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# High Point Elementary 2011-2012 Student Handbook

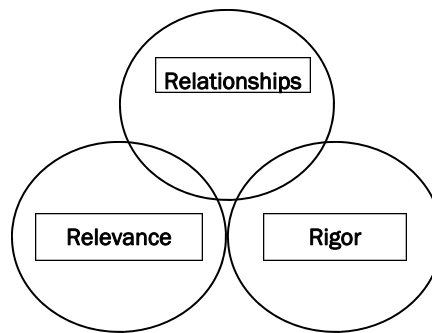
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**Together We Learn**  
Partners in the 21st Century

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HIGH POINT ELEMENTARY  
700 VENETIAN WAY  
GAHANNA, OHIO 43230

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**GAHANNA-JEFFERSON PUBLIC SCHOOLS CALENDAR  
2011-2012**

Mon., Aug. 22.....Teacher In-service

Tues, Aug. 23.....Teacher Work Day

Weds, Aug. 24.....Classes Begin

Mon., Sept. 5 .....Labor Day - No School

Thurs., Oct. 13.....Teacher In-service - No School

Fri., Oct. 14.....Conference Comp. Day - No School

Wed. November 16, 2011.....End of First Trimester

Thurs.,Nov. 17.....Early Release Day

Weds., Nov. 23-25.....Thanksgiving - No School

Mon.,Dec. 19-Jan. 3.....Winter Vacation - No School

Mon., Jan. 16.....Martin Luther King Day - No School

Mon., Feb. 20.....Presidents' Day - No School

Tues., Feb. 21.....Conference Comp. Day - No School

March 4, 2012.....End of Second Trimester

Thursday, March 8th.....Early Release Day

Wed. March 7th .....End of 2nd Trimester

Teacher Work Day.....Friday, March 9th, No School

Mon.,March26- Fri., March 30.....Spring Vacation - No School

Thurs. April 19.....Early Release

April 6, 2012.....No School

Mon., May 28.....Memorial Day -No School

Thurs., June 7.....LAST DAY of School

Friday., June 8.....Teacher Work Day

**Progress Report Card  
Trimesters**

**August 25– November 16, 2011**

**November 17– March 7, 2012**

**March 7– June 7, 2012**

**School Board Member E-Mails**

**Windy McKenna**– mcken4@aol.com

**Charles Wise**– cdubwise@sbcglobal.net

**Claire Yoder**– cyoder1@insight.rr.com

**Scott Mounts**– mounts.sl@sbcglobal.net

**Jill Schuler**- Jill Schuler@sbcglobal.net

### PRINCIPAL'S WELCOME

Dear Wonderful High Point Families,

Welcome to another exciting school year at High Point Elementary School. We are pleased with the close partnership we have with our families. You are the vital communication link needed between home and school. Please be sure to review the weekly communication folder which will be sent home each week on Thursday! You will receive regular newsletters and communications there. The Gahanna website will also have newsletters and updates posted.

We at High Point strive to make it a "child-centered school." This is done by providing a positive atmosphere with every child's self-esteem and academic success being of utmost importance. Every child is important to us!!

We welcome your support and encourage open communication. Please read this communication, review it with your children, and save for future reference.

Sincerely,  
Kathleen Erhard  
Principal

### High Point Elementary School Mission Statement

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### “Together We Learn”

We are guided in our High Point Elementary learning community by:

- **Relevance**- Discover, explore, and apply what we learn
- **Compassion**-Show we care
- **Respect** -Treat others the way we want to be treated
- **Responsibility**-Make good choices in work and play
- **Perseverance**- Strive to do our personal best
- **Celebration**-Take time to enjoy our successes

**GAHANNA-JEFFERSON DISTRICT & HIGH POINT ELEMENTARY SCHOOL  
STUDENT/PARENT HANDBOOK  
2011-2012**

**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 21<sup>st</sup> century by providing a diverse, well-trained staff, dedicated to delivering a comprehensive curriculum which is based on research and which meets student and community needs.

**DIRECTORY INFORMATION**

Directory information about students who attend the Gahanna-Jefferson Elementary Schools will be made available upon a legitimate request unless a parent or guardian notifies the building Principal in writing by September 30, 2009 that such information shall not be distributed.

**GUIDELINES FOR STUDENT BEHAVIOR**

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

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

**REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS**

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

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 am. Bus riders are dismissed at 2:25 p.m. and walkers are dismissed at 2:30 p.m. **Students are asked not to arrive before 7:50 a.m. The tardy bell rings at 8:00 a.m.** A.M. Kindergarten ends at 10:45 a.m. and P.M. Kindergarten begins at 11:40 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.

**ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

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

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

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

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

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

**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, Ipads, DVD's, 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. They are to be turned off on school premises. 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).

**Student lunches will be \$2.50 this year for the hot lunch.** You will notice on the menu that students have a choice of two different main entrees; a sack lunch or a main entree'. A week's total of \$12.50 may be paid on Monday. **Milk will be 45 cents** for those who pack their lunch. Only in emergency situations will students be permitted to charge a lunch. The charge **must** be paid the next day. We want to encourage children to practice good nutrition habits at school, and because of this we will no longer allow them to bring "pop" in their packed lunches from home. This practice also causes some "sticky" situations in the cafeteria.

\*\*\*Please note: Many of our children are allergic to peanuts or nuts or items made with them. Please refrain from sending nuts or peanuts, if possible. Thanks.

**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.

### GUIDE TO STUDENT DRESS

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

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

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 want students in the Gahanna-Jefferson School district to develop pride in themselves and in their school.

**GUIDE TO STUDENT BEHAVIOR** – A copy of the entire Student Code of Conduct is posted in the school office area.

The High Point staff feels that attitude is so 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 below.

1. All pupils are expected to go outside at the noon recess if the weather permits. The only exceptions will be those youngsters who have an excuse from their parents or those who have detention. All youngsters who are to remain in the classroom must be in their seats and are not permitted to visit other classrooms or wander through the halls.
2. Running, pushing, or other types of rowdy behavior will not be permitted in the halls or on the playground.
3. All pupils are expected to conduct themselves as good citizens while in route to and from the school building.
4. Gambling of any nature, selling items, bully attitudes, fighting, vulgarity or other rowdy conduct is strictly prohibited on school property.
5. Pupils (Gr. 3-5) who ride their bicycles to school must have written permission from their parents/guardians. Each rider must follow all rules of safety and obey all traffic laws. Riding double or the dangerous operation of bicycles will not be permitted. All bicycles will be parked on the south side of the building in the racks provided. There is to be no joy-riding on school property or tampering with the bicycles. Students must walk their bicycles up and down the hill.
6. Children who are walkers will be dismissed five (5) minutes after the bus riders are dismissed. All youngsters are to remain in their classroom until dismissed.
7. All pupil activity in the gym before and after school must be supervised by teachers. At no time will students be permitted to play in the gym unless they are supervised.
8. Children are not permitted to play next to the building in the morning when buses are arriving or departing.
9. Hard balls, footballs or any game that could be dangerous will not be permitted on the blacktop.
10. Tackle football and other games of this nature are not permitted.
11. No pupils are permitted to leave school property without permission.
12. The chewing of gum is not permitted in the school building.
13. Students' desks and locker areas are the property of the Gahanna-Jefferson Public Schools and may be searched at any time.

### BUS INFORMATION

Students riding the bus will follow the rules established by the Board of Education for the safety of all concerned. Students are not permitted to ride any bus other than the one assigned to them. In case of emergency where the parents or guardians are not able to be at home, a note must be sent by **both** families when a child is to accompany a friend. This must be approved in the building office.

Students not following the rules set by the driver and the Board of Education will be subject to written reprimands and face possible dismissal and/or suspension from bus-riding privileges. The rules are found on a separate page in this handbook.

### **SCHOOL CLOSING INFORMATION**

If for some reason school should need to be canceled, please tune in to a local radio or TV station prior to 7:00 a.m. Occasionally it becomes necessary to close school earlier than the regular dismissal time, and since it is impossible to contact every parent, please instruct your child where he/she should go. A form is provided for this information.

Please do not call the school during these times if at all possible. Please listen for radio and TV announcements.

### **BICYCLE RULES**

All students riding bicycles to school (Gr. 3-5 only) must have written permission from the parent. Bike racks are provided along the south side of the building. Bike riding is discouraged for students in grades kindergarten, first and second.

### **SAFETY PATROL**

High Point Elementary provides fifth grade students to monitor students coming to school and going home and at various other locations on school property. They are there for your child's safety. They do not go outside during severe weather conditions. These consist of:

1. Severe thunderstorms
2. Heavy rain
3. When it is determined that the temperature/wind chill factor could be harmful.

Please instruct your child to cross the streets at intersections where the school patrol is stationed.

### **PLAYGROUND RULES**

Certain rules need to be followed carefully.

1. Fighting, name-calling, and bullying will not be permitted. Words and actions must be kind.
2. Tackle football or soccer will not be permitted.
3. Hard balls of any type will not be permitted. (Nerf or similar type will be acceptable.)
4. Skateboards or roller blades will not be permitted.
5. Only words which are true, kind, and necessary may be used. Swearing or obscene language will not be tolerated.
6. Sharing and awareness of others' rights must be stressed on the playground.

### **P.T.A.**

We have a very active P.T.A. at High Point. A list of the officers and committees will be sent home with the student directory. Below are some PTA activities and functions:

- sponsor school/classroom parties – room mothers will be chosen early in the school year – parties will be a Fall Festival party and Valentine's Day.
- Sponsor various functions to honor the staff and employees
- Raise funds to supply the school with extra items beyond the day-to-day necessities
- Sponsor activities and funds to assist with the school Safety Patrol
- Design safety activities
- Organize the Volunteer Program for parents working in the school
- Many, many more.

We ask that you get involved in one or more of the P.T.A. functions. More information will be forthcoming.

### **REPORT CARDS/PARENT CONFERENCES**

Evaluation reports of pupil progress will be sent home at the end of each trimester periods. During the course of the year, interim reports indicating progress will be sent to parents.

Scheduled Parent/Teacher Conferences will be held in October and January. At other times during the school year, conferences may be requested by a parent or a teacher when it is deemed necessary.

**CURRICULUM**

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

**RECESS RULES-Aligned with overall school rules of kindness, good manners, , sportsmanship, and making good choices.****Outside Recess/Playground**

1. No tackle football.
2. No football games on the blacktop.
3. No pulling of clothing or such games that involve grabbing hats, coats, etc.
4. Tether ball limited to two players per ball.
5. No hard baseballs or regular softballs permitted during recess periods.
6. When swinging, only one person per swing permitted. Also no twisting of swings is allowed.
7. Sliding boards are intended for sliding down only, not walking up and down.
8. Horizontal ladder is not to be used as a seating area, only for climbing.
9. No snowball throwing is permitted at any time.
10. No skateboards or roller skates are permitted at school.
11. One person at a time on the tire swing.

**Inside Recess**

1. All students are to be seated either at desks, tables or on the floor.
2. There is to be no running or throwing in the classroom.
3. There is to be no visiting between rooms.
4. Blackboards are not to be used for games during inside recess.
5. Board games, etc., are permitted as specified by classroom teacher.
6. No electronic games are permitted at school for use at recess, including DVD's, DS, IPAD's and the like.

**Inside Recess Due to Student's Illness**

1. Children must have a note from home or doctor.
2. Following lunch, children should report to the office with something to do.

We may have abbreviated recess for cold days. This recess will be only 15 min. outside (winter recess). We will use a 20 degree cutoff of temperature/wind chill factor. Duty teacher will blow whistle and bring in children.

**CAFETERIA RULES**

1. Talking is to be kept to a normal level of conversation.
2. There is to be no throwing of food at any time.
3. All areas around table should be picked up of litter after each student is done.
4. Students will be dismissed by duty teacher when they are finished.
5. Students waiting in line should keep their hands to themselves and feet off the wall.
6. Students are to sit in designated areas as specified by the teachers.
7. Chairs are not to be moved around from table to table except to accommodate large classes.
8. Duty teacher/staff will use measures necessary to keep noise to an acceptable level.
9. Peanut butter and tree nut lunches are not permitted at NUT FREE table zones.

**MEDICATION AT SCHOOL**

We strongly urge that all medications be administered at home whenever possible. Please consult the prescribing physician or dentist to ascertain if the medication can be administered at times when your child is

at home. We will only administer medication at school if the physician feels it is absolutely necessary.

Before the school will give your child prescribed medication which must be taken at school, State law (Section 3313.713 O.R.C.) requires that:

1. The parent complete and sign a parent permission form.
2. The physician or dentist complete and sign a physician's authorization form. A note from the doctor will not be accepted unless it contains all the information contained in State law (Section 3313.713 O.R.C.)
3. Both completed and signed forms must be returned to school before the medication can be administered at school.
4. The medication must be brought to school **by an adult** in the original container labeled with your child's name, the physician's name, the name of the medication, the dosage, and time it is to be taken.
5. Each medication must have a separate set of forms.
6. Any change in dosage will require new forms to be completed by the physician and parent before the new dosage can be given. A new prescription bottle with the correct label must be provided to the school.
7. No over-the-counter medications (aspirin, Tylenol, cough medication, etc.) will be given at school unless prescribed by the physician or dentist and the required forms are completed and on file in the school office.
8. If liquid medications are prescribed, an accurate measuring spoon must be provided by the parent.

**A responsible adult needs to transport medication to and from school. Medication should not be transported by students.** These policies are designed to protect your child and the school. Forms may be obtained by calling the school office. If you have any questions, please contact the principal or the school nurse.

### COMMUNICABLE AND NUISANCE DISEASES

|                                  |  |
|----------------------------------|--|
| <i>Chicken Pox</i>               | Incubation 13-21 days. Reddened, raised spots which turn into blisters and later form a scab. May have a fever. Rash generally starts on the trunk of the body, then to face, neck, arms and legs. Children may return to school 7 days from the appearance of blisters or when all lesions are dry and scabbed.   |
| <i>Common Cold</i>               | Exclusion from school is encouraged during the first 24-72 hours to help prevent the spread of infection.  |
| <i>Conjunctivitis (Pink Eye)</i> | Incubation 24-72 hours. Redness, swelling, burning, itching, watery or yellow discharge from eye, sensitivity to light. Exclusion from school until discharge has ceased. Should be on medication for 24 hours before returning to school. Need note from doctor before returning to school.   |
| <i>Fifth Disease</i>             | Incubation 5-10 days. Solid bright red area begins on cheeks (slapped cheek appearance). Spreads to upper arms and legs, trunk, hands and feet. Rash frequently disappears, becoming lace-like in appearance. Rash may recur for several weeks after exposure to sunlight, exercise, heat or emotional stress. Students <u>may</u> attend school. However, if your child feels ill or has a sore throat, please keep him home and contact your doctor. |
| <i>Flu</i>                       | Same as a cold.  |
| <i>Impetigo</i>                  | Incubation 2-5 days. Small blisters filled with thin, yellow fluid which later develops into crusted pus-like sores. May be accompanied by itching. Usually found on face, elbows and knees. Will spread if left untreated. Need note from the doctor to return to school.   |
| <i>Pin Worms</i>                 | Life cycle requires 3-6 weeks. Anal irritation, itching. Exclude until treated at least 24 hours. Pinworms of animals are not transmissible to man. Need note from the doctor to return to   |

school.

*Ringworm* Ring-like lesions that tend to clear in the center. Exclude until released by the doctor or skin is clear. Should be on medication at least 24 hours before returning to school. Need note from the doctor to return to school.

*Strep Throat/  
Scarlet Fever* Incubation 1-3 days or longer. Fever, headache, sore throat, may have vomiting. If progresses to scarlet fever, very red tongue, fine rash and peeling skin. Exclude until released by the doctor. Should be on medication at least 24 hours before returning to school.

*Scabies* May appear in days or weeks. Small blisters, irritation or burrows under the skin, between fingers, on arms, legs, back or abdomen. Intense itching at night. Exclude until treated. Need note from doctor to return to school.

### **Pesticide Application on School Property**

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

## Wellness Issues

### Peanuts and Nuts

In an effort to protect each child's safety, High Point Elementary will only permit peanuts and tree nuts in the cafeteria in designated areas, Monday-Friday, during lunchtime periods only. There will be a designated NO peanut/nut ZONE in cafeteria. Peanuts and nuts will be closely monitored by trained staff and faculty. The use of nuts and peanuts at any school function during school or after school is **strictly prohibited**. In order to maintain safety tree nuts and peanuts are never permitted in classroom parties, classroom activities, Birthday snacks, and all PTA sponsored or school sponsored events such as Reading Night, Super Saturday, bake sales, after school classes, sporting events, etc.

### Healthy Snacks

If teachers request/suggest, children are encouraged to bring snacks which have nutritional value only. Examples would include: yogurt, cheese, or fruit. Water to drink is best. NO peanuts/nut of any type are permitted in school classrooms.

### Parties

If a party is scheduled, families are encouraged to only send healthy treats. Our children love fruit, ice cream, cheese and crackers, water, etc. NO peanuts/nut of any type are permitted at school parties. A sweet treat or two is acceptable. :) Check with teacher for details.

## GAHANNA-JEFFERSON PUBLIC SCHOOLS BUS RULES

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

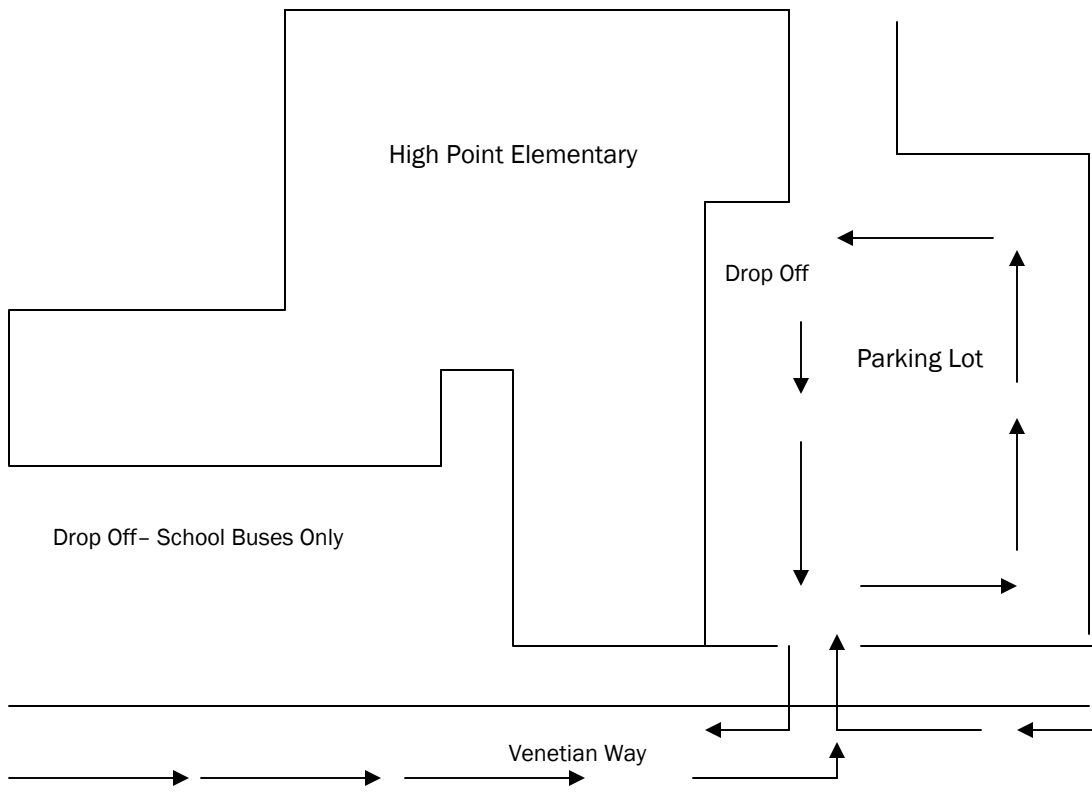
The following are prohibited:

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

## SAFETY AND SECURITY

**PARENTS ARE ALWAYS WELCOME IN OUR SCHOOL . . .  
PARENTS AND OTHER VISITORS MUST SIGN IN WITH THE OFFICE TO OBTAIN A VISITOR PASS. IF PARENTS WISH TO VISIT CLASSES WHILE SCHOOL IS IN SESSION, PLEASE CALL THE TEACHER IN ADVANCE TO SCHEDULE A CONVENIENT TIME. FORMAL CONFERENCES CAN BE SCHEDULED BY CONTACTING THE TEACHER.**

MORNING TRAFFIC PATTERN DIRECTIONS



All traffic, both North and South on Venetian, should enter the back parking lot. Student Drop-off is at the rear entrance of the school near the cafeteria. All traffic should exit and **TURN RIGHT ONLY.**

### High Point Elementary Personnel 2011-2012

|  |                             |         |
|--|-----------------------------|---------|
| Kathleen M. Erhard                         | Principal                   | Office  |
| April Gillespie                            | Secretary                   | Office  |
| Katie Brown                                | Kindergarten Full Day       | Rm. 79  |
| Amanda Eiler                               | Kindergarten Full Day       | Rm. 78  |
| Amanda Cook                                | Kindergarten am             | Rm. 76  |
| Rhonda Bishop                              | First Grade                 | Rm. 72  |
| Ashley Winner                              | First Grade                 | Rm. 74  |
| Tara Divida                                | First Grade                 | Rm. 73  |
| Kristen Airel                              | First Grade                 | Rm. 77  |
| Colleen Alexander                          | Second Grade                | Rm. 70  |
| Mary Ann McGrath                           | Second Grade                | Rm. 69  |
| Erin Hoover                                | Second Grade                | Rm. 75  |
| Jenn Smith                                 | Second Grade                | Rm. 71  |
| Lisa Foster-Gordon                         | Third Grade                 | Rm. 15  |
| Beth Langhals                              | Third Grade                 | Rm. 29  |
| Michele Disbro/Kelly Donaldson             | Third Grade                 | Rm. 27  |
| Di Garvey                                  | Third Grade                 | Rm. 28  |
| Lisa Dolder                                | Fourth Grade                | Rm. 25  |
| Chris Linnabary                            | Fourth Grade                | Rm. 26  |
| Mary Wingert                               | Fourth Grade                | Rm. 23  |
| Kevin Sheets                               | Fifth Grade                 | Rm. 20  |
| Kathy Jacob                                | Fifth Grade                 | Rm. 21  |
| Tim Skamfer                                | Fifth Grade                 | Rm. 22  |
| Kelly Donaldson                            | Library/Media               | Rm. 36  |
| Rachel Coldwell                            | Physical Education          | Rm. 54  |
| Doug Parker                                | Art                         | Rm. 65  |
| Brian Behary                               | Music                       | Rm. 61  |
| TBA  | ESC pre-school              | Rm. 19  |
| Cindy Harris                               | SLD Resource                | Rm. 24  |
| Shirley Katzmeyer                          | SLD Resource                | Rm. 68  |
| Lynn Mauch                                 | GATE                        | Rm. 40A |
| Stacey Murphy                              | MH Primary                  | Rm. 18  |
| Carie Barnes                               | MH Intermediate             | Rm. 16  |
| Tara Fisher                                | Educational Aide            |         |
| Janet Seehafer                             | Educational Aide            |         |
| Jordan Owens                               | Educational Aide            |         |
| Rudy Farias                                | Educational Aide            |         |
| Marcia Nacdimen                            | Educational Support         |         |
| Diana Anello Winebrenner                   | Educational Support         |         |
| Erin Scott                                 | Speech Therapist            | Rm. 41  |
| Karen Robison                              | Reading                     | Rm. 34  |
| Susan Domini                               | Reading                     | Rm. 34A |
| Michele Disbro                             | Instructional Support Coach | Rm. 56  |
| Beth Brant                                 | Nurse                       | Rm. 17  |
| Kathy O'Hara                               | Clerk, Clinic               | Rm. 17  |
| Kristen Bowes-Strawser                     | Psychologist                | Rm. 8   |
| Monica Baker                               | Counselor                   | Rm. 7   |
| Tracy Nutt                                 | Custodian                   |         |
| George Moore                               | Custodian                   |         |
| Kelly Stewart, Donna Johnson, Missy George | Cafeteria                   |         |

**HIGH POINT CALENDAR FOR 2011-2012****High Point Elementary Dates**

School Supply pick-up- Thursday, August 18th 9:00-11:00 and 3:00-7:00 p.m.  
Friday, August 19th- 9:00-1:00  
Back-to School Party & Open House- Tuesday, August 23rd; 2:00-3:00 p.m.  
Meet the HP Gr. K-1-2 Teachers Night- Monday, August 22th  
The First Day of School- August 24th  
Meet the HP Gr. 3-4-5 Teachers Night- Monday August 29th  
PTA Meeting-September 13 @ 7:00 p.m.  
School Picture Day-September 28  
Gr. 3 State Reading Test- Tuesday, October 4th  
Walk-a-Thon-Friday, October 7<sup>th</sup> (rain date Oct. 12<sup>th</sup>)  
Parent-Teacher Conferences- Thurs. Oct. 6<sup>th</sup> and Tues. Oct. 11<sup>th</sup>  
No School- October 13-14<sup>th</sup> (Professional Development)  
PTA Mtg.-October 11th -7:00 p.m.  
Market Day Pick-Up- October 18  
Walk-A-Thon Assembly - October 31- 9:00 am  
Halloween Party- October 31- 1:15-2:15  
Picture Retakes- November 2<sup>th</sup>  
Family Fun Night – November 4- 6:00 p.m.-8:00 p.m  
PTA Mtg.- November 8<sup>th</sup> @ 7:00 p.m.  
Veteran's Day Red, White and Blue Celebration- 1:15; November 11  
Market Day Pick-Up- November 15<sup>th</sup>  
Early Release- November 17th  
Gr. 1 & 3 Family Lunch- Friday, November 18  
Gr. 4-5 Music Program- December 1-7:00 p.m. Gahanna-Jefferson High School  
Market Day Pick-Up- December 13  
Gr. 5 Biz Town Trip- December 15, 2011  
PTA Mtg. January 10th @ 7:00 p.m.  
Martin Luther King Assembly-January 13th at 1:00  
Martin Luther King Day– No School ; January 16th  
Market Day Pick-Up- January 24<sup>th</sup>  
Super Saturday- January 28th -9:00-Noon  
Family Lunch for Gr. 5 - January 19th Gr. 5  
Parent-Teacher Conferences- January 26<sup>th</sup> and Feb. 1st  
PTA Mtg. –Feb 13<sup>th</sup>- 7:00 p.m.  
Valentine's Day Friendship Party Feb. 14- 1:15-2:15  
President's Weekend February 20-21– No School  
Market Day Pick-Up- February 28th  
Gr. 2 and 4 Family Lunch- Feb 23rd  
High Point Reading Night-March 1 -6:30-8:00 p.m....Kick off Read Across America  
Week for High Point !!!!  
Early Release– March 8th  
Teacher Work/Report Day– No School; March 9th  
PTA Mtg.- March 13th @ 7:00 p.m.  
Market Day Pick-Up March 20th–4:30-5:30 p.m.

## High Point Elementary Dates

No School– April 6th

PTA meeting-April 10th at 7:00 p.m.

Gr. 5 Panoramic (weather permitting)-April 17th

HP's Secretary Day- April 18th

Early Release– April 19th

Earth Day- April 21st

Market Day Pick-Up April 24<sup>th</sup>

Testing Dates include:

Gr. 5 Reading April 24 and Gr. 5 Math April 26th and Science, May 1st

Gr. 4 Reading– April 25th and Gr. 4 Math April 27th

Gr. 3 Reading– April 30th and Gr. 3 Math May 2nd

National Teacher Appreciation Day-May 1st

PTA Mtg. – May 8th- 7:00 p.m.

National Nurse Day- May 11<sup>th</sup>

Market Day Pick-Up-May 22 -4:30-5:30 p.m.

School Cook-out- May 24<sup>th</sup>

Gr. 5 End of the Year Celebration- June 6th

Last day-End of the Year Celebration-FUN DAY- June 7 th

## NOTICES

### **FEDERAL FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 —**

The “Federal Family Education Rights and Privacy Act of 1974” requires school systems to annually inform students 18 years of age or older, and parents/guardians of students under 18 of certain provisions contained therein.

Schools keep a record of the educational development of each student. These records contain information about courses taken, grades, test scores and other information which is collected in the interest of developing the best educational program for the individual student.

Parents/guardians have the right to access and review the child’s school record. To do so, submit a written request to the building principal who will schedule a time for you to come to the school and review the records in the presence of a staff member.

Parents may also question the contents of the child’s school record. If there is a concern about the accuracy or appropriateness of the information, a formal review of the information may be requested. Parents/guardians and school officials will have the opportunity to discuss concerns.

Each child’s records are confidential and will not be released without prior parental/guardian consent for students under 18 years of age, or without prior written consent of students 18 years of age or older.

There are a few exceptions to the consent requirements. These include use by school officials in the school district; release to officials of another school district in which the student intends to enroll; and response to a court order. Also, “Directory Information” for students in the 12th grade only shall be released to any of the branches of the U. S. Armed Forces upon request without written consent from the parents or legal guardian of the student. “Directory Information” includes the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Directory Information shall not be released if the parent or legal guardian submits a written request to the building principal by September 30 of each year that such information not be released. Also, parents/guardians of any student who do not want any personally identifiable information (includes portions of directory information) about their child to be used in any public relations materials generated by the school district must notify the building principal in writing by September 30 of each year.

Any citizen of the Gahanna-Jefferson School District is welcome to contact the Department of Pupil Services at 471-7065 or the principal of the child’s school for more information about the district’s policy regarding the confidentiality of student records.

## **NONDISCRIMINATION POLICIES**

**SECTION 504**—The Gahanna Jefferson Public School District does not discriminate on the basis of disabilities relative to admission, access, treatment, or employment in its programs and activities as required by Section 504 of the Rehabilitation Act of 1973. Public Law 93-112, as amended by the Rehabilitation Amendments of 1974, Public Law 93-516. Inquires regarding this policy may be directed to Mrs. Donna Johnson, Director of Pupil Services, at 471-7065.

**TITLE IX**—The Gahanna Jefferson Public School District does not discriminate on the basis of sex in educational programs, activities, employment policies or admission policies and practices as required by Title IX of the 1972 Education Amendments. Inquires regarding compliance with Title IX may be directed to Bob Mehl, Director of Special Programs, at 471-7065; or to the Director of the Office for Civil Rights, Region V, 55 Erieview Plaza, Room 222, Cleveland, Ohio 44114. Phone (216) 522-4970.

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

**STUDENT NETWORK AND ACCEPTABLE USE AND SAFETY AGREEMENT****Gahanna-Jefferson Schools**

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

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

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

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

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

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

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

Collaborative Team Member, and an Effective Communicator.

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

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

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

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

- C. 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.
- D. 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

- 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.

Q. 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.

R. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

In consideration for the privileges of using the District's network resources, and in consideration for having access to the information contained on the network, the undersigned student and parent 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 further added to from time-to-time by the District. These rules will be available in hard copy form in the principal's office.

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, 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 Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to 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.

**High Point Elementary  
Homework Policy and Procedures  
2011-2012**

The Faculty of High Point Elementary believes that homework is an important expectation in mastering the goals and objectives. In addition to homework, nightly reading requirements will be assigned by the classroom teacher. Research supports that children who read at home, each day, become successful, competent readers. Reading may be shared with an adult or completed independently, depending on age. **All students are expected to complete assigned homework/assignments.**

**All assignments are connected to instruction and grade level learning standards** and will be worthwhile, meaningful and engaging. Homework/assignments may be in the form of paper and pencil or activities to complete.

**The purpose of homework includes:**

- practice of skills presented in daily work (practice)
- an opportunity to prepare through discovery, exploration or research for an upcoming unit of study (preparation)
- an opportunity to work on long-range assignments requiring time management
- development of good study skills
- practice and preparation for assessment

As research states, **parent involvement in homework should be kept to a minimum.** Parents should support homework but never be expected to introduce instruction. Parents may also provide involvement in practice or prep for assessment.

An **assignment notebook**, provided by High Point, will be used by all students in Gr. 1-5 to record assignments. Parents and/or guardians are asked to review assignment notebooks to monitor student's progress. In some cases, parents may be asked to sign notebooks.

**Students who are on an IEP and 504 must** be provided guidance in the types and amounts of assignments. General ed. and special ed. teachers must communicate amounts and types of assignments through coordinated differentiation efforts. i.e. modified assessments and assignments, length of assignments, etc.

**The following are targeted maximum amounts of time spent on assignments completed at home.**

- Gr. K-1 10-20 minutes
- Gr. 2-3 20-30 minutes
- Gr. 4-5 40-50 minutes

**Homework and class work will be reviewed and may receive some sort of assessment .**

**Incomplete assignments** may result in lack of advancement in skills, action plan for the child, an after school time for tutoring , a Parent-Teacher conference, guidance from the principal or guidance counselor, etc . Parents will be notified if a pattern of incomplete work productivity becomes a pattern.

When students are absent, parents may request class and homework assignments to be picked up in the office at 2:30 p.m. or sent home with a sibling. **This request must take place when the parent reports the child absent. No homework assignments may be requested in advance of the absence. Students may have the same number of days to make up work as the days absent.**

If children forget their homework, they will not be allowed to return to the classroom for forgotten items. All teachers provide an opportunity for children to pack and prepare homework each day before dismissal.

## Summary of GJPS Bullying and Other Forms of Aggressive Behavior Policy

A student shall not harass, bully, haze, persecute, intimidate, insult, abuse or participate in any act that injures, degrades, or disgraces any student, staff or other school employee. Any speech or action that is inappropriate because of its subject matter (i.e. gender, sexual, ethnic, or religious and/or disability) and creates a hostile, intimidating, or offensive learning environment is prohibited. Harassment, intimidation or bullying is defined as any intentional written, verbal, or physical act that one student exhibits towards another student more than once that both:

1. causes mental or physical harm to the other student, and
2. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. Cyber communication and dating violence are considered under this policy.
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 Responsibility:**

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

### **Administrators will:**

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

### **Privacy and Immunity**

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

### **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.



**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
- Exhibition
- Checklists.

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

- Child request (self-referral)
- Teacher recommendation
- Parent/guardian request
- Child referral of peer
- Other (e.g. psychologist, community member, principal, director of gifted education).

Upon receipt of a referral, the district will

- Follow the process as outlined in this brochure
- Notify parents 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.