolerated. Each year, our counselor and teachers teach how to recognize and respond to bullying.

Bullying is defined as an intentional written, verbal, or physical act that causes mental, physical, or emotional harm. The action is:

- One way.
- On-going.
- Severe.

We ask families, students and staff to report bullying incidents to the principal. The principal will collaborate with students, staff and families to prevent and resolve bullying incidents.

Schoolwork Expectations

Schoolwork involves assignments to be completed during the school day and assignments to be completed at home. Schoolwork also includes long-term projects.

Schoolwork provides students with an opportunity to reinforce and practice the skills, concepts, and processes that they are learning. Schoolwork also provides teachers with feedback on students' academic progress allowing them to tailor learning to student needs. The completion of quality schoolwork is critical to academic success.

Classroom Rules

Classroom rules are developed by the classroom teacher. The classroom rules reflect our school philosophy and practices. Parents will receive written notification of classroom rules and classroom procedures for recognizing appropriate behavior and responding to inappropriate behavior.

Consequences

On occasion, students will need time to reflect on their behavior. Students will receive a classroom time-out, recess time-out, or an after school detention for inappropriate behavior.

Severe Clause

A student may be assigned multiple time-outs, an after school detention or suspension from school for severe behavior. Severe behavior includes the following:

1. Disrespectful behavior towards others
2. Fighting (Pushing, hitting, kicking, etc.)
3. Destruction or stealing of school or personal property
4. Dangerous behavior
5. Insubordination
6. Academic dishonesty

Parent/Guardian Notification

Royal Manor Families will receive written notification if their child receives a time-out, detention, or is suspended from school. The notification will indicate the reason for the consequence. Parents will be asked to sign and return the student discipline think sheets.

Student Incentive Days

All first through fifth grade students have the opportunity to earn a reward each grading period by reaching and/or improving in the following student expectation areas:

- Good Citizenship: Following school rules and directions
- Quality Work: Completing quality work on time
- Best Effort: Always striving to improve

Each grading period is a chance to set goals and develop improvement plans and to feel proud of your accomplishments. We encourage each child to earn a reward as recognition for a job well done.

Dress Code Guidelines

Our goal always is to work with families to establish a school environment that is safe and conducive to learning. Dress code guidelines assist in maintaining this environment. Your cooperation in helping your child follow the dress code guidelines is appreciated.

- Footwear is to be worn at all times. For reasons of safety, we ask that students not wear flip-flops, clogs, or flimsy sandals. Shoes should cover the toes and have at least a strap around the heel.
- Shorts are acceptable. Biking shorts, cut-offs, or short shorts are not allowed.
- Pants are to be worn at the waist.
- Transparent or revealing clothing, muscle shirts, tank tops, half shirts, halters, and bare midriff tops are not allowed.
- Shirts should cover the midriff, be tight under the arm, and cover the shoulder.
- Hats, sweatbands, bandanas, sunglasses or outside coats are not to be worn inside during the school day.

- Clothing with profane, suggestive, or questionable pictures and/or lettering are not to be worn.
- Clothing that advertises alcohol or tobacco is not allowed.

Families and staff working together will help our students wear clothing appropriate for a safe learning environment.

Reporting Student Progress

The Gahanna-Jefferson Schools is committed to student learning. Reporting student achievement is an element of this commitment and empowers parents to take an active role in their child’s education.

The Royal Manor staff will report student progress through letters, phone calls, interim reports and parent conferences. Parents are encouraged to call their child’s teacher if they have questions regarding their child’s academic process.

Progress Reports

During the first trimester, all students will receive a progress report. For the remainder of the year, a student will only receive a progress report if the student is receiving d’s or f’s, his/her grades are dropping, the student is achieving below grade level standard, or if the parent(s) did not attend parent/teacher conferences.

<p><u>Progress Reporting Dates:</u> September 28, 2018 January 18, 2019 April 12, 2019</p>	<p><u>Report Card Dates:</u> November 19, 2018 March 4, 2019 May 29, 2019</p>
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Parent Conference Dates: 3:30 – 7:00 PM

Our goal is to meet with every family to plan for your child’s success.

October 2 and October 4, 2018

January 24 and January 29, 2019

*In case the conferences are cancelled either January 24 or January 29 due to inclement weather, the make-ups day will be January 31 and February 5, respectively.

General School Information

School Fees and Materials

Please pay your child's school fees by October 1, 2018. School Fees are \$35.00 per student. Students who qualify for free or reduced lunch are eligible to have their school fees waived. **Report cards will be held for unpaid school fees.**

School Hours

Being early is being on time. Being on time is being late. Being late is missing an opportunity to learn.

7:50	School Day Begins! Students should arrive by 7:50 AM
8:00	Tardy Bell Rings
8:05	Announcements

Lunch/Recess

10:45-11:30	Kindergarten
11:00-11:45	First Grade
11:15-12:00	Second Grade
11:30-12:15	Third Grade
11:45-12:30	Fourth Grade
12:00-12:45	Fifth Grade

2:25	Bus Riders Dismissed
2:30	Non-bus riding students are dismissed

Arrival and Dismissal

We would appreciate it if students **would not** arrive before 7:40 in the morning. Royal Manor staff members are not available to supervise children before 7:45. Students are not permitted to use playground equipment before school. At the end of the school day, we ask that students leave school promptly. Royal Manor staff members are not available to supervise children after 2:35. Students being transported home by parents/guardians should be picked up by 2:35. ***Your cooperation in waiting until all the students are dismissed to discuss items with the teacher would be appreciated. Teachers need to be able to focus on providing directions and safely dismissing students.***

After School Dismissal Changes

We encourage families to make after school arrangements **before** your child arrives at school. Parents/Guardians are responsible for contacting the school when dismissal plans need to change. To keep children safe, we cannot accept calls from the non-custodial parent or day care provider. We would appreciate if phone calls to the office regarding after school arrangements be limited to emergencies or change in arrangements. If you need to call the school office to change the arrangements for your child after school, please call before 2:00 pm. **If we do not receive notification from a parent/guardian, your child will be sent home the way they normally go home.**

Late Arrival or Early Departure

To promote student safety, parents are required to sign-in their students at the office when arriving late and sign them out at the office when departing early. Please send a note to the teacher that morning if your child will be leaving school early. Students who are departing early must be picked up in the office.

Student Absences

Please refer to the Gahanna-Jefferson district portion of the Handbook for the attendance policy. (See pages 37-40).

Reporting Student Absences

If your child is to be absent or tardy on any school day, **we request you contact the school office at 478-5585 by 9:00 AM and inform us of the reason of your child's absence.** Voicemail is available 24 hours a day. Please state your name, your child's name, the date and reason for your child's absence. If we do not receive a call in the office, you will receive an automated call and email regarding your child's absence. The safety of our students is our primary concern. ***Please also send a note explaining the reason for your child's absence with your child when he/she returns to school. A note is required for an absence to be considered excused.***

Tardy Students

Even though the tardy bell rings at 8:00, we encourage students to arrive at 7:50. Arriving at 7:50 enables students to prepare for the start of their academic day. Parents are required to sign their child in at the office if the child is tardy.

Homework Requests for Absent Students

Homework requests may be made when contacting the school to report student absences. **Please request student homework by 9:00 AM.** Requested homework will be available in the school office after 2:15 PM or sent home with another student. Please let the office know if you will be picking the homework up or if it should be sent home with another student. Please remember the school office closes at 3:30 PM.

Parent Communication

Communication between home and school is essential for parents and Royal Manor staff members to work together. Royal Manor staff members will communicate with parents through newsletters, parent letters, phone calls, emails, text alerts and parent conferences. Our goal is to work with you.

We encourage parents to contact the Royal Manor staff if we can be of any assistance. Please keep in mind that teachers are with students from 7:50 a.m. - 2:30 p.m. Teachers will be able to return your calls before or after school hours. The school office is open Monday through Friday from 7:00 a.m. to 3:30 p.m. Our telephone number is **478-5585**.

Your cooperation in informing us of changes in transportation, reporting absences, and updating your child's emergency medical authorization in Home Access Center (hac.gjps.org) is appreciated. Updating the emergency medical authorization with changes in phone numbers, emergency contact numbers, and family information will assist us in providing a safe and nurturing learning environment. Your child's safety is our primary concern.

District Website – Facebook - Twitter

Information regarding Royal Manor and the Gahanna Schools is available at www.gahannaschools.org, the district's facebook page or Twitter [Gahanna-Jefferson@GahannaJeffersn](https://twitter.com/Gahanna-Jefferson@GahannaJeffersn). You can follow Royal Manor Elementary on Twitter [@RoyalManorgjps](https://twitter.com/RoyalManorgjps).

Parent/Community Involvement

We invite each of you to become involved in our school. Opportunities to participate in school related activities are numerous - watch for information regarding volunteering that will be coming home with your child, or call the school office.

Parent Visitors and Volunteers

All visitors and volunteers must register in the school office upon arrival. Parents are welcome to visit and assist in our classrooms, but we ask that you call in advance so a mutually convenient time can be arranged.

Please bring forgotten items, such as lunches, lunch money or books to the school office. The item will be delivered to your child by school personnel.

Student Visitors

Children from another school are not permitted to visit our classrooms during the school day. We cannot accept the responsibility for the safety and security of visiting children.

School Clinic

Students need to notify their teacher if they become ill or injured at school. If necessary, the teacher will give the student a clinic pass. Depending upon the extent of illness or injury, the student will be cared for and either sent back to class, kept in the clinic for a rest period or sent home. A school nurse is scheduled at Royal Manor one day per week. A clinic aide is scheduled at Royal Manor daily.

District policy states that a student must be excluded from school if his/her temperature is 100 degrees or above. The student must be fever-free without medication for 24 hours before returning to school. Likewise, a student must be free from vomiting for 24 hours before returning to school.

In cases of more serious illness or injury, it will be necessary to notify parents. **Therefore, it is absolutely necessary that each student has an "Emergency Medical Authorization Form."** You can access and update the EMA at the Gahanna-Jefferson Schools home access center (hac.gjps.org). We ask that families pick up children going home from school for illness or injury, within one hour from being notified by the school clinic.

Medication for Your Child

If your child must take prescription or over-the-counter medication at school, an approved "Medication Authorization Form" must be on file in the school office. This form is available in the school office or on the website at gahannaschools.org.

The Royal Manor staff will ONLY administer medication if the approved Medication Authorization Form is on file. This includes cough drops, pain relievers, ointments, etc. Parents must transport medication to the school. ***Students are not permitted to transport medication of any kind to or from school.***

The Child Nutrition Department: Welcomes You and Your Children

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
- ½ pint of milk

Students purchasing a plate lunch may choose 3-5 components – protein, whole grains, milk, and must include a fruit or vegetable.

A variety of **vegetables** from each vegetable sub-group are offered weekly including:

Dark Green	Red/Orange	Beans/Legumes	Starchy	Other Veggies
Broccoli	Carrots	Kidney Beans	Corn	Celery
Romaine	Sweet Potatoes	Hummus	Potatoes	Green Beans
Spinach	Tomatoes	Black Beans	Peas	Cucumbers

Plate lunch and breakfast menus are available online at www.gahannaschools.org. Elementary plate lunches cost \$2.75 (reduced .40); \$3.00 at middle and high school; breakfast is \$1.50 (reduced .30). Breakfast is available at Chapelfield, Goshen Lane, Jefferson, Lincoln, Royal Manor, Middle Schools South & West, and Lincoln High School.

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.

Parents are encouraged to keep track of their child's account balance, which can be verified online at www.MyPaymentsPlus.com.

At no cost, MyPaymentsPlus allows families to:

- **Check each child's current account balance online**
- **Create settings to receive email notifications** when their account reaches a low balance
- For a small program fee you can make a **prepayment** into meal accounts using a credit or debit card..

Online deposits of \$50 or more will earn a **bonus** (to offset the program fee of .0475%)

Child Nutrition Department 614-478-5531
Linda Green
Beverly Fansler

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.

Special circumstances may be discussed with the Child Nutrition Supervisor, Linda Green at 614-478-5535 or GREENL@GPS.ORG

Families Bringing Lunch for their Child

All visitors must report first to the school office. We will ask that lunches be left in the school office and the office staff will place the lunch in the cafeteria to be picked up by the student.

Families Visiting at Lunch

All visitors must report to the school office. Families staying for lunch must sign in and wear a visitor's badge. We also ask that you sign out in the office before leaving the building. Visitors on the playground are required not to play games with students or push students on swings. Visitors are not permitted to be inside classrooms without a teacher present for inside recess.

Food Allergies: Class Parties - Birthday Treats - Classroom Snacks

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 an item classmates can sign such as a tshirt, 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.

Recess

We feel our students learn better when they have the time to run, play and breathe fresh air. Students will remain inside if the temperature or wind chill is below twenty degrees or if precipitation prohibits outdoor recess. Students are encouraged to dress for winter (hats, gloves, etc.). A medical excuse may be required if students will need to miss recess for an extended period of time due to a medical condition.

Calamity Day - Delayed Starts

The safety of the children is the paramount reason for the cancellation of school or for delaying the start of school. In the event of canceling school or delaying the start of school, official emergency notification will be made on local radio and television stations. Radio and television stations that may carry the information include WCMH, WSYX, WBNS, WNCI, WSNY, WLVQ, WCOL, and WTVN. Calamity day information is also available on the school district's website (www.gahannaschools.org), Facebook and Twitter pages.

School Delays will be two hours. If start of school is delayed, busses will pick up students two hours later. School will end at the regular time. Students will arrive home at their regular time. If school is delayed two-hours, all day kindergarten students should come to school with all other students.

Early Release Guidelines (Poor Weather Conditions)

Situations will vary, but generally, if situations warrant an early release, high school students will be released first followed by middle school and then elementary at regular time. The reason elementary is dismissed at regular time is for the safety of the younger students when returning home.

High school will be dismissed at 1:15 p.m. Middle schools will be dismissed at 1:45 p.m. Elementary schools will follow their normal dismissal schedule at 2:25 p.m.

The decision to release school early will be made by 12:30 to ensure time to contact and position people appropriately for the dismissal. The School Messenger system will be used to contact all families.

Lost /Damaged Books

Students are responsible for any textbooks issued by the classroom teacher or books checked out of the library. Students will be charged for lost or damaged books. Report cards will be held for unpaid charges for lost or damaged books.

Bicycles/Scooters

Students in grades three, four, and five may ride their bicycles or scooters to school. The decision to allow a child to ride their bicycle or scooter to school is the responsibility of the parent/guardian.

The bikes must be parked in the school bike rack and it is suggested that they be locked. The school assumes no responsibility for the safety or security of bicycles and/or scooters. Bike/scooter riders should NOT arrive before 7:40. Please review bicycle/scooter safety rules with your child prior to allowing them to ride their bicycles/scooters to school. We strongly encourage students to wear helmets.

Lost and Found

A lost and found rack is located at the playground entrance door. Items of value (rings, watches, etc.) will be kept in the office until claimed. Parents are welcome to look through our lost and found box. Items not claimed at the end of each trimester will be donated to charity.

Birthday Parties

Invitations to private parties **MAY NOT** be distributed at school unless the entire class is invited. This rule is enforced to protect the feelings of all students. Gifts, balloons, flowers, etc., should not be

delivered to school for your child's birthday. Items delivered into school for birthdays or any other occasion will remain in the office.

Deliveries for Students

We strongly discourage the delivery of balloons and flowers. Deliveries will be kept in the school office until the end of the day.

School Parties

Family participation is essential for school parties. Your help in organizing the parties is appreciated. We look forward to active parent participation for school parties. The following is a list of school parties.

Fall Festival	November 2, 2018	1:30-2:15 PM
Valentine's Party	February 14, 2019	1:30-2:15 PM

Field Trips

Parents will receive written notification of field trips. Parents are required to sign and return the permission slip two days prior to the trip. Students will not be able to participate in field trips if a written permission slip is not returned.

Chaperones on field trips are appreciated. Your understanding that other siblings cannot attend field trips is appreciated.

Sexual Offender Notification

In our ongoing effort to be proactive in providing the safest possible learning environment for our students, the Gahanna Jefferson School District has a notification policy that, in the event of a convicted sexual offender who is classified as a sexual predator or a sexual offender requiring community notification, we will, within the guidelines of the law, notify community residents.

Additionally, please be aware that individuals wishing to have the most current status and information updates regarding sexual predators, habitual sex offenders or sex-oriented offenders, may do so by contacting:

The Franklin County Sheriff's Sexual Information Line at 462-3350
or
Visiting the web-site at: www.sheriff.franklin.oh.us

Individuals can also go to the Ohio Attorney General's web-site (www.ag.state.oh.us) and register to receive an e-mail notification whenever an offender registers within one mile of an address of your choosing.

The Gahanna Jefferson School District reporting procedures are established with the collaboration of the Gahanna Police Department.

Safety Drills

Fire drills, tornado drills, and lock-down drills are practiced throughout the school year. We practice drills to test safety procedures and process. Safety drills are a part of the Gahanna-Jefferson schools safety plan. Safety drills are conducted with the support of the Mifflin Township Fire Department and the City of Gahanna Police Department,

Student Records

Your cooperation in reporting changes in address, phone numbers, or other information to the school office is appreciated. Keeping our records updated is important in case of an emergency. All address changes must be made through The Welcome Center at (614) 643-8300. All other changes can be made by the parent/guardian through the Home Access Center (hac.gjps.org).

Physical Education Classes

All students are expected to participate in physical education classes unless medical reasons prohibit participation. A statement from the doctor stating the reason and length of time a student is unable to participate must be given to the physical education teacher before the child can be excused. All children are to wear athletic shoes for the physical education classes.

Safety Patrol

The safety patrol's main function is to ensure the safety of Royal Manor's students. Posts are situated so that they provide a safe route to and from school for the majority of students. Safety patrols are on duty from 7:40 a.m. until 8:00 a.m. and from 2:20 p.m. to 3:40 p.m. Patrols will not be on duty if the temperature is below 10 degrees or if a dangerous wind chill is present.

Children should cross streets at proper places, come straight to school in the morning, and return directly home after school.

Parents Invited to Review Reading Materials

The school district offers its students a large variety of books to enhance reading instruction. These books represent many styles of writing and cover a wide range of topics.

Families are invited to review reading materials available in their child's classroom prior to such materials being read. Parents/guardians wishing to do so should contact the classroom teacher to schedule an appointment. Books may be checked out on a short-term basis providing that sufficient copies are available for student use.

Phone Calls to Children

We ask that arrangements for dismissal be made before your child comes to school. Phone calls to your children should be limited to emergency situations. Your cooperation with this request is appreciated.

Cell Phones

Cell phones are permitted at school. Phones are to remain off and in the student's book bags. The school is not responsible for cell phones that are lost, stolen or damaged. Cell phone calls and texting **are not** permitted during the school day.

School Arrival and Dismissal: Keeping your Children Safe and Sound at School.

We need our families' help in keeping our children safe and sound at school. Following the safety procedures for arrival and dismissal is important. Your cooperation and commitment to keeping your children "safe" and "sound" at school is appreciated.

1. **Students should not be on school grounds prior to 7:40** without prior approval of teachers or the principal. The Royal Manor staff is not on duty to supervise children until 7:50. Students entering the school for breakfast need to go directly to the lunchroom. Students eating breakfast at school cannot arrive at school before 7:40.
2. **The parking lot door will remain locked at all times.** It will not be unlocked for student arrival. In accordance with our arrival and dismissal plan, students are not to be dropped off in the parking lot. Our drop off zone is the front of the school on Empire Drive.
3. **The playground door will remain locked at all times.** All students arriving at school will enter the front door.
4. **Students exiting the school at dismissal will exit from the front door, the kindergarten door, or the parking lot door.** Students will no longer be permitted to exit the playground door. Only having three exits for dismissal improves our security.
5. **We are asking families who walk or drive their child to school to drop their children off at the front door. We ask families picking their children up at the end of the day to wait outside.** You are welcome to enter the school. We ask if you enter the school that you sign in and out at the office. **We are requiring families who enter the building at arrival and dismissal to sign in and out of the office.**
6. **At the end of the school day, it is critical that children leave school promptly.** We appreciate everyone's effort to pick your child up at school on time. The Royal Manor staff is not on-duty to supervise children after 2:35.
7. **Regardless of the time of the day, parents must sign in at the office upon entering the school.** We know you. Your willingness to wear an identifying name tag allows us to identify people who have entered the school without permission. **Signing in at the school office is a requirement of the Ohio Revised Code (Section 3313.20).**

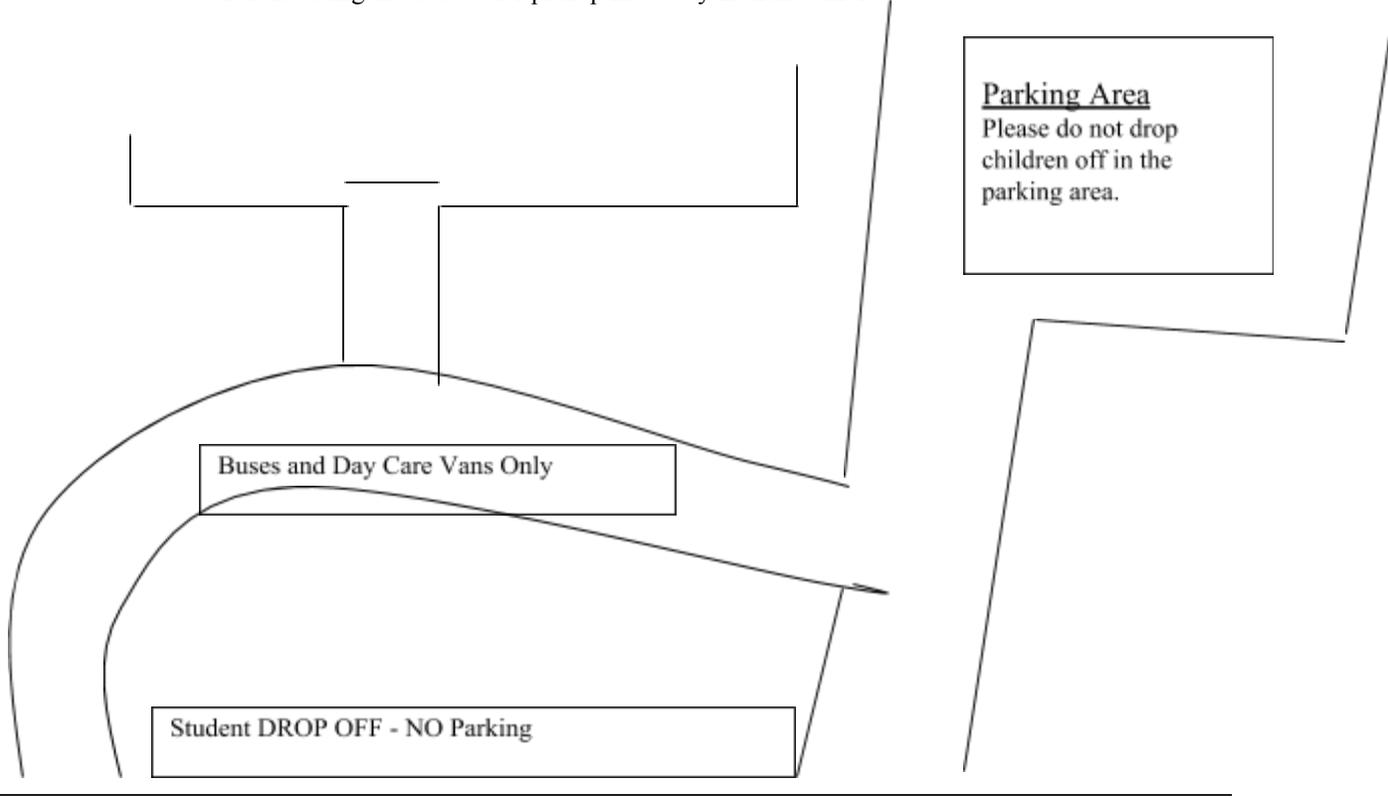
The above points are in place to be proactive. We need your support and understanding. Working together to keep our children safe and sound is our number one concern.

Traffic Pattern: Arrival and Dismissal

Your child's safety is our paramount concern. We would appreciate your assistance at arrival and dismissal to ensure everyone's safety. A few years ago, the Gahanna Police Department worked with school staff to establish a safe environment during arrival. Your cooperation in following these guidelines is appreciated. The safety of our children is everyone's responsibility.

Traffic Pattern Guidelines

1. The curb area directly in front of school on the West side of Empire will be for drop off only. NO PARKING IN THIS AREA from 7:00-9:00 AM. Please pull up as far as possible to drop off your child.
2. Vehicles for drop off should enter the drop off zone from the north side of Empire Drive. Please do not drop your child off on the east side of Empire as this causes congestion in front of the school.
3. Vehicles may enter the parking area for parking only. This reduces the number of vehicles exiting the parking lot to Empire Drive and makes the crosswalk much safer for our students. PLEASE DO NOT DROP OFF IN THE PARKING AREA OR FRONT DRIVE AREA.
4. Please be considerate of our neighbors by not blocking their driveways.
5. Your patience and understanding is appreciated.
6. The safety of children is everyone's concern.
7. Students may be picked up in front of the school or in the school parking lot behind the first row of vehicles. Parents using these areas for pickup must stay in their vehicles.



Notice of Right to Know Teacher Qualifications

RE: No Child Left Behind (NCLB) Act, Section 1111 (h)(6)(A)

Dear Parent/Guardian:

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

These qualifications include:

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

You may ask for the information by contacting the Royal Manor Elementary principal.

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.

**GAHANNA-JEFFERSON SCHOOL DISTRICT
STUDENT/PARENT HANDBOOK (ELEMENTARY)
2018-19**

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 30, 2017, that such information shall not be distributed.

GUIDELINES FOR STUDENT BEHAVIOR

The Gahanna Jefferson staff believes that attitude is important to the student's ability to learn. Good attitude develops good discipline, which lends itself to a good learning environment. With this in mind, we emphasize several areas of student behavior in the building handbook under "School Discipline" and "General Rules." In addition, please note that:

1. All rowdy conduct is strictly prohibited on school grounds.
2. Students' desks and locker areas are the property of the Gahanna Jefferson Public Schools and may be searched at any time.
3. No skateboards/scooters are allowed on school property.

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 aid 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 cumulative during elementary school, middle school, and high school years. Please refer to Drug/Alcohol Policy.
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 19).
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.
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 30).
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).

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.

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.

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 multifactorial 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. Radios, tape recorders, walkman-type headsets, 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. Royal Manor 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. Royal Manor 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.

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.

NOTICES

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 30 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. Sherri Zynda, Director of Pupil Services, at 471-7065.

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 , Director of Special Programs, at 471-7065; 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
 Human Resources Director
 (614) 471-7065
 160 South Hamilton Road
 Gahanna, OH 43230

Sue Wieging
 Special Ed Director
 (614) 471-7065
 160 South Hamilton Road
 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.

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>

STUDENT NETWORK AND ACCEPTABLE USE 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 other 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

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.

SCHOOL ATTENDANCE POLICY GUIDELINES

School Hours

Students are permitted in the building at 7:50 a.m. and classes begin at 8:00 am. Bus riders are dismissed at 2:25 p.m. and walkers are dismissed at 2:30 p.m. **Students are asked not to arrive before 7:50 a.m. The tardy bell rings at 8:00 a.m.**

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 a.m. – 2:25 p.m. Students are not permitted in the building after 2:25 p.m. unless supervised by a member of the faculty. The building office hours are from 7:30 a.m. – 3:30 p.m. Students are **NOT** permitted to enter the building until 7:50 a.m. 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. Calls should be made to the school between the hours of 7:30AM and 9:00AM. The number to call is 614-478-5585.
- b. It is desired that the parent/guardian notify the school in advance of an absence when possible. For example, a phone call or a note 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, late arrivals, and early dismissals will be calculated by minutes. Whether the absence 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 in the family
- 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.

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 his/her designee. Excessive absences, tardies, and early dismissals that are unexcused will result in a 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 the assistant principal.

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 with 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.

6. Returning to School after an Absence

The first day a student returns to school from any and all absences, he/she must report to the office for an excuse form. 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 9:00 a.m. Work will be sent to the office by 2:15 p.m. It is the parent's/guardian's responsibility to make arrangements to have it picked up after this time. Please remember that the school office closes at 3:30 p.m. daily.

7. 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.

8. 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 no other student's 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, 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 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.

In the event that the student knows in advance that he/she will be absent (e.g. family travel) 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 statewide testing.**

9. 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, college visit, 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 statewide testing.**

10. Absence on Extra-Curricular Days

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

SCHOOL ATTENDANCE POLICY GUIDELINES

School Hours

Students are permitted in the building at 7:50 a.m. and classes begin at 8:00 am. Bus riders are dismissed at 2:25 p.m. and walkers are dismissed at 2:30 p.m. **Students are asked not to arrive before 7:50 a.m. The tardy bell rings at 8:00 a.m.**

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 a.m. – 2:25 p.m. Students are not permitted in the building after 2:25 p.m. unless supervised by a member of the faculty. The building office hours are from 7:30 a.m. – 3:30 p.m. Students are **NOT** permitted to enter the building until 7:50 a.m. unless 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.

11. 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.

- e. The school is requesting that the parent/guardian make every effort to notify the school in **ALL** cases of student absence. Calls should be made to the school between the hours of 7:30AM and 9:00AM. The

number to call is 624-478-5585.

- f. It is desired that the parent/guardian notify the school in advance of an absence when possible. For example, a phone call or a note from a parent/guardian on Wednesday to notify the school of an absence on Friday would be greatly appreciated.
- g. 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.**
- h. Absences, late arrivals, and early dismissals will be calculated by minutes. Whether the absence 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.

12. **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:

- K. 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)
- L. 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)
- M. quarantine of the home (as determined by the proper health officials)
- N. death in the family
- O. 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)
- P. observation or celebration of a bona fide religious holiday
- Q. 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)
- R. such good cause as may be acceptable to the Superintendent
- S. medically necessary leave for a pregnant student in accordance with Policy 5751
- T. service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725

13. **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.

14. **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.**

15. **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 his/her designee. Excessive absences, tardies, and early dismissals that are unexcused will result in a 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 the assistant principal.

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.

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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
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- 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.

16. Returning to School after an Absence

The first day a student returns to school from any and all absences, he/she must report to the office for an excuse form. 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 9:00 a.m. Work will be sent to the office by 2:15 p.m. It is the parent's/guardian's responsibility to make arrangements to have it picked up after this time. Please remember that the school office closes at 3:30 p.m. daily.

17. 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.

18. 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 no other student's 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 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.

In the event that the student knows in advance that he/she will be absent (e.g. family travel) 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 statewide testing.**

19. 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, college visit, 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 statewide testing.**

20. Absence on Extra-Curricular Days

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

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND 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, nonlicensed 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.

Health & Wellness

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

School Meals – the Food Service/Child Nutrition program will provide all students affordable access to varied and nutritious food based on the current Dietary Guidelines for Americans, USDA meal patterns, and Smart Snacks in Schools. Students are discouraged from sharing food with one another during meal times due to allergies, and other dietary restrictions.

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.

Classroom Celebrations

We know that birthdays and holidays are important to every child and that kids like to celebrate with their classmates. However, sending in a food treat to the classroom to celebrate can exclude those children who have food allergies, diabetes or other dietary restrictions.

Suggested alternatives to food treats for birthday and holiday parties at school are:

- Party favors – erasers, pencils, stickers, bracelets, key chains, slinkies, etc.
- Parent or guest can visit the classroom and read a book to the students! (Elementary)
- Purchase something for the classroom – book, game, plant, craft, etc.
- Bring in something the students can sign – a t-shirt, tote bag, autograph book

Healthy Snacks: Yogurt/yogurt parfaits, cheese, fruit or veggie cups/kabobs, bottled water, 100% fruit or vegetable juice; no nut snacks or peanut butter please! We encourage parents to bring treats that follow the Smart Snacks In Schools standards. See list on website for additional information.

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