



**CHAPELFIELD
ELEMENTARY SCHOOL
2011-2012
Parent-Student Handbook**

**Mrs. Shea Reed
Principal**

280 Chapelfield Road
Gahanna, Ohio 43230
Phone: 478-5575
FAX: 337-3755

BOARD OF EDUCATION MEMBERS

Windy McKenna- mcken4@aol.com

Scott Mounts-mounts.sl@sbcglobal.net

Jill Schuler-Jill.Schuler@sbcglobal.net

Charles Wise-cdubwise@sbcglobal.net

Claire Yoder- cyoder1@insight.rr.com

Board of Education Office- 160 S. Hamilton Road 471-7065

PARENT-STUDENT HANDBOOK
2011-2012

Dear Students and Parents,

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

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

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

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

Best wishes for a happy and successful school year.

Sincerely,

Mrs. Shea Reed

<u>TOPIC</u>	<u>PAGE</u>	<u>TOPIC</u>	<u>PAGE</u>
Attendance Policy	6	Medication	13
Bicycle Riders	12	Parent Visitation	8
Bullying Policy	30	Playground Rules	10
Bus Transportation	11	Recess	7
Calendar of Events	3-5	Related Arts	12
Clinic Guidelines	9	Reporting Periods	8
Directory Information	7	Review of Reading Material	9
Discipline	13	Rules (general)	11
Dress Guidelines	12	Pictures	8
Emergency Dismissal	7	Safety Patrol	10
Field Trips	9	School Closing	7
Fire Drills	8	School Hours	6
Good Health	13	Special Services	10
Instructional Fees	9	Student Records	9
Lost and Found	9	Tornado Drills	7
Lunch Policies	8	Telephones	9
Lunch Program	8	District Handbook	15-30

CHAPELFIELD ELEMENTARY CALENDAR OF EVENTS 2011-2012

AUGUST

Mon., Aug. 22	“New Year’s Eve Open House”	2:30-3:30
Mon., Aug. 22	Curriculum Night – Kindergarten	6:00 – 7:00
Wed., Aug. 24	First Day of School for Students	
Thurs., Aug. 25	Curriculum Night – Fifth Grade	6:30 – 7:30
Thurs., Aug. 25	Curriculum Night – First Grade	7:00 – 8:00
Tues., Aug. 30	Curriculum Night – Second Grade	6:30 – 7:30
Tues., Aug. 30	Curriculum Night – Fourth Grade	7:00 – 8:00

SEPTEMBER

Thurs., Sept. 1	Curriculum Night – Third Grade	7:00 – 8:00
Mon., Sept. 5	No School – Labor Day	
Fri., Sept. 9	Summer Box Tops Contest Ends	
Tues., Sept. 13	PTO Meeting	7:00 – 8:00
Tues., Sept. 13	School Picture/Staff Pictures	7:30 – 1:00
Tues., Sept. 13	Market Day Pick-up	5:30 – 6:30
Fri., Sept. 16	Spirit Wear Orders Due	
Thurs., Sept. 29	Skate Party	6:00 – 8:30
Fri., Sept. 30	Gahanna Spirit Wear Day	

OCTOBER

Fri., Oct. 3	Progress Reports Sent Home	
Tues., Oct. 4	Third Grade Reading OAT	
Tues., Oct. 4	PTO Meeting	7:00-8:00
Thurs., Oct. 6	Parent-Teacher Conferences	3:30-7:30
Fri., Oct. 7	Walk-A-Thon	
Tues., Oct. 11	Money due for Walk-A-Thon	
Tues., Oct. 11	Parent-Teacher Conferences	3:30-7:30
Tues., Oct. 11	Market Day Pick-up	5:30 – 6:30
Thurs., Oct. 13	No School for Students – Teacher In-Service	
Fri., Oct. 14	No School	
Oct., 17 – 28	Climbing Wall Activities in Physical Education	
Tues., Oct. 25	Mobile Dentist	
Tues., Oct. 25	School Picture Retakes	8:45 – 1:00
Fri., Oct. 28	Gahanna Spirit Wear Day	
Fri., Oct. 28	Fall Party	1:15 – 2:15

NOVEMBER

Tues., Nov. 8	Ident-A-Kid	
Tues., Nov. 8	PTO Meeting	7:00 – 8:00
Tues., Nov. 8	Market Day Pick-up	5:30 – 6:30
Thurs., Nov. 10	Reading and Math Night & PTO Spaghetti Dinner	
Fri., Nov. 11	Veteran’s Day Flag Raising Ceremony	8:30
Tues., Nov. 15	Primary Musical – 1 st and 2 nd Grade	
Wed., Nov. 16	End of first Trimester	
Thurs., Nov. 17	Early Release for Students	1:05
Fri., Nov. 18	Gahanna Spirit Wear Day	
Fri., Nov. 18	Family Movie Night	7:00- 8:45
Nov. 23 – 25	No School – Thanksgiving Break	
Mon., Nov. 28	Report Cards Sent Home	

DECEMBER

Tues., Dec. 6	Market Day Pick-up	5:30 – 6:30
Tues., Dec. 6	PTO Meeting	7:00-8:00
Fri., Dec. 16	Gahanna Spirit Wear Day	
Dec. 19 – Jan. 2	No School – Winter Break	

JANUARY

	IOWA Testing – Second, Third and Fifth Grade	
Tues., Jan. 3	School Resumes	
Tues., Jan. 10	PTO Meeting	7:00 – 8:00
Thurs., Jan. 12	Skate Party	
Mon., Jan. 16	No School – Dr. Martin Luther King Day	
Tues., Jan. 17	Market Day Pick-up	5:30 – 6:30
Fri., Jan. 20	Donuts with Dad	
Mon., Jan. 23	Progress Reports Sent Home	
Thurs., Jan. 26	Parent-Teacher Conferences	3:30 – 7:30
Fri., Jan. 27	Gahanna Spirit Wear Day	
Tues., Jan. 31	Parent – Teacher Conferences	3:30 – 7:30
Tues., Jan. 31	Ron Deery Presentation – 4 th Grade	8:15 – 11:30

FEBRUARY

Fri., Feb. 3	Family Movie Night	7:00 – 8:45
Tues., Feb. 7	PTO Meeting	7:00 – 8:00
Fri., Feb. 10	Valentine Party	1:15 – 2:15
Tues., Feb. 14	Year Book Candid Pictures	
Tues., Feb. 14	Market Day Pick-up	5:30 – 6:30
Mon., Feb. 20	No School – President’s Day	
Tues., Feb. 21	No School	
Wed., Feb. 22	COSI on Wheels – Incredible Human Machine	
Fri., Feb. 24	Gahanna Spirit Wear Day	

MARCH

Fri., Mar. 2	Read Across America Day	
Wed., Mar. 7	End of second Trimester	
Thurs., Mar. 8	Skate Party	
Thurs., Mar. 8	Early Release	1:05
Fri., Mar. 9	No School, K-5 only	
Mar., 12 – 23	Climbing Wall Activities in Physical Education	
Tues., Mar. 13	PTO Meeting	7:00 – 8:00
Tues., Mar. 13	Market Day Pick Up	5:30 – 6:30
Wed., Mar. 14	Report Cards Sent Home	
**Fri., Mar. 16	Muffins with Mom	
Thurs., Mar. 22	Open House/Art Show	7:00 – 8:00
Fri., Mar. 23	Gahanna Spirit Wear Day	
Mar. 26 – March 30	No School – Spring Break	

APRIL

Mon., April 2	School Resumes	
Thurs., April 5	Classroom/Group /Fifth Grade Pictures	
Fri., April 6	No School – Good Friday	
Thurs., April 7	CiCi’s Pizza Night	
Tues., April 10	PTO Meeting	7:00 – 8:00

Tues., April 17	Market Day Pick-up	5:30 – 6:30
Thurs., April 19	Early Release	1:05
Mon., April 23	Progress Reports Sent Home	
Tues., April 24	5 th grade OAA Reading Test	
Wed., April 25	4 th grade OAA Reading Test	
Thurs., April 26	5 th grade OAA Math Test	
Thurs., April 26	Mobile Dentist	
Fri., April 27	4 th grade OAA Math Test	
Fri., April 27	Gahanna Spirit Wear Day	
Mon., April 30	3 rd grade OAA Reading Test	

MAY

Tue. , May 1	5 th grade OAA Science Test	
Wed., May 2	3 rd grade OAA Math Test	
Tues., May 8	PTO Meeting	7:00 – 8:00
Tues., May 15	Market Day Pick-up	5:30 – 6:30
Wed., May 16	Author Visit – Ted Arnold	
Fri., May 18	Carnival	6:00 – 8:30
Fri., May 25	Gahanna Spirit Wear Day	
Fri., May 25	Activity Day	
Mon., May 28	No School – Memorial Day	
**Thurs., May 31	Field Day	

JUNE

Thurs., June 7	Last Day for Students – Report Cards Fifth Grade Breakfast-8:15, End-of-Year Celebration-9:00, Clap-out-2:20	
Tues., June 12	Market Day Pick-up	5:30 – 6:30

SCHOOL HOURS

The Chapelfield Elementary school day runs from 8:00 A.M. to 2:25 P.M. Children are permitted to enter the building at 7:50 A.M. Walkers should not arrive at school before 7:50 A.M.

The morning session of kindergarten runs from 8:00 A.M. to 10:45 A.M. The afternoon session of kindergarten runs from 11:40 A.M. to 2:25 P.M. Afternoon kindergarten children should not arrive at school prior to 11:30 A.M.

7:40 A.M.	Teachers arrive
7:50 A.M.	Students may enter the building
8:00 A.M.	School begins (tardy bell) Students must be in their class.
10:45 A.M.	A.M. Kindergarten dismissal
11:40 A.M.	P.M. Kindergarten begins
2:25 P.M.	Dismissal bell for bus riders
2:30 P.M.	Dismissal bell for walkers

At the close of the school day, all students are to leave school grounds. No playing on playground or playground equipment.

ATTENDANCE POLICY

All students are expected to maintain good attendance. We realize, however, that absences are necessary when there is illness, injury, etc. If a child needs to be absent, a written excuse from a parent or guardian must be given to the teacher on the day of his/her return.

In the event of tardiness, the student must present the teacher with a note on the day he/she is tardy stating the reason for the tardiness. The parent or guardian of a student who is tardy or who returns to school following an appointment must stop in the school office to sign in the student. The student will receive an excuse which will be collected by the teacher.

If a student is to be absent or tardy on any school day we request the parent or guardian phone the Chapelfield absence reporting INPHONET number, 337-3737 box 1004, by 9:00 A.M. to inform us of this fact. Please follow the directions on the recording. The school office, 478-5575, may be called if the INPHONET number is not accessible. This procedure is for the child's protection. If the principal or secretary has not heard directly from the parent or the child's legal guardian that the child will be absent or tardy, we must assume the child should be in school and will attempt to contact the parent or guardian at home or work to verify the absence.

If it is necessary for a student to leave school before the closing of the school day, the parent or guardian must stop in the school office to sign out the student. The student will be called to the office for dismissal at that time. Students cannot be dismissed to anyone but parents unless written parental permission is presented to the principal.

Students not in their classrooms by 8:00 A.M. will be counted as tardy. If a student arrives to school prior to 9:00 they will be counted as tardy. Students who are absent from school for more than an hour but less than 3 hours will be counted half day absent. Students who are absent from school 3 hours or more will be counted a full day absent.

Children are expected to complete work assignments for the period of absence. If homework is to be picked up on the day a student is absent, a message to that effect should be included on the INPHONET absence report.

Release days for family vacations impair educational growth for students. Parents should notify the principal in writing and contact the teacher prior to the absence to discuss the advisability of the child missing school. These days are strongly discouraged.

If requested, school staff will provide missed assignments for the student. Parents should contact the homeroom teacher one day in advance for each day the child will be absent to allow preparation of any class work that should be completed during the vacation.

When absence or tardiness is excessive and is not caused by documented illness, injury, or other excusable reason, the principal may pursue one or more of the following options; send a letter home to inform the parent/guardian of the number of days absent/tardy, inform the Truant officer, or require a doctor excuse.

EMERGENCY DISMISSAL

Emergency dismissal information from the yearly authorization form will be kept on file in the office. This information is important in case school should be dismissed earlier than usual. Please fill out the yearly authorization form completely identifying where your child should go if you are not at home for early dismissal.

SCHOOL CLOSING

Should it be necessary to close school because of an emergency or inclement weather conditions, announcements will be made over local radio stations and INPHONET (337-3737) as early as possible. The closing of school is the decision of the Superintendent of Schools.

DIRECTORY INFORMATION

Directory information about students who attend Gahanna schools will be made available upon a legitimate request unless a parent or guardian notifies the principal using the yearly authorization form by September 30 indicating such information shall not be distributed. (See Policy 8330 in the Gahanna Elementary Schools Student Handbook.)

TORNADO WATCH AND ALERT

Tornado drills are held periodically throughout the school year for each child's protection. Our emergency plans provide for maximum safety for all children. Please be assured that in the event of a severe storm or tornado we will certainly take all precautions necessary to protect your child. Parents are encouraged to leave their children at school.

RECESS

Recesses are not held outside during inclement weather or when the temperature/wind chill is 20 degrees or below. On all other occasions, recess will be held outdoors. Children should always be prepared with proper outdoor clothing.

LUNCH PROGRAM

The Chapelfield Elementary cafeteria serves a nutritious breakfast and lunch daily. Children may buy their breakfast for \$1.25 and lunch for \$2.50 or carry their lunch from home. Milk may be purchased for \$.45 per carton. No milk money will be loaned. In accordance with our Health and Wellness Plan, carbonated beverages are strongly discouraged as a part of a packed lunch. "Extras" are available for purchase but are not intended to be bought in place of a lunch from home or the cafeteria. Students may buy for themselves one extra item only after they eat their lunch and upon permission of the duty teacher.

A debit system is used in the cafeteria; parents are encouraged to send in two weeks' worth of money in the form of a check to be deposited into their child's account. There are no lunch loans except in case of an emergency. Loans must be paid before additional money is borrowed. Each classroom has a 45 minute lunch period which includes recess. Going home for lunch is strongly discouraged. Written permission from home is needed before we grant permission to leave at noon.

LUNCH POLICIES

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

FIRE DRILLS

Fire drills conducted in an orderly manner are a necessary part of the school program. Regular fire drills are required by state law.

SCHOOL PICTURES

Individual school pictures will be taken in the fall. We do request that all students have a photo taken but purchase is optional.

PARENT VISITATION

Parents are encouraged to visit Chapelfield to become acquainted with the school program. All visitors must report to the office upon entering the school. You will be asked to sign in and you will be issued a visitor's badge. If you wish to visit the classes while they are in session, you are asked to notify the teacher and principal in advance to schedule a time.

REPORTING PERIODS AND PARENT CONFERENCES

Report cards are sent home at the end of each twelve-week period. Progress reports are sent home with all students at the halfway point of each trimester. Parents and teachers will have the opportunity to share each child's learning experience by means of a conference during the fall and winter conference days. You are encouraged to call at any time to schedule a conference to discuss your child's progress.

STUDENT RECORDS

Please report any changes in address, phone number, or other vital information to the school office as soon as possible. Families who plan to transfer to another school, either within the district or to another town, should inform the school office so the necessary withdrawal forms can be prepared. A child's personal records cannot be released without the signature of the parent or legal guardian.

LOST AND FOUND

Parents are encouraged to mark coats, jackets, hats, boots, lunch boxes, and anything else that could be misplaced at school. There is a central "Lost and Found" in the cafeteria where items not easily identified will be stored. In December and June those items not claimed will be given to a charitable organization.

CLINIC GUIDELINES

Students must have a pass from the teacher to go to the clinic. A student will be sent to the clinic if he/she is vomiting, bleeding, has a temperature of 100 degrees, or is generally ill. Injuries that require first aid beyond a Band-Aid will be treated in the clinic.

STUDENT INSTRUCTIONAL FEE

The Gahanna-Jefferson City School District charges an instructional fee to help defray the cost of consumable instructional supplies used in the classroom. The instructional fee is \$35.00 for each student. The fee will be waived for all students who qualify for the Free or Reduced Lunch Program or whose families receive Aid to Dependent Children (ADC), Ohio's Disability Assistance Program, or the Social Security Administration (SSB) for a disability.

PARENTS INVITED TO REVIEW READING MATERIALS

The school district offers its students a large variety of books to enhance reading instruction. These books represent many styles of writing and cover a wide range of topics. Parents/guardians are invited and encouraged to review reading materials available in the classroom prior to such material being read. Any parent/guardian wishing to do so should contact the classroom teacher to schedule an appointment. Books may be checked out on a short-term basis providing that sufficient copies are available.

FIELD TRIPS

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

TELEPHONES

Students and staff will be called to the phone only in emergencies when school is in session. Messages will be taken by the secretary and relayed to the student or teacher. Only calls of necessity are permitted by students. Permission must be obtained from the teacher, secretary or principal.

SAFETY PATROL

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

Children should cross streets at the proper place.

Children should come straight to school in the morning and return directly home at the end of each day.

Children should walk at all times.

Children are to cooperate with the safety patrol at all times. The patrols are on duty to help.

Children should arrive at street crossings during the time the safety patrol members are on duty

Children are to walk only on sidewalks and respect private property.

No cutting through GMSW area.

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

SPECIAL SERVICES/PROGRAMS

The need for specialized help is frequently discovered by the teachers during the school year. If it is suspected that your child may benefit from a special program, a referral will be made.

Special services include speech and language therapy, specific learning disabilities and developmental handicapped programs, psychological testing, supplemental reading, and gifted and talented education.

PLAYGROUND RULES

The safety of each child is foremost in all activities.

Certain safety rules have been established by which every child is expected to abide.

The duty teacher is in charge and is to be obeyed and respected.

Children are to line up immediately when signaled by the duty teacher.

Once outside, no one is permitted to re-enter the building, unless permitted by the duty teacher.

Students are expected to play appropriate playground games.

Tackle football, karate, or other contact activities will not be tolerated.

Students are expected to keep hands and feet to oneself at all times.

There is to be no snow thrown on the playground.

This rule also applies to other areas of the school grounds, bus stops, and while walking to and from school.

Stay on assigned playground areas. Stay on blacktop when playground is muddy or snowy.

Hard balls are not permitted on the playground. Balls are not to be kicked on blacktop areas.

Fighting, play fighting, tackling games, chicken fights, climbing trees, tag, pushing, kicking, grabbing clothes, or picking up rocks or stones will not be tolerated.

Follow safety expectations on monkey bars, jungle gym, swings, see-saw snake, and big toy.

This equipment should be used only in the manner it was designed. For example: one student at a time on the swing; students using the see-saw snake must remain seated, no standing on the snake; one person at a time on the slide, feet first from top to bottom.

Students will not jump off high places on any playground equipment.

Running is recommended for grassy areas only.

Soccer is permitted only on grass areas away from blacktop surfaces.

Students should talk with the duty teacher about any concerns or injuries as soon as they arise.

GENERAL RULES

Children may not wear or bring roller blades or roller shoes to school.

Scooters and skateboards are not permitted.

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

Hats are to be removed upon entering the building.

Students should notify the teacher of any personal injury at the time of the incident.

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

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

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

There is no parking in the circle driveway in front of the school building before school 7:30-8:30, from 10:30 A.M. to 12:00 P.M., or during dismissal 2:00- 2:45.

The only time students should bring trading cards, toys, or games to school is when their teacher instructs them to do so for sharing, etc. Items that should not be brought to school include electronic games, pagers, telephones, radios, cameras, or other equipment. Sports equipment should also be left at home. Such belongings can be lost or broken. They also tend to be distracting.

Laser pens, lighters, and matches are prohibited.

Throwing snow anywhere on or near bus loading areas or the playground is not permitted.

Each student is responsible to pay for lost or damaged books or equipment.

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

Students who wish to celebrate their birthday with classmates may do so by bringing a small treat such as cupcakes which will be shared with students at the end of the day. No class parties will be held. Healthy Alternatives to sweets are always encouraged!

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

Students are not permitted to chew gum.

SCHOOL BUS/TRANSPORTATION

Students who ride a bus to and from school are reminded that they are to follow school rules while on the bus or waiting for the bus. All riders must remain in their seats and keep the volume of conversations to a minimum. Disregard for reasonable rules while riding school buses will result in denial of this service. Only school age children who live in the bus riding area of the school are permitted to ride that bus. Walkers are not permitted to ride a bus unless it is an emergency situation approved by the principal. Bus riders are not permitted to walk home. A note from the parents must be sent to the teacher and approved by the building principal before any child will be permitted to ride a different bus. These requests should be for emergencies only. They will be granted only if space is available. Permanent bus transfers require a form available in the school office.

Parents who bring their children to school in the morning should enter the parking lot via the driveway closest to GMSW and turn right toward Chapelfield. Proceed to the second drive and turn left beside the school. Children should exit onto the sidewalk and proceed to the front doors of the school if prior to 7:50 A.M. After 7:50 A.M. they may enter through the doors by the music room. Parents should proceed north, and then turn left towards GMSW to exit.

BICYCLE RIDERS

Children of grades 3, 4, and 5 only are allowed to ride bicycles to school. Written permission of the parents must first be on file in the Chapelfield office. Parental cooperation with this policy is requested and appreciated.

The school cannot be responsible for the bicycle when it is parked at the school. Children are urged to wear helmets while riding. It is suggested that bicycles be locked while at school. Students riding bicycles to school are expected to be courteous, follow all rules of safety, and obey vehicle traffic laws. Riders will be asked to walk their bikes as they near the school.

RELATED ARTS

In addition to an excellent regular classroom program, students receive special instruction in the areas of physical education, music, and art. All students have regular opportunities to utilize the school library. Each child in grades one through five and full day kindergarten will be scheduled in both physical education and music for two periods per week. Once a week students will have art. Half day kindergarten students will participate once a week in music, physical education, and art.

Physical education is required for all students in the Gahanna-Jefferson Public Schools. If a student cannot participate in physical education he/she should bring a note from the parents stating the reason for non-participation and the duration of the exemption. A doctor's excuse may be required.

DRESS GUIDELINES

Although the major responsibility for good grooming rests in the home with each student and their parents, the school has concerns in regard to health, safety, and an atmosphere that will promote learning. The school reserves the right to restrict dress and accessories or other aspects of appearance, including hair styles, inconsistent with safety and good health practices, or that is disruptive to the educational process. Enforcement of the "Dress Code" is the responsibility of the staff and the administration. Violations may result in parental contact and students being required to change clothing, or disciplinary action.

Parents are asked to support these guidelines:

Footwear is to be worn at all times. We ask that students not wear flip-flops, or flimsy sandals. Shorts are acceptable except for those that are revealing, biking shorts, short shorts, or cut-off shorts. Fingertip length or longer is required.

No transparent or revealing clothing, strap T-shirts (muscle shirts, tank tops), half shirts, halter tops, and bare midriff tops. Shoulder straps must measure 3 fingers or more in width.

No hats, sweatbands, bandannas, sunglasses or outside coats are to be worn in the building.

Clothing or accessories with profane, suggestive, or questionable pictures and/or lettering are not to be worn, as well as clothing which advertises alcohol, drugs, or disrupts the educational program.

Altered jeans and "sagging" are not permitted.

GOOD HEALTH

Maintaining good health is extremely important to your child's progress while in school. If your child is not feeling well in the morning, registers a fever or has a bad cough, etc., please keep him/her at home. Many communicable diseases are spread throughout the school each year as a result of a child attending while ill. The school nurse is at Chapelfield one day per week. She is on call for emergency situations at any time.

MEDICATION

Ohio law states that no medications are permitted to be taken at school unless the necessary forms are completed by both the physician and the parent. The forms may be obtained in the school office. We strongly encourage parents to administer all medications at home if possible. Please contact the school nurse with any questions regarding medication. Before school personnel will give your child prescribed medication which must be taken at school, Ohio law (Section 3313.713 O.R.C.) requires that: The parent complete and sign a permission form. The physician complete and sign a physician's authorization form. A note from the doctor will not be accepted. Both forms must be on file in the school office before any medication can be administered. The medication must be brought to school by an adult in the original container labeled with the child's name, the physician's name, the name of the medication, the dose to be given, and the time it is to be administered. Each medication must have a separate set of forms. Any change in dosage will require new forms. No over-the-counter medications (aspirin, Tylenol, cough medication, etc.) will be given at school unless prescribed by the physician and the required forms are completed and on file in the school office.

SCHOOL DISCIPLINE

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

Some general rules of conduct include:

Inside voices will be used inside the school, including hallways and restrooms, and cafeteria.

Students should always walk in the building, staying to the right in the hallways.

Students will be courteous and respectful to others, including teachers, staff, peers, guests, and visitors.

Students will conduct themselves appropriately in the restroom.

Students will keep hands, feet, and objects to oneself.

Students are not permitted to leave the school grounds during school hours without office permission.

Students are expected to use appropriate language, which is something that can be repeated to a parent, teacher, or the principal.

Gambling of any nature, selling, vulgarity, bully attitude, fighting, is strictly prohibited. Threatening or intimidating behavior will not be tolerated.

Each parent will receive additional expectations and discipline procedures from the teachers early in the year. Please take time to review these procedures with your child. Children behave in a more appropriate manner when they are aware of the rules and expectations of the school. This handbook contains many of the basic rules that we feel are important to the successful operation of the total school. Discipline must be a shared responsibility involving the parents, educators, and students alike. With the home and the school working together, we hope to teach the children the importance of self-discipline. The students will then care about their own actions as well as the actions of those around them.

GAHANNA-JEFFERSON ELEMENTARY SCHOOLS
STUDENT/PARENT HANDBOOK
2011-2012

CONTENTS

FORWARD AND MISSION

STATEMENT.....14

GUIDELINES FOR STUDENT DRESS.....15

GUIDELINES FOR STUDENT BEHAVIOR.....15

CODE OF STUDENT CONDUCT.....15-19

REMOVAL, SUSPENSION, EXPULSION OF STUDENTS.....19-20

STUDENT ATTENDANCE POLICIES AND PRACTICES.....20

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY.....21

DIRECTORY INFORMATION.....21

ELECTRONIC DEVICES/COLLECTIONS/PETS/TOYS.....21

SCHOOL LUNCHESES.....21

SECURITY CAMERAS.....21

SEVERE WEATHER.....22

STUDENT RECORDS.....22

STUDENT NETWORK AND ACCEPTABLE USE AGREEMENT.....22-25

DISTRICT POLICY/PLAN FOR IDENTIFICATION OF GIFTED CHILDREN.....26-27

ASSESSMENT INSTRUMENTS USED FOR GIFTED IDENTIFICATION.....28-29

BULLYING POLICY.....29

PESTICIDE POLICY.....29

FORWARD

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

MISSION OF GAHANNA-JEFFERSON PUBLIC SCHOOLS

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

GUIDELINES FOR STUDENT DRESS

We want children to learn there is a time for play, a time for work, and a time for other activities in life that require different expectations on the individual and his/her habits of grooming. We also want students in the Gahanna Jefferson School District to develop pride in themselves and their school. Therefore, we ask the parents to support and promote the guidelines for dress outlined in the building handbook.

GUIDELINES FOR STUDENT BEHAVIOR

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

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

GAHANNA-JEFFERSON SCHOOL BOARD APPROVED CODE OF STUDENT CONDUCT

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

- A. On/off school grounds during school hours including the time immediately preceding and after school;
- B. On school grounds during a school-sponsored activity, event or function; OR
On school grounds at any other time when the school is being used by any school group;
- C. Off school grounds at a school-sponsored activity, event or function;
- D. In transit to or from school;
- E. On a school bus or at a school bus stop;
- F. Off school grounds at any time for a violation (1) that involves assault upon, or damage or destruction to the property of, a teacher, administrator, or other school employee, or (2) that poses a danger to the security and well-being of teachers, administrators, other school employees, or that would put a reasonable such person in fear of harm to personal security and well-being, or (3) that brings the District into ill repute (such as vandalism or the writing of graffiti that identifies the District or a school within the District).

Students are responsible for all items they bring on school grounds. Students are also responsible for all the contents of book bags and items in possession, whether known or unknown.

School officials have the right to search students for inappropriate items and if they are in the vicinity of stolen property. This must be done to locate item(s) and to dispel fake claims issued against a student.

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

1. **Academic Misconduct** - A student shall not cheat on tests or other school assignments, or plagiarize. Any student caught cheating on a quiz, test, or project will receive a zero and may be subject to disciplinary action. Any student who steals the instructional materials from a teacher or staff member will be subject to disciplinary action. Any student who **knowingly** provides a term

- paper, project or test information, including the Ohio Proficiency Tests, for another student will be subject to disciplinary action. In the event a student is caught cheating on a Proficiency Test, the proctor shall take the student's test booklet and give a written account of the incident to the Building Coordinator.
2. **Appearance and Dress** - Students shall not violate school rules pertaining to appearance and dress. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or to the safety of others, and which does not detract from the educational environment. (Refer to page 1)
 3. **Arson/Starting a Fire** - A student shall not start an unauthorized fire, initiate a bomb threat or false fire alarm, fail to report a fire, or tamper with safety equipment. Neither should a student possess an incendiary device on school property.
 4. **Attendance** - A student shall comply with school attendance regulations. No student shall be absent from all or any portion of regularly scheduled classes or other mandatory activities without school authorization and parental consent. Presence in unauthorized areas, such as the school parking lot during the school day, without a pass or without permission of a staff member, shall be considered a violation of this provision. Leaving the school campus without the permission of authorized school personnel shall also be a violation of this provision. Repeated tardiness to school or to specific classes shall also be considered a violation of this provision and may result in suspension or expulsion.
 5. **Civil Compliance** - No student shall violate any State Statutes or City Ordinance while under school authority.
 6. **Damage or Destruction of Property** - A student shall not cause or attempt to cause damage to or destruction of any school property or property belonging to another person.
 7. **Disruption of School** - A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause substantial disruption or obstruction of the process or function of the school. Neither shall he/she urge other students to engage in such conduct.
 8. **Explosives** - A student shall not offer to sell, sell, give as a gift, possess, handle, transmit, conceal or use any fireworks, explosive device, or substance that can be used as an explosive.
 9. **Extortion** - A student shall not compel or attempt to compel any person to give up anything of value by means of any expressed or implied threat, harassment, intimidation, or injury to person, property, or reputation.
 10. **Fighting/Assault** - A student shall not engage in fighting or otherwise cause physical injury or behave in such a way that could threaten to cause physical injury to staff, other students, or other individuals.
 11. **Forgery/Falsification** - A student shall not forge the name of another person or falsify times, dates, grades, addresses, or any other data whether orally or in writing.
 12. **Gambling** - A student shall not gamble or assist others to gamble; e.g., card playing will not be permitted.
 13. **Gang Paraphernalia** - Students shall not use or possess gang-related literature, or names on person, books or property.
 14. **Harassment** - A student shall not harass, persecute, or participate in any act that injures, degrades, or disgraces any student, staff or other school employee.
 15. **Identification** - All students must promptly, upon request, identify themselves to school authorities.

16. **Inappropriate Behavior/Other Conduct** - It is recognized that no list of prohibited conduct can specifically encompass every action, which may become a subject of discipline. **The superintendent or building principal shall have the authority to impose discipline upon a student for conduct not set forth herein if it substantially disrupts or interferes with the good order, discipline, operation, or educational process of the school or if it materially is or poses a threat to the safety of persons or property.**
17. **Inappropriate Use of Technology** – Use of computer, copier, fax machines are subject to disciplinary action. See computer use agreement.
18. **Insubordination/Disrespect** - A student shall comply with directives and accept Board authorized discipline and punishment from teachers, student teachers, educational aides, substitute teachers, principals, or other school personnel.
19. **Intimidation or Threats** - A student shall not threaten with physical violence or coerce by any means, any student, teacher, school employee or other individual. Nor shall a student urge another student or any other person to employ threats of intimidation. Any student who uses intimidation or threat of force using gang or group affiliation may be disciplined more severely.
20. **Laser Pens and Similar Devices** – Due to the potential for harm to persons and property, laser pens and other inappropriate electronic devices will be considered prohibited items on Gahanna Public Schools property. Possession or use could result in suspension. Parents may retrieve the confiscated item(s).
21. **Alcohol and Other Drugs** - No student shall possess, conceal, use, purchase, offer to purchase, sell, give, distribute, supply or otherwise transmit, or be under the influence of any drug, prescription drug or counterfeit drug, the use or possession of which is prohibited by law or school policy. Nor shall students possess, conceal, use, purchase, offer to sell, give, distribute, supply or otherwise transmit and drug paraphernalia or instruments, such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits or any other items normally or actually used for the packaging, conveyance, dispensation or use of alcohol or other drugs. Failure to comply with this rule will be cause for suspension or expulsion from school, school property, and school activities. Counseling and/or treatment may be advised through an outside agency. Offenses are accumulative during elementary school, middle school, and high school years.
22. **Possession of Stolen Property** - A student shall not receive, retain, or possess school or private property knowing, or having reasonable cause to believe, it has been stolen.
23. **Profanity/Abusive Language/Obscenity** - A student shall not use profane, vulgar, racially or religiously or sexually derogatory, or other improper language. Nor shall a student use vulgar, profane or other improper gestures or signs.
24. **School Bus Violation** - A student shall not interfere with or disrupt the operation of a school bus by activities dangerous to its safe operation including, but not limited to, failing to remain seated, throwing objects out the window or at passengers or at the driver, shouting or other disorderly conduct which can cause physical harm, emotional stress or diversion of the driver's attention. Students shall conduct themselves in a safe and orderly manner while waiting to board the bus and after leaving the bus. They shall not trespass or impose on nearby property.
25. **Sexual Misconduct** - Students are not to hold hands or walk with arms around each other or display any other physical affection while on school premises, under school authority, or while attending any school-sponsored activities. "Sexual misconduct" includes public indecency, having sexual contact with another with or without consent, and sexually harassing comments and behavior. Students should report such conduct to a teacher or administrator.
26. **Theft** - A student shall not take or acquire the property of the school or any other person without authorization.
27. **Tobacco** - No student shall offer to sell, possess or use tobacco or have a cigarette lighter

and matches.

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

Our sensitivity to a nationwide concern for the safety of students underlies our adherence to a zero tolerance on weapons.

REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS

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

For purposes of this policy and the Superintendent’s administrative guidelines, the following definitions shall apply:

- A. **“Emergency removal”** shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.
- B. **“Suspension”** shall be the temporary exclusion of a student by the school building administrator from the District’s program for a period not to exceed ten (10) school days. The student may not return to school until the days are served. Failure to follow this directive may result in additional days of suspension. If at the time of a suspension there are fewer days remaining in the school year than the number of days of the suspension, the superintendent may apply any or all of the remaining period to the following school year.
- C. **“Expulsion”** shall be the exclusion of a student from the schools of this district for a period not to exceed eighty (80) school days unless the incident involves a firearm. If at the time of an expulsion there are fewer days remaining in the school year than the number of days of the expulsion, the superintendent may apply any or all of the remaining periods to the following school year. If a student brings a firearm on school property in a school vehicle, or to any school sponsored activity he/she shall be expelled for one (1) year unless the superintendent reduces the punishment for reasons related to the specific circumstances. The superintendent may also expel a student for up to one (1)

year if the student brings a knife onto school property in a school vehicle or to any school sponsored activity. A student may also be expelled for a year if he/she possesses a firearm or knife at school or any other property owned or controlled by the Board which firearm or knife was initially brought onto district property by another person. In compliance with federal law, the superintendent shall also refer any student expelled for possession of a firearm to the criminal justice or juvenile delinquency system serving the district.

STUDENT ATTENDANCE POLICIES AND PRACTICES

School Hours

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

Attendance

Good attendance is encouraged to promote positive learning.

1. If your child will not be in school **you must call the school prior to 9:00 a.m.**
2. If you do not call and your child is absent, we will call you either at work or home. This is done for the child's protection.
3. A written explanation of a student's absence from school must be turned in to the classroom teacher upon the student's return to school.
4. Anticipated absences due to scheduled events such as family vacations, hospital stays, etc. should be discussed with the building principal. Families are encouraged to schedule vacations at times that do not conflict with the school year.
5. Your child is tardy if he/she arrives after the 8:00 a.m. bell. Please give a written excuse for each tardy.
6. Students arriving after 9:00 a.m. or leaving before 1:30 will be considered absent half a day.

Early Dismissal

If for some reason you need to pick up your child at times other than the regular dismissal times, please come to the office and sign him/her out. Please do the same upon returning if during the same school day. If someone other than the parent/guardian is to pick up your child, the teacher must have a note from you to this effect. Also, if there is a change in the normal way a child is picked up or transported home, the teacher again must have a note from the parent/guardian.

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

These guidelines shall be used to ensure that the Board of Education's policy on nondiscrimination (2260) is implemented properly and in compliance with federal and state laws and regulations, particularly part 104 of Section 504 of the Rehabilitation Act of 1973 (34CFR). A copy of Part 104 is provided as AG 2260A.

Notice of the Board's policy on nondiscrimination in educational practices shall be posted throughout the District, published in any District statement regarding the availability of educational services, and in all student handbooks.

Children who have been diagnosed as having a disability and who, through a multifaceted evaluation, qualify for categorical service under IDEA will be served under the existing State Special Educational regulations. Section 504 protects and safeguards all students with a mental or physical impairment which is defined as substantially limiting one (1) or more major life activities or:

- A. The student has a record of such impairment.
- B. The student is regarded as having such impairment.

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

DIRECTORY INFORMATION

Directory information about students who attend the Gahanna-Jefferson Elementary Schools will be made available upon a legitimate request unless a parent or guardian notifies the building Principal in writing by September 30th that such information shall not be distributed.

ELECTRONIC DEVICES/COLLECTIONS/PETS/TOYS

Students are discouraged from bringing to school anything that distracts or disrupts others. Radios, tape recorders, walkman-type headsets, MP3 players, electronic games, collections, toys, and pets should not be brought to school unless they are needed for an approved project. Electronic communication devices (i.e., cell phones, pagers, PDA's, and two-way radios) are not permitted to be used during the regular school day. They are to be kept in book bags, only to be used outside of school hours. The school district is not responsible for lost, stolen, or damaged personal belongings.

SCHOOL LUNCHES

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

SECURITY CAMERAS

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

SEVERE WEATHER

In case of severe weather (snow, low temperatures, ice), the official announcement for school closings may be heard on local radio and television stations. Listen for **GAHANNA SCHOOLS** or **GAHANNA-JEFFERSON SCHOOLS**.

STUDENT RECORDS

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

TECHNOLOGY ACCEPTABLE USE AGREEMENT

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

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

Technology, like all extremely powerful tools, can be intentionally or unintentionally misused. One of the *Graduate Profile* goals is to use technology *responsibly and honestly*, and this document is a tool to help outline the proper and ethical use of the vast range of district and personal technologies available to our students. Most often this focus is on Internet and district computer network use, but we touch upon other technologies as well. It is impossible to specify every possible use or misuse of technology, so while these outlines establish a framework of understanding students are encouraged to seek the advice of district staff with any questions about proper and improper technology use. *Due to the rapidly changing technology environment within Gahanna-Jefferson Public Schools, the district reserves the right, at our sole discretion, to change, modify or otherwise alter these terms and conditions at any time. Such modifications shall become effective immediately upon the posting thereof in the Technology area of the district's public website, available at (<http://www.gahannaschools.org/District/DistrictTechnology.aspx>). Please visit this area on a regular basis to keep yourself apprised of any changes.*

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

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

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

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

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

- A. The use of technology, whether district-provided or student-owned, is a privilege which may be revoked by the District at any time and for any reason. Reasons for revoking privileges include, but are not limited to:
 - a. Improper use of the technology,
 - b. Failure to properly protect and secure the technology,
 - c. Altering or modifying system software and/or hardware,
 - d. Intentionally or unintentionally adding viruses, spyware, and other harmful programs to District systems,
 - e. Placing unauthorized information or comments on District-owned or publicly accessible servers,
 - f. Using the technology to cause embarrassment or harm to other individuals or groups.

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

- B. Students will not use their District-approved computer access to obtain, view, download, or otherwise

- gain access to materials deemed unlawful, obscene, pornographic, abusive, hateful, or otherwise objectionable.
- C. The District retains ownership of all District-provided technologies and any contents thereof. We reserve the right to remove any material which the District, at its sole discretion, believes to be questionable and/or is having a negative impact on District technology systems. Students are responsible for the protection of their own important files through regular backups of those files to USB or other available storage media. The District assumes no responsibility for lost files.
- D. Students are expected to be *Responsible Community Members* and to *use technology responsibly, honestly, and ethically*. Students **shall**:
- a. Polite, courteous, and respectful in your messages to others.
 - b. The use of language appropriate to school situations in all communications made through the Board's computers, networks, and other technologies.
 - c. Diligently delete their unneeded files regularly to minimize District storage needs.
 - d. Protect their critical files by making regular backups of their important work.
 - e. Comply with the Student Handbook.
- Students **shall not**:
- f. Use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - g. Reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members via the Internet or any other medium.
 - h. Transmit pictures or other information that could be used to establish your identity or the identity of others without prior approval of a teacher.
 - i. Transmit pictures or other information about fellow students, teachers, or groups.
 - j. Agree to meet any person encountered online without prior parent approval.
- E. All information services and features contained on District network resources and other technologies are intended for the private use of registered staff and students *only* and any use of these resources for commercial for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- F. While all reasonable efforts are made to ensure reliable operation of, and access to, all district technologies, the District cannot guarantee uninterrupted access or use of the network or other technologies, nor can it be held responsible for loss of data due to electrical or mechanical failure or human error.
- G. District network resources are intended for exclusive use by registered users. The student is responsible for the use of his/her user ID password and/or access privilege. Any problems which arise from the use of a student's user ID are the responsibility of the ID holder. Use of a user ID by someone other than to whom it was originally registered is forbidden and may be grounds for loss of access privileges. Students may not allow other users to utilize their personal and unique login IDs and passwords.
- H. Any misuse of technology access will result in suspension of privileges and/or other disciplinary action determined by the District consistent with the Student Handbook. Misuse shall include, but not be limited to:
- a. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
 - b. Misrepresenting other users on the Network or through other technology-based tools;
 - c. Using any technology in any way that causes concern, worry, or embarrassment to any student, District staff member, or other;
 - d. Disrupting the operation of the Network or other technology-based tools through abuse.;
 - e. Malicious use of District-provided or student-owned devices through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
 - f. Interfering with others' use of District technologies;
 - g. Extensive use for non curriculum-related communication;
 - h. Illegal or unethical modification of systems including, but not limited to:
 - i. The illegal installation of copyrighted or unauthorized software;
 - ii. Unauthorized downloading, copying, deleting, altering or other misuse of licensed copyrighted software;
 - iii. Using the Internet to engage in "hacking" or other unlawful activities;
 - iv. Accessing, or attempting to access, the personal files of other users or the District on the District's network or other technologies;

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

any District technology also agree to be bound by the conditions specified on the District's *IT Equipment Loan Policy*.

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

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

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

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

Gifted and Talented Education: District Philosophy

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

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

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

Gahanna-Jefferson Public Schools uses the following assessment instruments for screening and identification. The screening criteria is included. For identification, see the additional brochure, *District Policy and Plan for the Identification of Children Who Are Gifted*.

Superior Cognitive Ability

Cognitive Abilities Test, Form 6

Screening criteria: 125

Identification criteria: 127 (K-2) 129 (3-12)

Weschler Intelligence Scale for Children: 4th Edition, (WISC IV)

Screening criteria: 125

Identification criteria: 127

Woodcock-Johnson Revised: Test of Cognitive Ability

Screening criteria: 125

I

Identification criteria: 127

Specific Academic Ability

Iowa Test of Basic Skills, Form A—Complete Battery

Screening criteria: 90th percentile Identification criteria: 95th percentile

Iowa Test of Basic Skills, Form c- Complete Battery

Screening criteria: 90th percentile Identification - Criteria: 95th Percentile

Woodcock-Johnson Revised: Achievement Battery

Screening criteria: 90th percentile Identification criteria: 95th percentile

Creative Thinking Ability

Cognitive Abilities Test, Form 6

Screening criteria: 110 Identification criteria: 111 (K-2) 113

(3-12)

Weschler Intelligence Scale for Children, 4th Edition, (WISC IV)

Screening criteria: 110 Identification criteria: 112

Woodcock-Johnson Revised: Test of Cognitive Ability

Screening criteria: 110 Identification criteria: 112

AND

Gifted and Talented Evaluation Scale, (GATES), Section IV, Items 21-30

Screen Criteria : 75 Identification Criteria: 83

Visual/Performing Arts Ability

Audition and/or performance and/or art portfolio: Superior Rating

AND

Gifted and Talented Evaluation Scale, (GATES), Section 5, Items 41-50

Screen Criteria : 76 Identification Criteria: 78

Assessment Instruments Used For Gifted Identification

Program Options And Placement Criteria

Elementary Program - CUB² (Children Understanding Basics and Beyond)

Students may attend Blacklick, Chapelfield, or High Point Elementary Schools which offer accelerated programming in mathematics on a daily basis for third, fourth, and fifth grade students in place of their regular classroom instruction. Accelerated language arts is offered in grades four and five. Accelerated mathematics and language arts are both offered at Jefferson for grade four students. The Gifted Intervention Specialist (GIS) is responsible for the student's curriculum, progress, and grade in the academic area/s of strength. In order to qualify for placement in the program a student must qualify in both superior cognitive ability and the specific academic ability of reading and/or mathematics.

Middle School Options

Advanced Math - Students meeting district guidelines may qualify for placement in accelerated math classes at the middle school. A pre-algebra program, Transitions, is used at sixth grade. Honors pre-algebra is the seventh grade focus with an honors algebra class offered at the eighth grade.

Cluster Grouping - Language Arts - In the sixth and seventh grades advanced language arts students are clustered together in a regular classroom to enable the classroom teacher in collaboration with the middle school Gifted Intervention Specialist (GIS) to appropriately differentiate the language arts instruction to meet the unique needs of the students. An accelerated language arts class is offered to qualifies eighth grade students.

Foreign Language - Formal classes in German, Spanish, or French are offered for eighth grade students.

High School Options

Concurrent Enrollment - Students may take college level classes at local colleges/universities and receive both college and high school credit for the course.

Honors Classes - Students take grade level work at an advanced and more in-depth level.

Advanced Placement - Juniors and seniors take college course work in a variety of subjects at their own high school. At the end of the course, national exams are given. Students who pass the exams are eligible for college credit at the college/university they attend after high school.

At the District Level

Focused Acceleration and Independent Study are available at all grade levels for students in order to meet the learning needs of the individual student.

For More Information:

Mrs. Barbara Murdock, Curriculum Coordinator, Gifted Education
Gahanna-Jefferson Public Schools
160 Hamilton Road
Gahanna, OH 43230
Phone: 614-471-7065
Fax: 614-478-5568
Email: murdockb@gjps.org

District Policy and Plan for the Identification of Children Who Are Gifted

Definition: “Gifted” means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under division (A), (B), (C), or (D) of the section 3324.03 of the Ohio Revised Code.

Screening and Assessing: Gahanna-Jefferson Schools uses a three-part approach to screen students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and/or performing arts. All tests are administered by qualified personnel.

Stage 1: Pre-assessment

The pre-assessment part of the process involves gathering student data from a variety of sources including teacher, parent, and peer nominations, portfolios, observations, review of student records, and outstanding products or performances, etc. All students are involved in the pre-assessment pool.

By using the pre-assessment process, the district ensures equal access to screening and further assessment by all district children, including culturally or linguistically diverse children, children from low socioeconomic backgrounds, children with disabilities, and children for whom English is a second language.

Stage 2: Assessment for Screening

The screening stage examines the data gathered from the pre-assessment stage and determines if additional assessment is necessary.

If additional assessment data are needed for the screening phase, parents are contacted with an explanation of the assessment process, and permission is obtained. Usually this assessment is completed within small groups. Parents are notified within thirty days of the results of the screening.

Some minority and disadvantaged students, children with disabilities, and students for whom English is a second language, do not perform well on group administered standardized tests. If these assessment results are not considered sufficient or reliable enough to serve as the foundation for an identification decision, further assessment may be planned on an individual basis.

Test scores from other school districts or from licensed private psychologists are accepted and used in the same manner as tests that are administered within the district.

Stage 3: Individual Assessment

If existing data for a potentially gifted child are not considered sufficient or reliable enough to serve as the foundation for an identification decision, the student will be evaluated to determine if further assessment will be conducted on an individual basis and what the assessment will include. Parents are contacted with an explanation of the assessment process and permission is obtained to conduct the assessment. Parents are notified of the results of the assessment within thirty days of the assessment.

Instruments and procedures used for individual assessment are selected for their appropriateness for the child being assessed. Steps are taken to insure that the assessment process is valid for minority and disadvantaged children, children with disabilities, and students for whom English is a second language.

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

- Group tests, Individually-administered test, Audition, performance, Display of work, or Exhibition.

Children may be referred on an ongoing basis, based on the following:

- Child request (self-referral), Teacher recommendation, Parent/guardian request, Child referral of peer

- Other (e.g. psychologist, community member, principal, director of gifted education).

Upon receipt of a referral, the district will

- Follow the process as outlined in this policy, Notify parents or results of screening of assessment and identification.

Referral forms are available from:

- Gifted Intervention Specialists , Coordinator of Gifted Education.

Forms should be submitted to the Coordinator of Gifted Education. The district will provide at least two opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents, or other children.

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

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

Services: Gahanna-Jefferson Schools insures equal opportunity for all district students identified

as gifted to receive appropriate services offered by the district.

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

Written Education Plan: Students who are identified as gifted and served in the gifted program will receive a Written Education Plan (WEP) when services begin. Parents and staff responsible for the implementation of the program will receive a copy of the WEP annually.

The WEP contains a description of the services received, goals for the student, progress monitoring description, staff involved in the services, and date for the next WEP review. Procedures are in place to waive assignments and schedule tests missed while participating in any gifted services.

Appeal Procedure: An appeal by the parent is the reconsideration of the results of any part of the identification process which would include the following:

- Screening procedure or assessment instrument (which results in identification)
- Scheduling of children for assessment
- Placement of a student in any program
- Receipt of services.

Parents should submit a letter to the Assistant Superintendent outlining the nature of the concern. The Assistant Superintendent will convene a meeting with the parent/guardian, which may include other school personnel. The Assistant Superintendent will issue a written final decision within thirty days of the appeal. This written notice will include reason(s) for the decision.

Further Questions

Contact :

Mrs. Barb Murdock, Curriculum Coordinator, Gifted Education

Gahanna-Jefferson Schools

160 Hamilton Road

Gahanna, OH 43230

Phone: 614-471-7065

Fax: 614-478-5568

Email: murdockb@gjps.org

Summary of GJPS Bullying and Other Forms of Aggressive Behavior Policy

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

Examples include, but are not limited to:

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

Reporting

1. Parents: Any parent or guardian who believes that their child has been a target of bullying behavior is encouraged to immediately report such behavior to school personnel. School personnel will document the concern, or provide the

documentation form to the parent, and forward the information to the principal or assistant principal. Administration will investigate allegations and complete a written summary of the findings.

2. Students: All students are encouraged to report such behavior to a staff member and may maintain anonymity if desired. However, anonymity may limit the scope and outcome of an investigation.

3. School personnel: Staff is required to report any suspected bullying or harassment behavior to administration. They may make a verbal, informal report, which the administrator will document or they may complete a report form themselves, which allows the principal to begin the investigative process.

4. Administrators will:

- a. Complete any necessary documentation and complete the investigation.
- b. Notify the complainant of the outcome of the investigation, within the confines of educational law.
- c. If aggressive behavior is verified, the administrator will notify the parents of the victim, as well as those of the aggressor.
- d. Semi-annually, principals shall submit a written summary to the Superintendent of verified bullying and harassment incidents, which will then be submitted to the board and posted on the web site.

Privacy and Immunity

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

Education and Notification

1. The district will provide training and education to staff and students related to bullying and harassment, including information related to the implementation of this policy.
2. Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District. It will also be incorporated into staff, student, and parent handbooks.

Pesticide Policy

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