



**CHERRY HILL PRIMARY SCHOOL**  
**K-2**  
**2022-2023**



*Home-School  
Handbook*





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This handbook represents an effort to have uniform rules and regulations in each of the elementary schools in the district.

The first requirement for learning and teaching is order and discipline. Students learn best and teachers teach best in an orderly environment. When students, teachers and parents all understand the rules and regulations, the best efforts of each can be applied to the learning process.

If you should have questions regarding this handbook please get in touch with your child's teacher, principal, or our district website at [www.wchcs.org](http://www.wchcs.org).

Respectfully,

*Tom Bailey*

Superintendent of Schools

## INTRODUCTION

The teachers and staff of the Cherry Hill Primary School welcome you to a new school year. To help you enjoy your experiences at Cherry Hill you should get to know and support the members of your school family. The positive attitudes and support of parents/legal guardians make a significant difference in a child's life in school.

The purpose of this handbook is to acquaint the students and parents/legal guardians with the school's programs, services and policies. Through an understanding of the regulations that keep the school functioning efficiently we hope to provide a successful school experience for each child.

Education is not only a privilege but the responsibility of the teachers, the school system and the parents/legal guardians to ensure the best possible use of the time allotted for developing the potential of each child.

**WASHINGTON COURT HOUSE CITY SCHOOLS  
DIRECTORY**

**EDUCATION SERVICE CENTER**

306 Highland Avenue  
335-6620

JENNIFER LYNCH  
ZACH CAMP  
KENNY UPTHEGROVE  
DENNIS GARRISON  
MARK CHRISMAN

**SUPERINTENDENT**

TOM BAILEY

**CURRICULUM DIRECTORS**

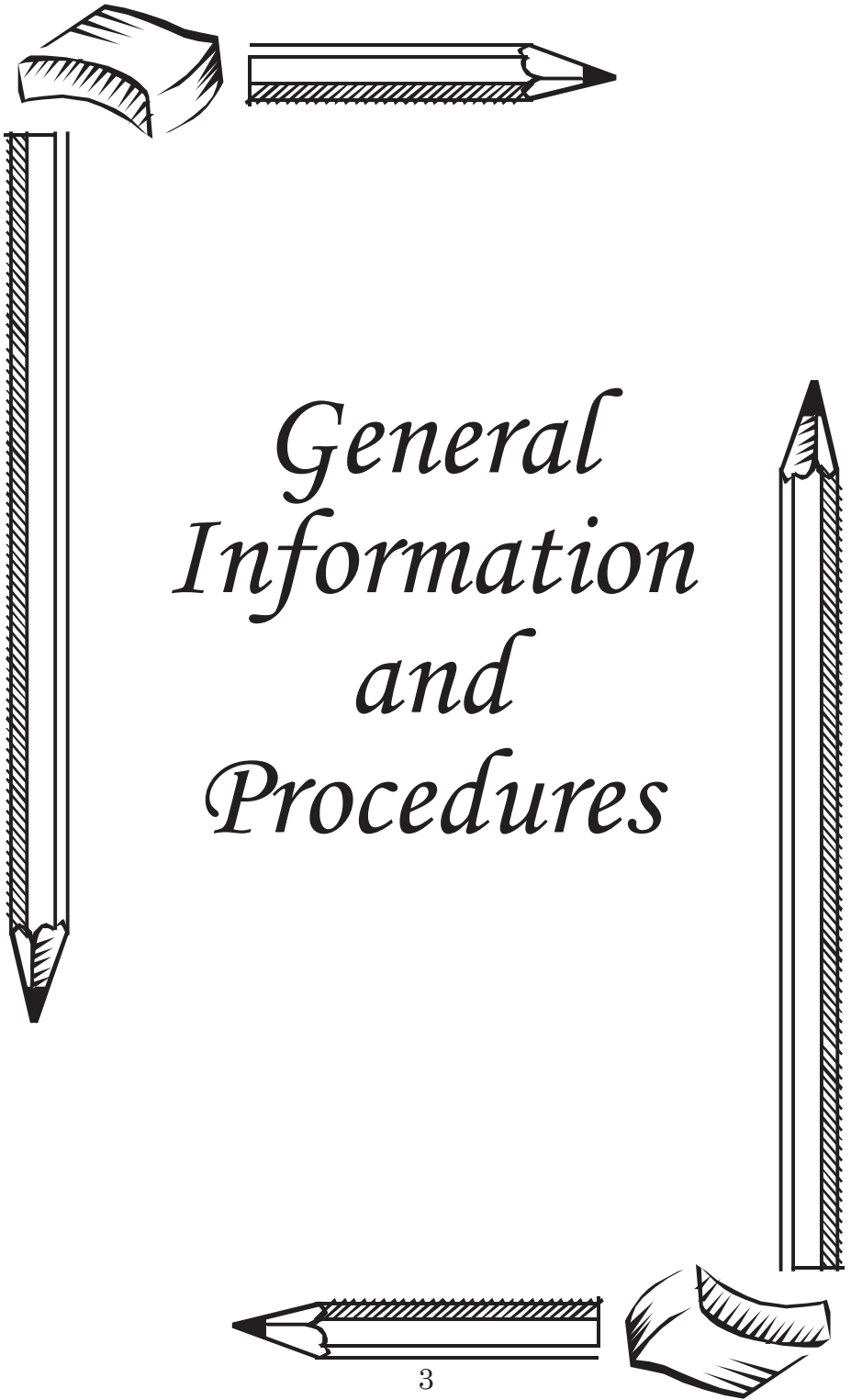
STACY FORBY  
DIANNA WAYNE

**SPECIAL EDUCATION DIRECTOR**

SHANNON CAPLINGER

**CHERRY HILL PRIMARY SCHOOL**

Principal: Craig Maddux  
Assistant Principal: Megan Anderson  
720 West Oakland Avenue



*General  
Information  
and  
Procedures*

## ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside.

- unless enrolling under the District's open enrollment policy.
- unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

To register a new student the parent/legal guardian must sign a Release for Records and provide the name and addresses of previous school attended. Students will be excluded from school if necessary documents are not provided.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

In regards to enrolling your child at Cherry Hill Primary, they must first be enrolled as a Washington Court House City Schools student if they have not already registered with the district. If you are enrolling your child as a new student from another district, please refer to the <http://washingtonch.esvportal.com/login.aspx> to begin the enrollment process. After completing the enrollment form, please submit the required documents listed below to Tricia Underwood either by email: [tricia.underwood@wchcs.org](mailto:tricia.underwood@wchcs.org), fax: 740-335-2897, or mail to Cherry Hill Primary 720 Oakland Ave. WCH, OH 43160.

- Student's Birth Certificate (certified copy)
- Student's Current Immunization Records from the Fayette County Health Department
- Parent's ID or Current Passport
- Parents Proof of Residency (Deed/Building Permit, Rental Agreement, Tax Statement, Voter Registration Card, Mortgage, Telephone Bill, Utility Bill, Parent Affidavits)
- Student's Custody Documents (If Applicable)
- Students IEP/ETR or 504 Plan (If Applicable)



## **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the nurses clinic, 335-3370.

## **EMERGENCY MEDICAL TREATMENT**

In order to handle emergency situations, the school must know how to reach parents/legal guardians quickly. For this reason, every parent/legal guardian must fill out an Emergency Medical Form for each child as required by state law. When your child becomes ill or injured, we will get in touch with the parent/legal guardian or person indicated on the Emergency Form as soon as possible. Parents/legal guardians or the person designated by the parent/legal guardian, who are contacted because of a child's illness, are requested to pick up the child immediately.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Foreign students and foreign-exchanges students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## **SCHEDULING AND ASSIGNMENT**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

## UPDATING STUDENT INFORMATION

Parents/legal guardians should immediately notify the school when there are any changes in a student's address, phone number, or any other information.

If the family status changes because of divorce or legal separation, or if the child lives with someone other than his/her natural mother and father, proof of custody or guardianship must be provided to the school office.

## NOTIFICATION OF RIGHTS

**STUDENT RECORDS:** The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations of access to student records.

Student records are available to the parent/legal guardian. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer charged a fee equivalent to the cost of handling and reproduction.

Parents' rights to inspect, review and request amendments to student educational records (Policy 8330).

No names or personally identifiable information regarding a student shall be released to any person, other than the student or his/her parent/legal guardian, without the written consent of the parent/legal guardian; or, if the student is eighteen (18) years of age or older, the written consent of the student, except that a person acting in his/her capacity as an employee of this District or of the State or Federal government may be permitted administrative use of public school records, and the records of a student may be transferred to an educational institution for a legitimate educational purpose.

The information which the Washington C.H. School Board of Education designates as student "directory information" may be released without the aforesaid permission: a student's name, date and place of birth, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, and awards received.

Directory information on students (see \*Form 8330 F9)

## CHERRY HILL PRIMARY SCHOOL

The school office is open from 8:00 a.m. to 4:00 p.m. each school day. Parents/legal guardians are requested to call the school if they have any concerns, questions or wish to have a conference.

## ARRIVAL & DISMISSAL

### WALKERS

Students choosing to walk to and from school may do so with parent permission. Walkers will be allowed to enter the building at 8:30 am through the cafeteria doors and will exit out the front entrance at 3:15 pm after students being picked up have been dismissed. **Parents will not be allowed to park on or off of school grounds and have their child walk to meet them. Walkers are considered students who live within walking distance of the school and parents must sign a Walker Approval Form to be kept on file in the office.**

### Drop Off Procedures

Parents dropping their child off to school will do so at the cafeteria doors located on the parking lot side of the building. Parents need to pull up along the sidewalk in front of the building as far as they can and let their child out. This will help to reduce the traffic congestion in the morning. Students are to be let out of the car on the sidewalk side and are not to be dropped off in the parking lot to cross the driveway due to safety concerns. Parents are asked to pull out immediately so that traffic flows smoothly. Students will be allowed to enter the building at 8:15 am. **All students must enter the building by 8:45 am to avoid being tardy.**

### Pick-up Procedures

Parents who are picking their child up in the afternoon will be required to come to one of three doors to pick their child up. Separate pick-up locations will be established for each grade level and parents will be notified which location to pick their child up. **Doors will not be unlocked and parents will be required to wait outside.** Students will be dismissed from all locations beginning at 3:05 pm.

### Traffic Flow

Traffic flow is very specific. There is only one way in and out of the parking lot, both of which are on the Van Deman side of the building. Signs are posted indicating which way is **IN** and which way is **out**.

Buses will also be entering the parking lot after dropping students off in the morning. **Only** buses are allowed to use the entrance on the Oakland Avenue side of the building. Once buses have dropped their students off, they will be merging with the traffic flow into the parking lot and exit on the Van Deman side. Buses will always have the right of way in the traffic flow and cars must yield to them at all times.

### Walking Students to their Room

It is school policy that parents are **not** permitted to walk their child to their classroom. If your child is having a difficult time separating please contact the office as soon as possible. This policy is intended to help keep our students and staff as safe as possible and we appreciate your cooperation in maintaining a safe school environment.

No student will stay or be kept after school unless the parent/legal guardian has been contacted or the parent/legal guardian has made prior arrangements. Each student will be expected to go directly home unless the parent/legal guardian has contacted the school or written a note indicating a change in the child's routine.

## **REQUESTS TO LEAVE SCHOOL BY ALTERNATIVE WAYS**

During the first week of school, parents/legal guardians will determine how their child will return home from school on a daily basis. **Once this routine is established, the parent/legal guardian must send a note or call the school before 2 p.m. when the child is to do something different.** Parents are strongly encouraged to keep your child's daily routine the same for safety reasons. In addition, no student will be permitted to leave the bus line without prior notification. The parent/legal guardian must come into the school to get the child if no notification has been sent to the school. All of these measures are to ensure the safety of every child.

The written request by the parent/legal guardian must include the following information:

- (1) Day's date
- (2) Student's first and last name
- (3) Method student is to leave school (name of adult if possible)
- (4) Destination
- (5) Specific date to which note applies
- (6) Signature of parent/legal guardian

## **DRESS CODE FOR SCHOOL**

Students are expected to be neat and clean when they arrive at school every morning. This helps to improve the student's attitude. Clothing worn by students must not present safety hazards or distractions to learning. Certain articles of clothing are not appropriate for school. Shoes laces must be tied and high-heeled shoes, flip flops, shoes with no backs and shoes with wheels are not permitted. Clothing that displays profanity, sexual innuendos or promotes or advertises alcohol or other mood altering chemicals may not be worn.

The administration reserves the right to exclude any other attire that is believed to be a distraction (e.g. including length of shorts) or a safety risk.

Take note of the days a student has art or physical education so your child is dressed appropriately for these activities. Please, also dress your child appropriately according to the weather conditions.

## **RECESS**

All students are required to go outside at recess time, unless the weather is prohibitive. Please, dress your child appropriately according to the weather conditions. If it is necessary for your child to remain inside, please send a note stating the reason. Since learning to socialize with peers and participating in worthwhile leisure activities are important in the development of a well-rounded child, no child will be allowed to remain inside for an extended period of time without a doctor's excuse. Parents are not permitted to be on the playground during recess time.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the clinic. The school nurse will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. Cherry Hill may charge specific fees for the following activities and materials used in the course of instruction: Workbooks, Folders, Additional Supplies, Planners.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in withholding of grades and credits.

Notice to Parents Regarding Waiver of Fees (Policy 6152.01).

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. The school is not responsible for their safe keeping and will not be liable for any loss or damage to personal valuables.

### **CELL PHONES AND SMARTWATCHES**

Cell phones and/or smartwatches will be permitted with the following guidelines:

1. Cell phones and/or smartwatches must remain in bookbags and turned off during the school day.
2. For students who carry and/or use cell phones and/or smartwatches during the school day:

1st offense: Phone and/or smartwatch will be confiscated and returned to student at the end of the school day.

2nd offense: Phone and/or smartwatch will be confiscated and may be picked up by parent.

3rd offense: Same as 2nd offense. Student loses privilege of bringing phone and/or smartwatch to school.

### **STUDENT RESPONSIBILITIES**

#### **GENERAL BUILDING RULES**

- (1) Children will be respectful of adults at all times.
- (2) Children will be in room by the 8:45 a.m.
- (3) Children will always walk and be quiet in halls and on the stairs.
- (4) Children will properly use the restrooms and drinking fountains.
- (5) Children will not be involved in fighting or horseplay on school grounds or to & from school.
- (6) Children will bring only necessary supplies to school each day, nothing else.

## PLAYGROUND RULES

(1) Children will immediately follow the instructions of the adult supervisor.

(2) Playground equipment will be used correctly and only for purpose intended.

(3) Children will play in specified areas only.

(4) Children will ask permission to enter the building from the playground.

(5) Children will play games by the rules and conduct themselves in a sportsmanlike manner at all times.

(6) Children will immediately form a line when signaled.

## CLASSROOM RULES

Each classroom teacher may develop rules for their respective rooms. If so, you will receive a copy of these rules and the consequences and be asked to acknowledge that you received them. We are counting on your support to make your child's school a pleasant and safe environment.

## THE CAFETERIA

A nutritious, hot lunch is served daily. Lunch prices are established each year by the Board of Education. Students may bring a nutritious sack lunch from home if they wish, but no soft drinks or candy, please.

All students eat lunch in the cafeteria and are expected to conduct themselves in a quiet, mannerly fashion. Each student will learn and practice proper table manners as a part of his/her education. The following rules will be enforced:

(1) Children will enter the cafeteria in a quiet, orderly manner.

(2) Children will remain seated until they are dismissed.

(3) Children will not throw food.

(4) Children will not talk loudly or turn around to other tables.

(5) Children will use proper table manners at all times.

**Students will be allowed to have no more than 5 breakfast or lunch charges at anytime during the school year. Any student with lunch charges of more than 5 days will be given a sandwich and milk for lunch until all charges have been paid. Questions concerning lunch and breakfast charges need to be addressed to Lisa Robinson at 335-6620.**

## LIBRARY PRIVILEGES

Students may have the privilege of checking out one or two books at the school library every week. Parents are encouraged to read with their children every day.

1. Return library books on time. Books are due one week after checkout. If a child is absent on the library day, the book may be returned when the student returns to school.

2. In some cases, books may be renewed for one additional week.

3. Students should take good care of their library books by designating a safe place for the books at home.

4. If a library book is missing, damaged or destroyed, the student and parent will be assessed a charge.

5. Books have to be returned or paid for in order for the student to continue to check out books.

## FIELD TRIPS

As part of the educational experience, students may be taking field trips. These field trips may be to local places or out of town. Students will be required to return a permission slip signed by a parent or legal guardian. All students are required to go on field trips unless excused by the building principal for specific reason(s). Notification will be sent to the parent/legal guardian by the teacher or building principal stating the reason(s) for such action. If you have any questions, please contact the school office.

## BIRTHDAY AND HOLIDAY PARTIES

Birthday and holiday celebrations can take place only through sending individually packaged items in your child's bookbag. Birthday/holiday items are not permitted to go through the main office. Please notify the teacher ahead of time that your child will be bringing something in their bookbag to celebrate their big day and/or holiday. Parents and/or guardians will not be permitted inside the building to celebrate their child's birthday and holidays due to our closed campus policy. **Invitations to private parties may not be distributed at school.**

## SCHOOL PICTURES

School pictures will be taken by Downtown Photo. Any questions about school pictures can be addressed at 335-4440.

## SNACKS

Children may enjoy a daily snack. This is not to take the place of breakfast or lunch before attending school. Nutritious snacks are highly recommended. The snack should be individually wrapped, ready to serve, and we encourage manageable snacks. Teachers can provide you with snack ideas, when requested, and may even make special requests to enhance lessons and a theme.

## CHERRY HILL PTO

We encourage you to find ways to become involved in your child's school experience. You are vital to the success of your school district and your child's education. Contact your child's teacher, the principal, or the PTO to let us know how you would like to participate. There are a variety of ways to help either at school or in your home. Let us know your interests, talents, and times.

## SAFETY AND SECURITY

Cherry Hill Primary will be a "closed campus" for both safety and security of all students and staff. It is our district-wide school policy that parents and visitors are not permitted inside the school building without permission from administrators. In our front entry area there is a plexiglass window between our administrative assistants and guests that will be used during the school day. We encourage parents to call ahead if you are planning on coming to the school. Exceptions will be made for those that are healthcare professionals, provide itinerant services, outside counseling or those visiting for emergency situations.

Rules regarding entry on school grounds or premises by persons other than students, staff, and faculty (Policy 9150).



## **VISITS TO THE SCHOOL**

- A. Persons wishing to visit the School are to make arrangements in advance through the school office. Any person who comes onto School property without registering at the office is trespassing and may be reported to the authorities.
- B. No visitors may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student will not be permitted to leave the School with anyone who is not clearly identified as his/her parent or any appropriately-authorized person.
- C. Students may not bring guest to School unless permission to do so has been granted by the principal.
- D. All visitors must report to the office when they arrive at school.
- E. All visitors are given and required to wear a building pass while they are in the building.
- F. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- G. Students and staff are expected to immediately report to a teacher or administrator and suspicious behavior or situation that makes them uncomfortable.

## **CLASSROOM VISITATIONS**

Because classroom visitations can be distracting to the students, it has been necessary to establish the following guidelines:

- A. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child’s classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.
- B. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- C. Copies of instructional materials being used by the students or teacher may be requested of the teacher but not always be immediately available during the visitation.
- D. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
- E. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor.
- F. If a visitor wishes to tape record a conversation or meeting with a teacher or the principal, s/he should request permission from the teacher or principal.
- G. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.
- H. Visitors are encouraged to meet with the principal and teacher during noninstructional hours to discuss the observation and to obtain answers to their questions. If a parent has a concern about what



may be transpiring in his/her child's classroom, s/he should discuss the concern first with the teacher and, if the concern is not satisfied, make arrangements to discuss the matter with the principal.

### **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted several times per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **EMERGENCY CLOSINGS, DELAYS, EARLY DISMISSALS AND/OR REMOTE LEARNING DAY(S)**

In the event of inclement weather or other emergencies that may necessitate a school closing, delay, or early dismissal and/or remote learning day(s) the Washington C.H. City Schools will communicate the information by television, radio, web page, and rapid notification. Listen to 1250 AM WOFR, 105.5 FM WCHO, 97.5 FM WVNU, or [www.wchcs.org](http://www.wchcs.org).

Dismissal forms are filled out at the beginning of the school year and will be used in case of early dismissals. Students will not be permitted to call home in most cases and parents/legal guardians may not be able to reach the school because of a busy line.

### **SCHEDULE OF SCHOOL DELAYS**

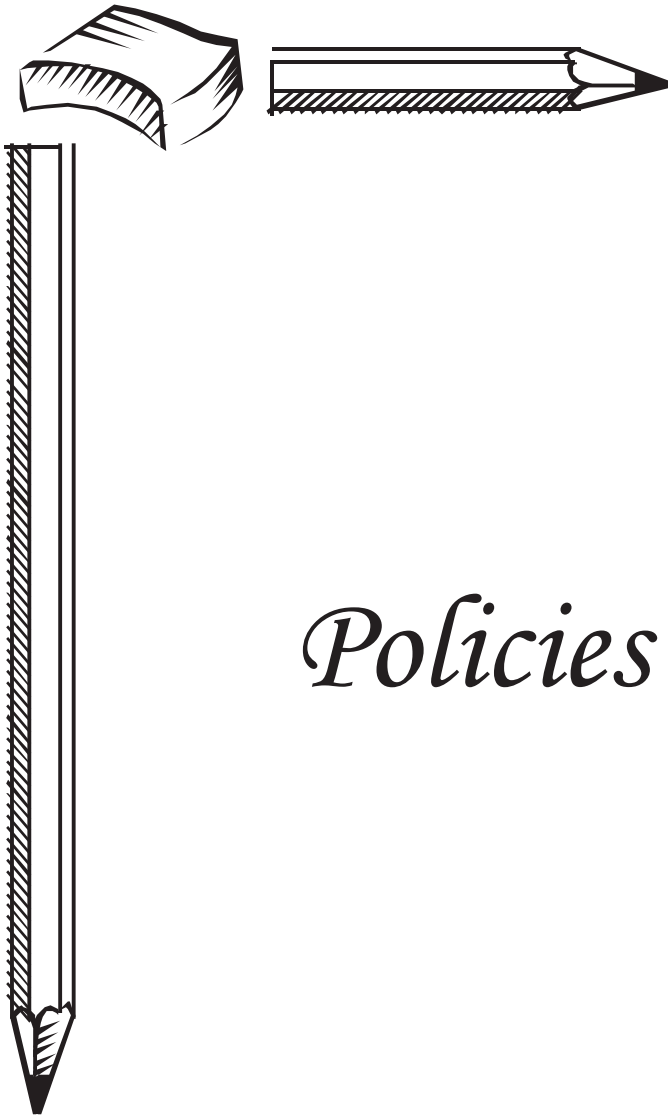
In anticipation of inclement weather, the Board of Education has approved the Superintendent's use of the following schedules:

1. a two-hour delay with the regular dismissal time.
2. a two-hour early release with the regular arrival time.

### **SCHOOL MAKE-UP DAYS**

The Washington C.H. City Board of Education has adopted the policy which states: Those days considered "Spring Break" will be given first priority as make-up days once the five allotted "state calamity days" have been used.

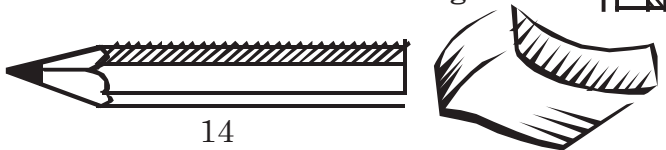




# *Policies*



Washington Court House City School District  
Bylaws and \*Policies can be found on  
District Website: [www.wchcs.org](http://www.wchcs.org)



## CODE OF CONDUCT

This Code of Conduct contains the established rules and regulations of Washington Elementary Schools. The administrators have the discretionary authority to use or authorize other certificated personnel to use the following disciplinary measures to correct pupil behavior. A violation of any section or rule of this code may result in disciplinary action including verbal or written warning or reprimand, parent conference, detention, emergency removal, deny privileges, deny participation, refer to Juvenile Court/Police Department, suspend, assign to Alternative School, or recommend expulsion to the superintendent. Anything not listed specifically, but causes a disruption to the educational process may be treated as insubordination.

### **Rule 1. Truancy Out of School**

A student shall not be absent from school any day or any portion of the day when attendance is properly required without school authorization and consent of parent/guardian.

### **Rule 2. False Alarms**

Students shall not initiate a false fire alarm or communicate by any means a false bomb alarm. A student who is known to have initiated a false fire or bomb alarm may be suspended up to ten (10) school days and may be recommended to the superintendent for expulsion. Referral to the appropriate civil authorities may also be made.

### **Rule 3. Class Disruption**

Students are expected to follow all classroom rules as stated by the classroom teacher. Students shall not distract from the teacher's conduct of the class.

### **Rule 4. Insubordination**

A student shall not refuse to comply with the reasonable directions and instructions of the teachers, student teachers, substitute teachers, teacher aides, principal, assistant principal, custodial staff, lunchroom staff, secretaries, or other authorized school personnel in the school, on grounds, at all school sponsored activities or when the student is under the authority of school personnel.

### **Rule 5. Fighting, Disorderliness, and Horseplay**

A student shall not cause or attempt to cause physical injury or intentionally behave in such a way as could cause physical injury to another person by striking, shoving, grabbing, or having any physical contact with that person at school, at a school function, on school property, or on the bus. Any individual whose deliberate behavior directly leads to fighting between other parties may be considered a participant. Horseplay, either alone or with another student, which may disrupt school order, or which may potentially or actually be dangerous is prohibited. All unauthorized touching is strictly prohibited. If it can be clearly established that a student in a fight was merely acting in self defense, then the student will receive a lesser penalty or no penalty depending on the circumstances.

Classroom teachers, counselors, and administrators are all available and are to be used by students to prevent fighting. Students who are aware of the possibility of a fight but do little to prevent it from occurring, share equal guilt with the individual who starts the fight. Parent(s) / guardian(s) may be held responsible for compensatory damages as provided by Ohio Law.

**Rule 6. Frightening, Degrading, Profane, or Disrespectful Acts**

A student shall not engage in any act which frightens, degrades, profanes, disgraces, harasses or tends to frighten, degrade, profane or disgrace, or harass any school employee by written, verbal or gestural means on or off school property. This includes any use of profanity, abusive language, or obscene gestures.

A student shall not engage in any act which frightens, degrades, profanes, disgraces, harasses or tends to frighten, degrade, profane, or disgrace or harass any student by written, verbal, or gestural means. This includes any use of profanity, abusive language, or obscene gestures or harassment by banter, ridicule, name calling, or criticism. This includes hazing.

**Rule 7. Theft**

Theft of any kind is prohibited. Theft is defined as any unauthorized possession of another person's property.

**Rule 8. Breaking and Entering**

A student who is guilty of breaking and entering a locked and secured school district building or other facility at any time may receive a ten (10) day suspension and may be recommended to the superintendent for expulsion. Charges may be filed in Juvenile Court.

**Rule 9. Disruption of School**

A student shall not by use of violence, force, coercion, threat, harassment, noise, insubordination or any other misconduct, cause or attempt to cause the disruption or obstruction of any function of the school, including all curricular and extracurricular activities.

While this list is not intended to be inclusive, the following acts illustrate the kinds of offenses encompassed here:

1. To occupy any school building, transport, school grounds, or part thereof with intent to deprive others of its use.
2. To block, barricade, or entrap any entrance, exit, corridor or room in the school with the intent to deprive others of its use.
3. To fire, display or threaten the use of explosives including fireworks, and smoke bombs on school premises.
4. To activate a fire alarm without proper cause.
5. To activate any gaseous device such as a stink bomb or any odor producing device.

**Rule 10. Damage to School or Private Property**

A student shall not intentionally cause or attempt to cause damage to district, school or private property at any time. This includes writing upon or defacing property. Students who commit vandalism shall be held accountable for those acts. Restitution for the complete restoration of damage will be required. Juvenile Court referral may be made.

**Rule 11. Unauthorized Use of Fire**

Any unauthorized use of fire is prohibited. This includes possession of any device which may start a fire. This list includes but is not limited to: matches, lighters, etc.

**Rule 12. Academic Integrity/Cheating**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers, and plagiarism. Students who violate this policy may receive a failing grade for that assignment, detention and parents may be notified by the teacher.

**Rule 13. Giving False Statements**

A student shall not knowingly provide false information to teachers, counselors, or administrators during an investigation and/or hearing regarding violation of School Rules.

**DRUGS, ALCOHOL AND TOBACCO**

Students are not to use tobacco products of any kind or any kind of drug, including alcohol, at school or at any Washington C. H. City School activity; they are not to bring any of these types of products to school, school activities, or on the school property at any time. **See CHEMICAL ABUSE POLICY within this handbook.** Drug Prevention Memorandum (see \*Form 5530 12)

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

Definitions of Terms:

Policy 5517.01

“Harassment, Intimidation, or Bullying” means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

A. causes mental or physical harm to the other student; and

B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

“Harassment, Intimidating, or Bullying” also means cyberbullying through electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

A. causes mental or physical harm to the other student/school personnel; and

B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

### **“Harassment, Intimidating, or Bullying” also includes violence within a dating relationship.**

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

### **Types of Conduct**

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

A. physical violence and/or attacks;

B. threats, taunts, and intimidation through words and/or gestures;

C. extortion, damage, or stealing of money and/or possessions;

D. exclusion from the peer group or spreading rumors;

E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also know as “cyber-bullying”), such as the following:

1. posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries);
2. sending abusive or threatening instant messages;
3. using camera phones to take embarrassing photographs of students and posting them on-line/or otherwise distributing them;
4. using web sites to circulate gossip and rumors to other students; and,
5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.

F. violence within a dating relationship.

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive behavior and/or bullying.

### **Complaint Procedures**

Building principals, assistant principals, and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 is encouraged to immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and



reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

All complaints will be promptly investigated in accordance with the following procedures:

#### Step I

Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

#### Step II

The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

#### Step III

If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings

with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

### **Publication of the Prohibition Against Harassment, Intimidation, and Bullying**

At least once each year, a written statement describing the policy and the consequences for violations of the policy shall be sent to each student's custodial parent/guardian. The prohibition against harassment, intimidation, or bullying shall be publicized in student handbooks and in District publications that set forth comprehensive rules, procedures and standards of conduct for students. Information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

Harassment, intimidation, or bullying behavior by any student in the Washington Court House School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

### **Retaliation/False Charges**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated and may result in disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion

## **Retaliation/False Charges**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated and may result in disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

## **Remedial Actions**

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of “harassment, intimidation, or bullying,” as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board’s prohibition against “harassment, intimidation, or bullying.”

## **Non-Disciplinary Interventions**

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore

inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternative, peer mediation may be deemed inappropriate to address the concern.

### **Disciplinary Intervention**

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

### **Reporting Obligations**

If after investigation, acts of harassment, intimidation, or bullying by a specific student are verified, the principal shall notify, in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

If after investigation, acts of bullying against a specific student are verified, the Principal shall notify in writing the custodial parent/guardian of the victim of such finding. In providing such notification, care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, or bullying.

Semiannually, the Superintendent shall provide the Board President a written summary of all reported incidents of harassment, intimidation, or bullying and post the summary on the District website.

### **Intervention Strategies**

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when such prohibited acts are verified, other District actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time-to-time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

A. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel.

B. Planned professional development programs addressing targeted individuals' problem, including what is safe and acceptable Internet use.

C. Data collection to document victim problems to determine the nature and scope of the problem.

D. Use of peers to help ameliorate the plight of victims and include them in group activities.

E. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough).

F. Awareness and involvement on the part of all school personnel and parents with regard to victim problems.

G. An attitude that promotes communication, friendship, assertiveness skills and character education.

H. Modeling by school personnel of positive, respectful, and supportive behavior toward students.

I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines).

J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

K. Form harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

### **Intervention Strategies for Protecting Victims**

A. Supervise and discipline offending students fairly and consistently.  
B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition.

C. Maintain contact with parents and guardians of all involved parties.

D. Assist the victims to obtain counseling if assessment indicates that it is needed.

E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.

F. Check with the victim daily to verify that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

### **Training**

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, including dating violence prevention education in grades 7-12, written or verbal discussion of the consequences for violations of Policy 5517.01, and their rights and responsibilities under this and other District policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other District and

school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer, and parent handbooks.

Information regarding the policy on harassment, intimidation, and bullying behaviors shall be incorporated into training materials used with employees and volunteers with direct contact with students. The in-service education provided to middle and high school employees shall include training in the prevention of dating violence. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.

School personnel members are encouraged to address the issue of harassment, intimidation, and bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

### **Police and Child Protective Services**

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services (CPS), according to the prescribed timelines. The School District shall also investigate for the purpose of determining whether there has been a violation of District Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying, harassment, or intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under other provisions of the Revised Code or law that may apply.

### **STUDENT HARASSMENT**

Harassment of a student(s) by other students or any member of the staff is a violation of Federal law and is contrary to the Board of Education’s commitment to provide a physically and psychologically safe environment in which to learn.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. (See \*Policies 3362, 4362 and 5517)

### **ASSAULT ON A SCHOOL EMPLOYEE**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee:

- (1) on the school grounds during, before, or after school hours;
- (2) off the school grounds at a school activity, function, or event;

(3) on school vehicles at any time or on carriers rented by the school.

Penalty: A complete investigation will be made in all cases of assault or an attempt to assault a school employee. If the student's guilt is established,

### **DANGEROUS WEAPONS AND INSTRUMENTS**

The Board of Education will not tolerate the possession of or threat of weapons or other devices designed to inflict bodily harm by anyone while on District property, at a school-related event, or while en route to or from school on school vehicles or on carriers rented by the school.

A student shall not possess, handle or transmit or conspire to possess, handle or transmit any object which can reasonably be considered a weapon on the school grounds during, before, and after school hours, on school vehicles or on carriers rented by the school or at any school activity, function or event. A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted

to expel a projectile by the action of an explosive, or compressed air, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade.

If a student brings a firearm on school property, in a school vehicle or on carriers rented by the school, or to any school-sponsored activity, she/he shall be expelled for one (1) year and the appropriate criminal justice or juvenile delinquency authorities will be notified, unless the Superintendent reduces the punishment for reasons related to specific circumstances. The Superintendent may expel a student for up to one (1) year if the student brings a knife onto school property, in a school vehicle or on carriers rented by the school, or to any school-sponsored activity.

Prohibition on carrying a deadly weapon or dangerous ordinance in a school safety zone (Policy 3217/4217/5772/7217).

### **BOMB THREATS**

Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.

### **SCHOOL SAFETY - EMERGENCY OR SERIOUS THREAT TO SAFETY**

(See \*Policies 8400 and 8420)

### **SEARCH AND SEIZURE**

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including purses, bookbags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. If applicable, neither shall the rules of jurisprudence apply to the producers of hearing.



## **REPEATED VIOLATIONS OR OTHER VIOLATIONS**

It should be noted that other possible student conduct reaching the gravity of the above examples, in terms of persistent disobedience or gross misconduct, may also serve as grounds for suspension, removal, expulsion, or referral to court.

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

(\*Policy 7540.03)

## **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

(\*Policy 7440.01)

## **REMOVAL, SUSPENSION, EXPLUSION AND PERMANENT EXCLUSION OF STUDENTS**

(See \*Policies 5610 and 5610.01)

## **DUE PROCESS RIGHTS**

When subject to the disciplinary measures of suspension or expulsion a student's constitutional rights will be acknowledged by use of due process procedures.

### **STUDENTS SUBJECT TO SUSPENSION:**

A student must be given both written notice of his/her suspension and the reasons, therefore, and the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision may be appealed to the Superintendent and thereafter to the Board.

### **STUDENTS SUBJECT TO EXPULSION:**

A student and his/her parent or legal guardian must be given written notice of the intention to expel and the reasons, therefore, and an opportunity to appear with a representative before the Board to answer the charges.

## **DISCLAIMER**

It shall be understood that the Board of Education of the Washington C.H. City Schools is not a court of law nor are its employees agents of any court of law and that thus the rules of jurisprudence shall not apply, neither shall the rules of jurisprudence apply to the producers of hearing.

## **CHAIN OF COMMAND**

If there is a question or concern with any situation, the school would request that a parent or student contact the people in the chain of command in the following order:

Teacher ==> Building Administrators ==> Superintendent ==> School Board





## WASHINGTON C.H. CITY SCHOOLS TRANSPORTATION POLICY

Students (K-12) should understand that riding a bus to school is a privilege and that riders are under the direct supervision of the bus driver, building principals and director of transportation. The rider must follow all regulations as established by the Board of Education and the State of Ohio. Rules applying to the school also apply to the bus and shall be handled according to regular disciplinary policies in addition to bus discipline procedures.

Students who fail to cooperate with bus drivers or comply with basic safety regulations may be denied the privilege of bus transportation to and from school and/or all school related/athletic events. This includes school field trips and special school practice events. **Students will be allowed one drop off and one pick up location only.**

The basic rules of riding a bus are as follows:

1. The bus driver is in charge at all times.
2. Students may board or be discharged at regularly scheduled stops only. These stops will be established by the transportation department.
3. Eating or drinking is prohibited on the bus.
4. Smoking, use of tobacco, alcohol or drugs is prohibited on the bus.
5. The use of profanity is prohibited on the bus.
6. Students must remain seated at all times when the bus is in motion. **Students may be assigned seats.**
7. Students must remain absolutely quiet at railroad crossings, and loud talking is prohibited at all times.
8. All body parts must be kept within the bus at all times.
9. Students may not throw any object from the bus or hang things out the window.
10. Fighting, pushing, etc. are prohibited on the bus or while waiting for or exiting the bus.
11. Students may not block the aisle with their feet or packages, book bags, instrument cases, etc. No animals, sharp or otherwise dangerous objects, may be brought onto the bus.
12. All athletic balls brought to school must be kept in his/her bookbag at the bus stop and on the bus.
13. Vandalism of any kind to the bus is prohibited. The Board of Education requires the parent/legal guardians of any student who damages or destroys any part of the bus beyond normal usage to reimburse the board for the amount of damages.
14. Students crossing the street to board or be discharged from the bus must do so at least 10 feet in front of the bus and only after the driver gives the appropriate approval signal.
15. Physical or verbal assault of the driver is prohibited.
16. Students must follow any other rules or directions as given by the driver, principals or director of transportation.

These rules are established for the safe transportation of the student. In all cases, the driver will first make attempts to solve a problem verbally or with other forms of discipline (changing of seats, etc.). Any time this is not successful, a disciplinary notice will be written with copies going to the principal and the director of transportation. The following steps will then be enforced if the problem continues:

FIRST VIOLATION: A principal will talk to the student.

SECOND VIOLATION: A note or phone call will be made to the parent/legal guardian with the warning that a third violation may mean a denial of bus privileges.

THIRD VIOLATION: The student may be denied use of the bus for up to five school days. A written notification will be sent to the parent/legal guardians.

FOURTH VIOLATION: The student may be denied the use of the bus for up to 10 school days. Also, the principal may hold a conference with the student, parent/legal guardian and director of transportation to write a contract to be followed by the student. Failure of the parent/legal guardians to meet, or failure of the student to follow the contract, may result in denial of bus use for the remainder of the school year.

FIFTH VIOLATION: The principal may deny the student the privilege of riding the bus for the remainder of the school year.

In some cases, **any step may be waived** if determined necessary by the principal. Violations of school policy (fighting, smoking, alcohol, drugs, etc.) may also involve suspension from school.

Safe transportation of all students is of the utmost importance. A driver may stop the bus and call for assistance from the director of transportation or a principal if conditions are not safe.

(\*Policy 5610.04)

**\*KINDERGARTEN STUDENTS:** An adult must be present when a kindergarten student is dropped off. If an adult is not present the child will be taken back to school or the transportation garage. After 3 times of a child being returned a report will be made with the Fayette County Children's Services. Kindergarten students will have one drop off only. Any change to the drop off location must be made through the transportation department at 335-6620 and will take at least two school days for the change. Due to the safety for our young children a note will not be accepted as permission for a child to ride a different bus to a friend's house.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

### **CIVIL RIGHTS COMPLIANCE OFFICERS**

Tracy Rose • 740-636-4221

Title IX Compliance Officer • Megan Anderson • 740-335-3370

Complaints will be investigated in accordance with the district procedures. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

### **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and relates services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can assess special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Deferral (IDEIA), A.D.A. Section 504) and State law. Contact Shannon Caplinger at 335-6620 to inquire about evaluation procedures, programs, and services.

Nondiscrimination in Education (Policy 2260).

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. Please call our K-12 social worker Bailey Jenkins for further assistance.

## **CHILDREN AND YOUTH IN FOSTER CARE**

Students who meet the Federal definition of “in foster care”, including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

Annual Review of the District/School Parent and Family Engagement Policy (Policy 2111).

Copy of Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion Policy (Policy 5630.01).

Handicapped Access (Policy 9160).

## ATTENDANCE

### Policy 5200

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in school during the days and hours that the school is in session.

In accordance with statute, **the parent/legal guardian(s) of each student who has been absent from school or from class for any reason is required to provide a written or verbal statement of the cause for such absence.** We reserve the right to verify such statements and to investigate the cause of each prolonged absence. This investigation may be conducted by the District Attendance Officer or other school employee. At any time the building principal may refer a student and/or the parent/legal guardian(s) to Attention Intervention Team for assistance with an attendance issue.

Repeated infractions of Board policy on attendance may result in suspension or expulsion and/or referral to Juvenile Court. A student may be considered habitually truant if the student is absent without legitimate excuses. Students with twenty (20) or more days of absences will be considered for retention.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness
- B. Illness in the family
- C. Quarantine of the home
- D. Recovery from accident
- E. Death in the family
- F. Required court attendance
- G. Observation or celebration of a bona fide religious holiday
- H. Family emergency or set of circumstances which, in the judgment of the principal, constitutes a good and sufficient cause for absence from school.
- I. Attendance at school-related events
- J. Vacation with parent/legal guardians

### TARDY

Any student will be considered tardy who arrives after 8:45 a.m. but before 10:00 a.m. and is not transported by school bus. Students who are repeatedly tardy may be required to make up the time. Students arriving after 8:45 a.m. will be required to be signed in at the office by a parent/guardian.

### PARTIAL ABSENCE

Any student who is excused during the school day for less than 1 (one) hour will be considered as having a partial absence. Excused reasons for a partial absence would be such events as a doctor or dental appointment.

### STUDENT ATTENDANCE

These actions will be taken at the following benchmarks of absenteeism.

## **STEPS TO FOLLOW WHEN YOUR CHILD IS ABSENT**

(1) Parent/legal guardian must contact the school before 10:00 a.m. on the day of the absence or parent/legal guardian may send a written excuse on the day of the absence. This note should include the following information: (A) child's name, (B) date, (C) day(s) of absence, (D) reason for the absence. This must be submitted to the teacher or person in charge of attendance. Parents will be called by our automated phone system if contact with the office has not been made by 10:00 a.m.

(2) Students are expected to ask the teacher for make-up assignments the day of return to class. Students are responsible for making up work in a timely manner.

\*\*Because of the "Missing Children" Law we are required to notify a parent/legal guardian when a child is not in school. To avoid being called parents/legal guardian must notify school as stated above.

## **EXCESSIVE ABSENCES**

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 school 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. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

## **HABITUALLY TRUANT**

A student will be considered habitually truant if the student is of compulsory school age and absent without 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.

A signed statement by physician will be required for any absence that exceeds the allowable 10 days within school year. If notification isn't obtained from physician/legal professional the absence will be considered unexcused.

### **EXCUSING STUDENTS DURING THE SCHOOL DAY**

If it is necessary for a student to arrive late or leave school early because of an appointment or other obligation he/she must have a written note from a parent/legal guardian. The student should show the note to the teacher.

**In addition, the parent/legal guardian must stop in the office to sign the student in or out. If the child returns during the same school day, please stop by the office to sign him/her in.**

No one other than the parent/legal guardian can sign a student out unless the parent/legal guardian has given permission in writing or by telephone. We encourage you to make as many appointments after school as possible.

### **VACATION WITH PARENTS**

Parent/legal guardian(s) must provide in writing the dates of the vacation **one week prior** so the teacher can prepare work for the student. The decision as to how much of the work the student will be held responsible for will rest with the teacher. Parents must also fill out a vacation form with the school office.

### **HEAD LICE**

If a student has lice, parents will be contacted and the student may be removed from school that same day. Students identified with nits will receive a letter to take home and may remain at school on that day. Parents must follow protocol on the Notification And Instructional Letter For Head Lice provided by the school nurse. Prompt action should be taken and students must be taken to the Health Department to be checked before returning to school.

## **THE SCHOOL AND STUDENT MEDICATION**

The Washington Court House City School Board of Education has adopted a student medication policy. Medications can be given only under certain conditions including the medication/treatment form being completed by both the physician and parents/legal guardian. The complete policy follows for your convenience.

### **THE WASHINGTON C.H. CITY SCHOOL DISTRICT USE OF MEDICATIONS OR TREATMENTS**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which requires special training, such as catheterization.

Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent/legal guardian. This document shall be kept on file in the office of the principal.

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered. Parents/legal guardian or students authorized in writing by physician and parents/legal guardian, may administer medication or treatment.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, stored in the school office and administered in accord with this policy.

All dental prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents/legal guardian, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the administrative guidelines of the Ohio Department of Health are exempt from all requirements of this policy.



## ADMINISTRATIVE GUIDELINES

The medications and/or treatments which may be administered are defined in Policy 5330. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are observed:

A. Parents should determine with their physician's counsel whether the medication or treatment schedule can be adjusted to avoid administering medication or treatment during school hours.

B. Authorization for Medication or Treatment Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

C. All medications to be administered during school hours must be registered with the principal's office.

D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. Two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in the child's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications for allergies and/or reactions.

E. For each prescribed medication, the container shall have a pharmacist's label with the following information:

1. student's name
2. physician's name
3. date
4. pharmacy name and telephone
5. name of medication
6. prescribed dosage and frequency
7. special handling and storage directions.

F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

G. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

I. Form shall be completed and signed by the principal authorizing the person(s) who may administer the medication or procedure.

J. Written documentation of any training provided for each person authorized to administer a prescribed medication or treatment will show:

1. what training was given;
2. the trainer's name and professional status;
3. when the training was given;
4. the duration of the training;
5. those trained and those in attendance

K. Dispensing of **nonauthorized, over-the-counter (OTC) medication** by district employees to students served by the district **is prohibited**. Where investigation confirms such allegations, prompt corrective action shall be taken up to and including dismissal.

### CHEMICAL ABUSE POLICY

The schools recognize the cultural phenomenon of chemical involvement by young people and have chosen to address the issue with a comprehensive abuse program based on the following policy.

The schools recognize that use by a student of mood-altering chemicals (drugs/alcohol) represents inappropriate behavior that interferes with the learning process and may indicate a primary medical problem (chemical dependency). It is, therefore, the policy of the schools to intervene with students whenever behavior is observed or an incident occurs suggesting chemical use.

The schools recognize that chemical abuse by students is a cultural phenomenon that can best be addressed by cooperative efforts of the school, parents/legal guardians, and the community. The schools will assist (intervene) in identifying chemical use, will help in referring the student/family for appropriate professional assistance, and will assist by supporting those students recovering.

The schools recognize that student chemical use is often accompanied by inappropriate behavior that may violate discipline policies. In all cases disciplinary policies will be enforced and violation of law reported.

The schools will establish a Core Assistance Team in each building and will provide on-going staff training and parent information programs. The schools will also provide information about assessment and treatment agencies upon request.

### DEFINITIONS:

(1) Drug/Alcohol: any mood altering chemical.

(2) "Seller," "pusher," a "distributor": a person who has in his/her possession any amount of substance or counterfeit substance for distribution or sale, or a person who has given, distributed, or sold drugs to another person.

(3) "User": a student who appears to be under the influence of some substance or is discovered to be in possession or in control of illicit drugs.

(4) Paraphernalia: any instrument used for drug abuse including but not limited to hypodermic needles, syringes, pipes, roach clips, etc.

(5) Prescription Drug: a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule so long as a parent/legal guardian's statement, signed physician's statement, and/or prescription label is presented to the school nurse or Principal's office. (Such medication shall be kept in the security of school personnel).

(6) Under the influence: manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.

(7) Inappropriate behavior: manifesting signs of chemical misuse such as staggering, nervousness, boisterousness, nauseous, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.

(8) Counterfeit drug “look alike” of controlled substance or any substance that is represented to be a controlled substance as provided in Ohio Revised Code 2925.37. The law defines counterfeit controlled substance to mean any of the following:

(a) any drug that bears or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying marks.

(b) any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it.

(c) any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.

(d) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

(9) Intervention: the process of identifying students who use chemicals and referring those students and their families to appropriate professional help. The process includes:

(a) Identification: the process by which school staff and parents/legal guardians identify behaviors that may indicate chemical use.

(b) Conference with the parent/guardian and school staff to discuss behavioral data collected and the response decided upon.

(c) Referral: the school will provide parents/legal guardians with options of qualified professionals in the field of chemical abuse and assist in arranging the initial appointment.

(10) Core Assistance Team: the administrative body of the chemical intervention program for a particular school building. Its function is to provide information and inservice to staff, assimilate information about a particular student and make a determination if certain behavior suggests chemical use or abuse. Additionally, the Core team maintains on-going communications with assessment and treatment centers.

(11) Support Groups: groups are used to assist students dealing with chemical problems. They are available to all students experiencing problems with chemicals and are facilitated by trained professional staff. Groups are organized to help students with different types of problems such as recovery, concerned persons, and insight.

(12) Intervention Team: the intervention team is comprised of those people having facts and data relative to a student’s chemical use. It is assembled for the purpose of confronting a student about his or her chemical use. This is done through a specialized interviewing/conferencing technique requiring special skills in the intervention process.

## RULES:

A student shall not act in an inappropriate manner due to the misuse of chemicals.

Furthermore, a student shall not knowingly possess (includes, but not limited to, purses, wallets, lockers, desks, etc.) buy, sell, use, transmit, apply or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, counterfeit/"look-alike," or mood altering chemical of any kind.

These rules are in effect during school or school sponsored activities, on or around school grounds and on the school bus or any carrier rented by the school. They also apply at any other time when the school is being used by any school group, and at any school sponsored activity, function, or event.

## PROCEDURES:

The following procedure will be followed in dealing with the above situation:

(1) Possession, use, transmission, sharing, under the influence, and counterfeit/"look-alike" (Drugs/Alcohol)

### (A) First Offense

1. The Principal may suspend the student for ten (10) days in compliance with the student due process procedures and may recommend expulsion to the Superintendent of Schools.

2. The Principal/Assistant Principal will attempt to notify the parent/legal guardian(s) by telephone to explain the incident and arrange a conference.

3. The appropriate law enforcement agency may be notified.

4. The student may be recommended for assessment by a Trained Chemical Dependency Counselor or by a licensed physician trained in chemical dependency for a professional opinion concerning use/misuse/addiction. Based upon the following criteria being met, the suspension penalty may be reduced:

a. the student is evaluated;

b. the appropriate procedure agreed upon is being followed;

c. the parent/legal guardian(s) allow the treating agency to release information to the school;

d. the parent/legal guardian(s) give permission for their child to participate in a support group.

In the event that appropriate treatment procedures are not being followed, the original penalty will be reinstated.

5. The Principal/Assistant Principal will notify the school nurse, appropriate counselor, and the Building Core team.

### (B) Second Offense

1. The principal may suspend the student for a period of ten (10) days in compliance with the student due process procedures and will recommend expulsion to the Superintendent of School unless the following conditions are met:

a. the student must agree to be evaluated by a Trained Chemical Dependency Counselor or a licensed physician trained in chemical dependency for a professional opinion concerning use/misuse/addiction;

b. appropriate procedures agreed upon are being followed;  
c. the parent/legal guardian(s) allow the treating agency to release information to the school;

d. the parent/legal guardian(s) give permission for their child to participate in group.

In the event appropriate treatment procedures are not being followed, the original penalty will be reinstated.

2. The Principal/Assistant Principal will attempt to notify the parent/legal guardian(s) by telephone to explain the incident and arrange a conference.

3. The appropriate law enforcement agency may be notified.

4. The Principal/Assistant Principal will notify the school nurse, appropriate counselor, and the Building Core team.

(C) Third Offense

1. The Principal will suspend the student for a period of ten (10) days in compliance with the student due process procedures and will recommend expulsion to the Superintendent of Schools.

2. The Principal/Assistant Principal will attempt to notify the parent/legal guardian(s) by telephone to explain the incident and arrange a conference.

3. The Principal/Assistant Principal may notify the appropriate law enforcement agency.

4. The Principal may recommend that the police refer the student to Juvenile Court.

5. The school official will assist the parent/legal guardian(s) in locating proper treatment centers or agencies.

(2) Supplying/Sale of Chemicals and Counterfeit/"look-alike" drugs (Drug/Alcohol)

(A) Supplying or selling of chemicals will result in ten (10) days suspension. A recommendation by the Principal will be sent to the Superintendent of Schools for an expulsion of the student in compliance with student due process procedures.

(B) The Principal/Assistant Principal will attempt to notify the parent/legal guardian(s) by telephone to explain the incident and arrange a conference.

(C) The Principal/Assistant Principal will refer the case to the appropriate law enforcement agency (Juvenile Office) for court referral.

(3) Paraphernalia: A student shall not possess, use, handle, conceal, offer to sell, deliver, transmit, buy or make any instrument used for drug abuse, or paraphernalia (includes but not limited to hypodermic needles, syringes, pipes, roach clips, rolling paper, etc.)

The following procedures will be followed in dealing with paraphernalia:

(A) The student may be suspended for this offense.

(B) The Principal/Assistant Principal will notify the designated Core Team member for possible application of Chemical Abuse Intervention Procedures.

## 5410 - PROMOTION, ACADEMIC ACCELERATION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

The promotion and retention provisions of this policy shall be in compliance with the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.01).

### Promotion:

- A student will be promoted to the succeeding grade level when s/he has:
- A. completed the course and State-mandated requirements at the presently assigned grade;
  - B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
  - C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
  - D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

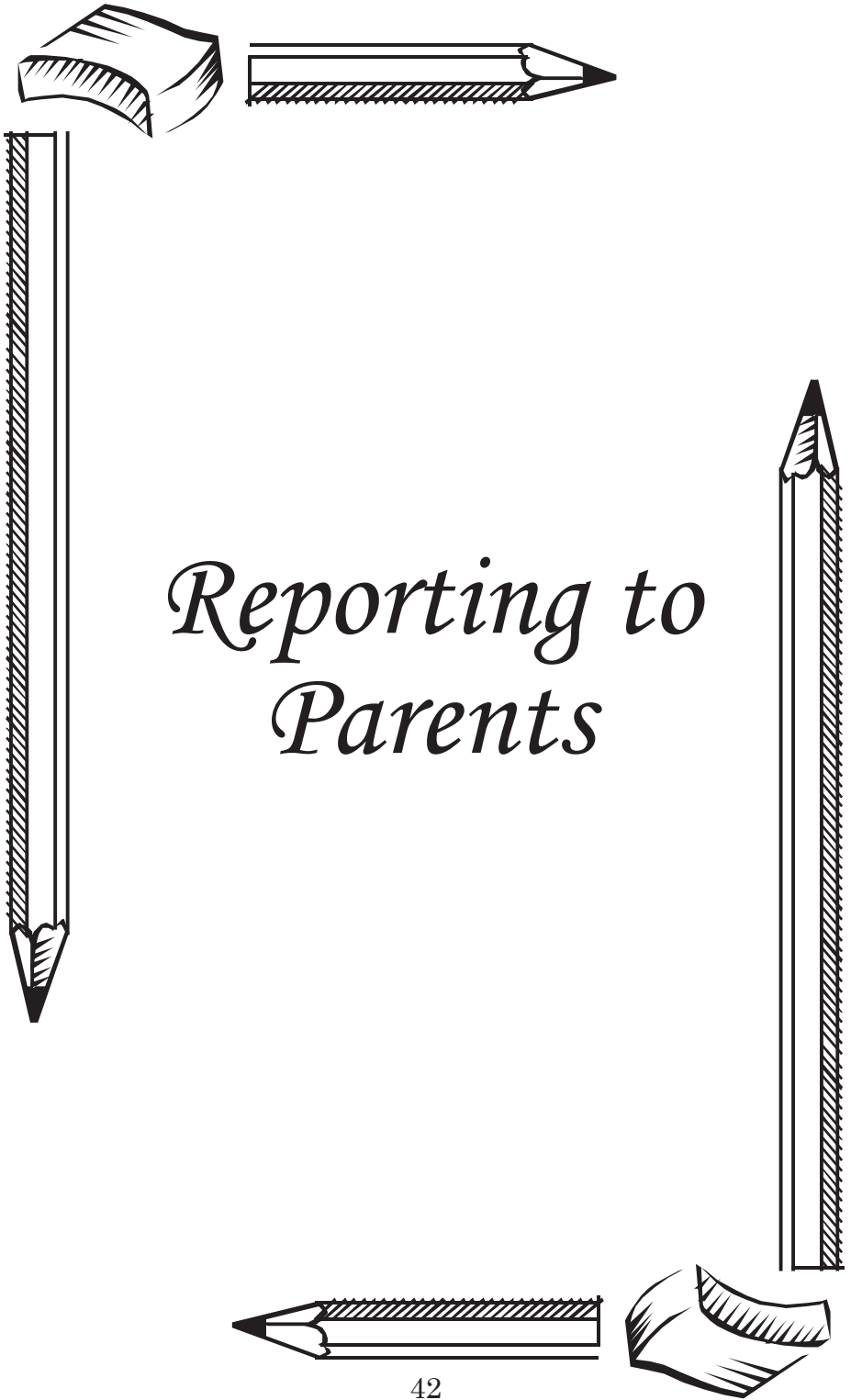
### Retention:

A student may be retained at his/her current grade level when s/he has in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

A student may be placed at the next grade level when retention would no longer benefit the student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students that:

- A. require the recommendation of the relevant staff members for promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that efforts will be made to remediate the student's difficulties before s/he is retained;
- D. required that a student be retained if s/he is truant for ten percent (10%) or more of the required school days and has failed at least two (2) courses of study, unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted;
- E. assign to the principal the responsibility for determining the promotion, placement, or retention of each student;
- F. provides parents the opportunity to request the promotion, placement, or retention of their child;
- G. provide parents the opportunity to appeal the decision about their child's promotion, placement, or retention.



*Reporting to  
Parents*





## **REPORTING STUDENT PROGRESS**

Report cards are issued at nine (9) week intervals during the school year.

## **REPORTS OF ACADEMIC PROGRESS**

Students in specific academic areas will receive progress reports. These reports will be used as a basis for conferencing for your child.

## **STUDENT ASSESSMENT**

Assessments are used to evaluate each student's skill progress and provide the staff with information about what interventions to provide for each student. Results of the assessments will be sent home with students, provided at parent-teacher conferences or mailed to parents. Parents/legal guardians are asked to review these results carefully and contact the school if they have questions or concerns.

## **ARRANGING A CONFERENCE**

Parents/legal guardians are encouraged to attend the regularly scheduled conferences. Your child's teacher will contact you to arrange a time.

If you have any concerns about your child during the school year, please contact your child's teacher. Arrangements may be made anytime in advance by note or telephone. Don't hesitate to call the teacher or principal if you have questions or concerns.

## **COMMUNICATION**

Parents will be notified using various ways of communication such as weekly classroom newsletters, monthly administration letters, rapid notification, district website. If you have any specific questions please call your child's teacher or email.



