

# Student & Parent Handbook



**W.A. Driscoll Elementary School**

*Centerville City Schools*

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# Student & Parent Handbook

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# Welcome to Driscoll Elementary School!

Dear Driscoll Family,

On behalf of the Driscoll staff, I would like to welcome you to W.A. Driscoll Elementary School. We know this school year will be rewarding and filled with many new opportunities to learn and grow.

The purpose of this Student & Parent Handbook is to give provide information about Driscoll's policies and procedures. I encourage you to sit down with your child and review the information on the following pages. By familiarizing yourself with this information, you and your student will be better prepared for the coming school year. If any questions about policies or procedures arise throughout the school year, hopefully this document can serve as a resource for your family.

All of us at Driscoll are looking forward to the coming school year. We value the partnership among **students, teachers, and families**. A few years ago the staff worked together to develop a statement that clearly expresses our commitment to each Driscoll student and community member. The following statement outlines what we work to achieve each day with each student:

*Driscoll Elementary is an accepting and collaborative community of diverse learners who recognize challenges as opportunities. Our value and respect for each other and ourselves is clearly seen through our decisions and actions. We are empowered to reach our personal best with an emphasis on effort and purpose. By building the foundation of skills necessary to transfer knowledge in meaningful and creative ways, we will grow as a respectful community of learners who strive to be self-directed, critical-thinking problem solvers.*

We are looking forward to working with each and every student and their family. It will be a fantastic year of learning and growing together! If you have questions or concerns, please do not hesitate to reach out to me at any time, [erin.bucher@centerville.k12.oh.us](mailto:erin.bucher@centerville.k12.oh.us) or 937.434.0562.

Sincerely,

*Erin Bucher*

Erin Bucher  
Principal



## **SCHOOL COLORS AND MASCOT**

Driscoll's mascot is DASH, the Dragon.

Our school colors are Red and Sky/Powder Blue.

## **DRISCOLL HISTORY**

Driscoll is located at 5767 Marshall Road on spacious and tree laden land which is surrounded by single-family homes. The building was built in 1962 and serves students in grades 2-5. With the passage of a district bond issue in November, 1993, Driscoll began both renovation and construction projects in the summer of 1994, new windows and doors were installed in the summer of 2003. Our most recent renovation projects were the addition of a new front entrance which allowed equal accessibility for all of the Driscoll community and the installation of air conditioning throughout the building.

The 2006-07 school year, marked the end of an era at Driscoll as it was the last year 1st grade attended the school. As of August, 2007, the building now contains twenty-seven classrooms which are used for instruction in grades 2-5, special education programming, art and music. We also have an Instructional Materials Center (IMC/Library), an occupational therapy and physical therapy room, a speech therapy room, a multipurpose room (for lunch), a gymnasium, and an office complex with a clinic. Driscoll's present enrollment is around 300 students.

The building was named in honor of Mr. William Arthur Driscoll, 1889-1956. Mr. Driscoll began his teaching career in a rural elementary school in northern Ohio. He also taught high school, served as Superintendent of Schools in Bowersville, Centerville, and later of Montgomery County Schools, all in Ohio.

## **SCHOOL HOURS**

7:15	Office Opens
7:30	Students can enter building at main entrance
7:45	Bus students begin to arrive
7:45	Walkers and bike riders arrive
7:45	Students head to classrooms
8:00	School starts – tardy bell rings
2:15	Daycare vans load
2:20	Student day ends-buses loaded
2:25	Walkers, Car Riders, Voyager Program and all other students dismissed
3:45	Office Closes

## **PRIVATE CAR TRANSPORTATION**

With school buses arriving and departing in the morning and afternoon, it is important that their access is not blocked by auto traffic. To facilitate this and to maintain safety, please use the following procedures:

### **Arrival/Drop- Off Procedure**

When dropping your child(ren) off at school in the morning, please pull in the front parking lot to the “drop off zone” which is outlined in yellow. Prior to the buses pulling into the lot student drop off is at the main entrance. Once the buses pull in, then student drop off is at the gym entrance. Staff are positioned at the drop off zone to direct traffic and to ensure all students’ safety as they walk from the vehicles and buses to the building.

### **Dismissal Procedure**

If you are planning to pick your child up from school, you may do so after our busses have left the premises at 2:25. At that time, you may pull in the front parking lot to the “pick up zone” which is outlined in yellow and near the main entrance at the front of the school. Please stay in your vehicle. Staff members are positioned at the “pick up zone” to direct traffic and to ensure all students’ safety as they walk from the building to their vehicle.

If for some reason you need to pick up your child early from school, please park your car in the front parking lot and walk into the school office to sign your child out. Your child will be called out of class to meet you in the office. Students are not allowed to sign themselves out. Please send a note with your child informing his/her teacher if early dismissal is necessary.

## **STUDENT ACTIONS, BEHAVIORS AND RESPONSIBILITIES**

### **ELEMENTARY BUILDING BEHAVIOR AND RESPONSIBILITIES**

The elementary school community wishes to maintain a favorable climate for learning... one in which students, parents, teachers, and administrators can work together productively and with dignity. Teachers will enforce rules in a manner that is firm, kind, and consistent. However, any time a student's behavior disrupts the learning process for himself or others, behavior modification techniques will be employed.

In light of recent events in schools across the country, the Centerville Schools have been placing an increased emphasis on ensuring school safety. Part of this emphasis is setting and communicating **clear student behavior expectations**. Our standard of behavior at school is based on one simple rule: treat others as you would like them to treat you. Parent help in stressing this at home with our students will reinforce our efforts and make them much more effective.

In addition to the detailed rules and regulations outlined on the following pages, we are giving increased attention to three areas as part of our efforts to maintain a safe and orderly environment:

- **Weapons and look-alikes are forbidden**
- **Fighting, bullying and threatening behavior or harassment are also forbidden**
- **Threatening and abusive language is also forbidden**

While these have always been addressed in our rules, the third behavior-how students speak to each other and to school personnel-is now being more closely monitored. Often in play or in anger students have used phrases like "You die," or "I'll kill you," or "I'll blow you away." Whether in jest or not, **this type of language is not acceptable**.

School employees have been asked to keep an attentive ear to student discussions and to relay to principals any student statements that imply a threat or violence. In addition, we (school and home) must encourage students to inform any adult school employee if he/she knows of any students who have weapons at school or who threaten violence. The lesson learned from other school violence tragedies is that the violent student(s) had told others about their plans and no one really believed the students were serious. We cannot afford to let that happen. Reported incidents will be investigated and resolved according to the range of consequences as outlined in the section entitled "Modification of Inappropriate Behavior" as found on page 13-14 of this handbook.

As part of our ongoing program to improve student discipline and ensure the health, welfare and safety of all students, video cameras will be placed on some school buildings within the Centerville City School District. Recordings from video cameras that monitor student behavior may be used as evidence in student discipline proceedings. The code of conduct applies to students any time they are on the property or inside the facility of any school building in the Centerville City School District. This code of



conduct also applies to students when they are participating in any school-sponsored activity whether that activity takes place on or off school property.

The lockers, desks, and other storage areas supplied by the Board and used by the pupils are the property of the Centerville Board of Education. Therefore, lockers, desks, and other storage areas and any contents are subject to random search at any time without regard to whether there is a reasonable suspicion of a violation of a school rule.

Please share these behaviors and responsibilities with your child(ren) so both home and school are aware of the expectations:

1. Each person shall act courteously and show respect to those with whom he/she comes in contact: students, faculty and other employees, administrators, volunteers and visitors.
  - A. No one should interfere with an individual's right to engage in planned learning activities.
  - B. An individual's right to responsible free expression will be observed as long as learning is not inhibited.
2. All students have a right to a school environment free of discrimination which encompasses freedom from sexual harassment. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature which interferes with a student's educational or co-curricular performance by creating an intimidating, hostile or offensive environment.

Any student who feels he/she has been sexually harassed should contact the principal or have his/her parent guardian contact the principal, who will have the complaint investigated. The privacy of the charging party and the privacy of the person accused of sexual harassment will be protected as much as possible.

Other types of harassment- racial, religious, natural origin, or disability-based harassment- are also prohibited.

3. Each person shall **respect school property and the personal property of others.**
  - A. School property and equipment shall be used for their intended purposes; i.e., sit on seats of chairs, not on backs of chairs, on desks, or tables.
  - B. Every effort shall be made to maintain the original condition of property. The person(s) responsible for damaging property shall restore it or be assessed the cost of repairing the same.
  - C. School supplies shall be used carefully and wisely.

- D. If something is found, it will be returned to its owner or given to the teacher.
  - E. Permission must be requested for use of things that belong to another person.
4. Each person shall **act in a manner that promotes the best climate for education** within our building.
- A. Unacceptable behaviors include but are not limited to: excessive noise, non-verbal distractions, intentional disruption, interfering with discipline of another student.
  - B. Disobedient, disrespectful and/or defiant behavior is unacceptable school behavior and may be referred to the principal. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.
  - C. Students will not participate in rough play, fighting, or throwing snowballs or objects, as such activities could cause harm to others.
  - D. Students are not to participate in acts of arson or in the setting of false alarms.
  - E. Bullying or threatening is defined as persecuting or harassing another person including degrading actions toward other students and/or staff. Students shall not engage in bullying or threatening behavior or commit an act which injures, threatens, degrades or disgraces a fellow student or staff member.
  - F. Students are to bring to school only items needed for enriching the school program.
    - 1. Electronic devices must remain off/not used and out of site during the school day. Visible devices may be confiscated by staff. School personnel assume no responsibility for the safety of these devices.
    - 2. Knives, sharp objects, firecrackers or other harmful objects, tobacco products, alcohol, drugs or look-alike drugs are not permissible.
    - 3. **BOARD OF EDUCATION POLICY REQUIRES EXPULSION FOR ANY STUDENT BRINGING A DANGEROUS WEAPON TO SCHOOL, UNLESS SPECIAL CIRCUMSTANCES EXIST TO CAUSE THE SUPERINTENDENT TO REDUCE THE PENALTY. STUDENTS ARE ALSO FORBIDDEN FROM CARRYING OR BRINGING TO SCHOOL OBJECTS WHICH ARE INDISTINGUISHABLE FROM FIREARMS WHETHER OR NOT THE OBJECT IS CAPABLE OF BEING FIRED.**

- G. Students are expected to be on time for school and to attend regularly. Excessive and/or unexcused absences will be referred to the School Attendance and Family Resource Teacher. The district policy on truancy (see appendix) will apply in such cases.
- H. Students are to bring completed assignments on time.
- I. Students are expected to follow rules developed within each classroom.
- J. Students are to use language (written or spoken) and gestures that are appropriate to a wholesome school setting.
- K. Students are not to chew gum while in school.
- L. Students are expected to move through the halls in a quiet, orderly manner, walking on the right side of the hall.
- M. Students are not to sell items at school without prior approval of the principal.
- N. Students are not to represent themselves or their parents through fraudulent signature, the possession of and improper use of passes and notes, or by falsely identifying themselves to a school employee.
- O. Students will dress in an appropriate manner consistent with the academic atmosphere of the school.
  - 1. Shoes must be worn at all times.
  - 2. The wearing of hats and other head coverings is prohibited in the school building, unless pre-approved by the principal.
  - 3. Students shall not wear clothing items that contain messages that are inappropriate or disruptive to the school's educational function. This includes, but is not limited to, displays of alcohol, drug or tobacco materials, sexual innuendo, or that belittle or defame others.
  - 4. Brief and revealing clothing are not appropriate apparel in school.

**Distracting or unsafe dress, as determined by the school staff, will be dealt with on an individual basis.**

- P. Students are to conform to the specific rules and procedures for special areas as reviewed by teacher:
 

<ul style="list-style-type: none"> <li>1. IMC-Library</li> <li>2. Assemblies</li> <li>3. Gymnasium</li> <li>4. Restrooms</li> <li>5. Playground</li> </ul>	<ul style="list-style-type: none"> <li>6. Field Trips/School Bus</li> <li>7. Classrooms</li> <li>8. Evening Performances</li> <li>9. Other School-Sponsored Activities</li> </ul>
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5. Each person will accept the responsibility of good eating manners. Good table manners, courtesy and consideration of others are expected. Specific rules and procedures for the lunchroom will be posted and reviewed with students.
6. Each student shall **use the networked computer in a responsible way**. To ensure the integrity of this system, the following rules have been established:
  - A. Computers are to be used by students with teacher permission and/or supervision. Students are to use only those programs to which their teacher(s) have given them access
  - B. Students are to use only the password of record for them in order to gain access to the network. Students are not to log on the network with any other ID name. Furthermore, students should not share their password with any other students or individuals.
  - C. Students must always log out before leaving a computer station or before turning the computer system off.
  - D. Students may not install programs into the district's computers without prior permission from a teacher and/or building system operator. Data flash drives or disks which contain student or teacher created files will be the exception.
  - E. Students may only access the computers using the Network Operating System. Unauthorized use of DOS for any reason is not permitted.
  - F. Students who aid or assist another in computer misuse or computer tampering shall be deemed equally responsible for the offense, and may receive the same consequences.
  - G. Issues related to vandalism, plagiarism, dishonesty and theft as outlined in current code of conduct information apply to the computer network, individual computer workstations, other peripherals, software and all electronic files.
  - H. Students may only use the Network Operating System. Accessing network, teacher or other student's files, creating classes, the unauthorized use of DOS, or the use or installation of non-school owned programs will place the student into the suspension/expulsion category of the consequences list.
  - I. Students must have parental permission to access any information beyond the Network.

7. In recognition that any lists of prohibitive conduct cannot, with specificity, encompass every conceivable action which may properly be subject to discipline, the superintendent or a building principal shall have the authority to discipline a student for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property.

### **MODIFICATION OF INAPPROPRIATE BEHAVIOR**

Whenever possible, a positive approach will be utilized. The individuality of the child shall be considered as well as behavior characteristics of children of this age. To modify a student's inappropriate behavior, the following range of consequences could be used:

1. Verbal or written reminder
2. Removal from group activities
3. Detention
4. Conferences
  - A. Teacher, student, parent
  - B. Teacher, student, parent, principal
  - C. Teacher, student, parent, principal and other school personnel such as school psychologist
5. Referral to school counselor
6. Restitution
7. Emergency removal
8. In-school suspension
9. Out-of-school suspension
10. Suspension from bus privileges
11. Suspension from extracurricular activities
12. Recommendation for expulsion
13. Police involvement

In all cases the consequences applied must be determined taking into account the needs of the student and the details of the situation. Punishment shall be for the sole purpose of modifying behavior to within reasonable bounds. If the offense is deemed serious or repetitive, or if the Board of Education requires suspensions as a consequence, the principal may omit one or all of these responses and move directly to the suspension level. Notification of law enforcement officials may be required and/or advisable, in all cases, due process will be followed appropriately with the maturity level of the student involved.

## **STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES**

### **ACCEPTABLE USE POLICY**

The Centerville City School District recognizes that telecommunications and other new technologies are shifting the ways that information may be accessed, communicated and transferred by members of our society. These changes also alter instruction and student learning. The district supports access by staff and students to enrich information resources, along with the development of appropriate skills to analyze, evaluate, and utilize such resources. Within the district, staff members and students are provided access to electronic information resources over a district-wide computer network, which is a part of the Ohio Educational Computer Network (OECN). This state-wide computer network is supported by the Ohio Department of Education, and includes filtered access to the Internet.

Centerville Schools currently provides access to a variety of information resources, including web based curriculum resources via the Internet. Internet access, because it may lead to any publicly available computer system in the world, opens classrooms to electronic information resources that may not have been screened by educators for use by students of various ages. Families should be aware that certain material accessible over public networks might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The Centerville City School District supports and respects each family's right to decide whether or not their child will have access to resources via the Internet.

### **District Computer Network/Internet Rules**

The purpose of the district computer network is to further the learning of students in the district. Access to the district computer network, and through it Internet resources, is given to students who agree to act in a considerate and responsible manner. Use of the district computer network is a privilege, not a right. Access requires responsible and lawful use. Parental permission is required for students to have independent access to resources via the Internet. Responsible use means that everyone has a part:

1. **Students** are responsible for appropriate behavior on school computers and networks just as they are in a classroom or in a school hallway. General school rules for behavior (as presented in the student handbook) apply. Specific guidelines for computer use may also exist for individual classrooms or computer labs. If a student is in doubt about whether a computer related behavior is permitted, it is his/her responsibility to ask a teacher or other staff member. Students are also responsible for reporting improper use to a staff member.

2. **Teachers** are responsible for guiding students toward appropriate educational resources on the Internet, for instructing students in the evaluation of electronic information, and for supervising student behavior while using computers.

3. **All staff members** are expected to use district computing resources for purposes that are consistent with the educational mission of the district. If a staff member is in

doubt about whether a computer related behavior is permitted, it is his/her responsibility to obtain clarification from their immediate supervisor.

4. **Parents and guardians** are responsible for supervision of Internet use outside school, and for setting and conveying standards that their children should follow when using electronic resources.

5. It is the responsibility of **each user** to employ the district computer network in support of education and research consistent with the goals and objectives of the Centerville City School District.

### **Acceptable Uses of District Computer Networks**

Students will use electronic information resources to:

1. Access global educational resources
2. Enter partnerships to expand their learning options
3. Broaden their research capabilities by using primary resources
4. Develop their higher level thinking skills
5. Differentiate and evaluate available sources of information
6. Gain essential skills needed for the 21<sup>st</sup> century

### **Unacceptable Uses of District Computer Networks**

The following behaviors are examples of unacceptable uses of district computing equipment and are not permitted. This list is not intended to include every prohibited behavior.

1. Sending, receiving, or displaying offensive messages or pictures, including ethnic or gender related slurs or jokes
2. Using obscene language or gestures
3. Using district computer resources for purposes without clear educational value
4. Threatening, harassing, insulting, or attacking others
5. Damaging computers or any items relating to computer systems, either physically or by intentionally altering software with viruses, “worms”, or similar methods
6. Violating copyright laws or revealing trade secrets
7. Using another person’s password, disclosing one’s own password to others, or impersonating someone else
8. Trespassing in another person’s folders, work, or files
9. Intentionally wasting limited resources (such as network bandwidth, disk space, and/or consumables)
10. Using district computing resources for non school-related commercial purposes and/or transactions
11. Using district computing resources for illegal purposes

### Consequences

- a) Violations may result in loss of access
- b) Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
- c) When applicable, law enforcement agencies may be involved.

## **USE OF TOBACCO, ALCOHOL AND OTHER DRUGS**

The Centerville city Schools Board of Education believes that the sale, use or possession of tobacco, alcohol or other drugs is wrong and harmful and therefore not permitted. The Centerville City Schools Board of Education is committed to goals which:

1. Promote abstinence from use of tobacco, alcohol and other drugs;
2. Defer the onset of use;
3. Decrease high-risk use of alcohol as adults and eliminate use by minors; and
4. Eliminate the use of illicit drugs.

It is the responsibility of the Centerville City Schools Board of Education to provide comprehensive, progressive and age-appropriate programming to promote positive life skill development and an awareness of the consequences associated with tobacco, alcohol and other drug use. Program components will include K-12 instruction, prevention activities and services for intervention, referral and re-integration.

### 1. Standards of Student Conduct

Students of the Centerville City Schools shall not knowingly possess, use, sell, give or otherwise transmit or be under the influence of tobacco, alcohol and other drugs in violation of any law or Board of Education policy:

- A. On property under the control of the Centerville City Schools Board of Education, including vehicles used for transportation of students;
- B. On any public or private property during normal school hours, including recess, lunch and during class changes;
- C. At any school sponsored or sanctioned activity or any event away from or within the school district. Drug paraphernalia, or instruments used for packaging, conveyance, dispensation or use of drugs shall not be permitted on school property and shall be subject to confiscation.

**Compliance with these standards of conduct is mandatory.**

### 2. Disciplinary Sanctions

Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution. Disciplinary guidelines may be found in building level student and/or parent handbooks. Such handbooks will be provided to students and parents at the beginning of every school year and will be reviewed with every student as part of the orientation process.

### 3. Student Responsibility

All students are to be responsible for understanding the Centerville City Schools alcohol, tobacco and other drug policies and the services available to them.



#### 4. Parent Responsibility

The effectiveness of this tobacco, alcohol and drug policy will be enhanced through the cooperative effort of parents and the schools. Parents are expected to understand and review this policy with their children.

## **STUDENT ATTENDANCE**

### **STUDENT ABSENCES**

Students are expected to be in regular attendance in Centerville City Schools. Upon returning to school from an illness, students should bring a written explanatory note from the parent or guardian to the teacher. Acceptable excuses for absences from school classes or other required school activities are the following:

1. Personal illness
2. Illness in the family
3. Quarantine of the house
4. Death in the family
5. Medical/dental appointment
6. Family emergency

Students missing school for any of these reasons will be allowed to make up any assignments or tests missed.

Students who suffer from an extended injury or illness and miss at least three or more weeks of school may be provided a home instruction tutor. Parents/guardians should contact the school principal to arrange for this opportunity.

The school office should be notified in writing prior to the absence in the event a student is to be absent from school for the following reasons:

1. Observance of religious holidays
2. Travel with parents
3. Court appearances

**Students who are absent excessively will be referred to the School Attendance and Family Resource Teacher.**

### **MESSAGE FROM SCHOOL NURSE**

We would like to take this opportunity to familiarize you with the services we provide in the school health clinic.

- The purpose of the health clinic is to provide **First Aid for School Related illness and injuries**. We are neither equipped nor designed to care for out of school injuries/illnesses. ***We are not intended to take the place of parent directed medical care or make diagnoses and provide treatment.***
- We will follow doctor's written orders for treatment which may need to be done during the time the student is in school. These orders need to be given to the School Nurse for review and implementation.
- It is Centerville City Schools and Ohio State Law regulations that any student taking medication during school hours must have written permission from a doctor and parent. **The health clinic does not stock any medications.** Telephone requests or notes written by parents for administration of any medication will not be honored.
- Please keep your School Nurse updated on the health conditions of your student. Remember to notify your student's school of changes in phone numbers and emergency contacts.

Emphasis on attendance frequently encourages students to be in school while in the contagious stages of communicable disease. Colds, flu, and other viral infections are common and easily transmitted in the classroom. There are several guidelines for parents to consider when deciding to keep a sick child home. ***A child should not come to school if he or she has:***

- A temperature of 100 degrees or higher—the student needs to be fever-free for 24 hours prior to returning to school
- Any vomiting or diarrhea within the last 24 hours (exceptions: if related to school phobia, motion sickness or other health issue as determined by school nurse and/or building principal)
- Eye symptoms such as redness, itching or white or yellow drainage that is not diagnosed by a doctor to be non-contagious or under physician directed treatment with a physician’s written statement
- Suspicious skin eruptions, intense itching, and/or rashes of undetermined origin—excluded until rash subsides or returns to school with a physician’s written statement
- Chicken pox—all areas must be scabbed over
- Head lice until initial treatment is completed and all live lice are removed from hair
- An untreated injury that limits their ability to participate in daily school activities—i.e., walking, writing, participating in gym

**If you have any questions, please contact your school nurse.**

### **ATTENDANCE CHECK**

It is very important that parents and school personnel know that children are safe, cared for, and under school, home or sitter supervision during the school day. Therefore, in accordance with state laws, the following steps are necessary when a child is absent from school:

1. **The parent/guardian is asked to call the school office prior to 8:30 a.m. to report the absence of a child.** The school voicemail accepts calls anytime during the evening or nighttime hours. If the illness is to be extended, please indicate this in your message.
2. Students should bring a note, regarding their absence, upon their return to school.
3. If a call is not received, a school office person will call a parent/guardian at home or at work to confirm that the parent/guardian is aware of the child’s absence.

**This policy is in accordance with the Missing Children’s Act which requires notification of student absence.**

### **NOTES TO SCHOOL**

It is important that parents keep the school informed of any alterations in their children’s normal schedule. NOTES of explanation must be sent to the child’s teacher explaining situations such as:

1. Absence or tardiness
2. Requesting early dismissal for appointments
3. Change in transportation (please use Transportation form available online)
4. Remaining after school for activities or meetings

**All notes should include the current date and parent signature**

### **LEAVING SCHOOL EARLY**

We encourage parents to take their children from school only when absolutely necessary and for reasons other than convenience or meeting extra-curricular schedules. Requests for early dismissal of a student should be in writing to your child's homeroom teacher.

When picking up a student at school for an early dismissal, **a parent must come to the office and sign the "Student Sign-out Sheet", noting student's name, time, and parent's signature.** The child will meet you in the office. Children can **ONLY** be released to parents who have legal custody of their children.

### **TARDINESS**

Any student arriving after 8:00 a. m. and before 9:35 a. m. is considered tardy. The student must report to the office to sign in and for an Admittance Slip. A parent note is required on the next school day.

Students that arrive after 9:35 a. m. are counted absent one-half day. Students that sign out of school before 12:45 p. m. and do not return for the remainder of the school day will be marked as one-half day absent. Any student that arrives at school after 12:45 p. m. will be marked as one day absent.

Unexcused reasons for tardiness may include but are not limited to: oversleeping, missing the bus, not leaving early enough, personal vehicle problems etc. Chronically tardy students will be referred to the School Attendance and Family Resource Teacher (for these instances a ratio of three tardies = one absence, may be used per court suggestion)

### **HOMEWORK WHEN ABSENT**

It is the responsibility of the student to get assignments from the teacher or another student. The work is to be completed and returned to the teacher.

### **In the event your child is absent for multiple days:**

A parent may request make-up work from a teacher on the second day a student is out. Homework requests can be made through the school office by 8:30 a.m. You may leave a message on our voicemail about homework when you call your child in sick.

The homework may be picked up in the office between 2:45-3:45 that day, unless the teacher is absent, in which case it may be picked up the following day.

Some teachers prefer to have students make up work under their supervision when a student returns.

### **VACATION POLICY**

Some families in our school choose to take their child(ren) with them on family vacations while school is in regular session. The decision as to whether or not you should take your child(ren) out of school is strictly a parental decision. We can advise you, but you make the decision that you feel is in the best interest of your child(ren).

The staff recognizes that family trips can be a worthwhile and educational experience. A family trip can provide valued time together. However, the schoolwork missed while away is always a concern for both staff and parents. After careful review, the following procedure will be in effect:

1. Notify the student's teacher in writing prior to the trip.
2. The student will be counted absent on those days he/she is not in the building.
3. Teachers are not expected to prepare assignments and work for the student to complete while away.
4. Upon return, the teacher will give the students missed assignments and a timeline of due dates. It is impossible to duplicate classroom discussions, group participation, lab work or understandings gained through class presentations.
5. We suggest you pursue with your child some of the following alternative educational tasks while on vacation. You may also have ideas of your own. This type of project will be directly related to your family's activities and should add to the total enjoyment of your vacation.

Letter Writing	Assist your child in writing letters to neighbors, relatives, classmates, etc., explaining the fun and travels your family is having.
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Maintain a Diary	Assist your child in maintaining a daily record of events.
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Scrapbook	Compile a scrapbook of your trip which your child will cherish for a long time and may want to share with classmates upon returning to school.
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Library Books	Select some books to take with you for daily reading.
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Info. Brochures	Gather tourist brochures as you travel and review them with your child.
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Flash Cards	If you want to work on basic addition, subtraction, multiplication and division facts, obtain a set of flash cards before you leave.
Mileage Charts/ Map Reading	Help your child maintain a gas mileage chart, figure miles per gallon, use the scale of miles on the map to determine distances traveled, etc.
Expense Records	Help your child keep a record of expenses for the meals, sight-seeing, lodging, etc.

### **SCHOOL DELAYED OR CLOSED DUE TO WEATHER**

In case of hazardous road conditions or severe inclement weather, the starting of classes may be delayed or cancelled. The delayed starting time or possible closing of school will be announced by means of the local TV and radio stations and on the district web page.

### **CANCELLATION/DELAY ANNOUNCEMENTS**

A morning decision to cancel school or delay the beginning of the school day is normally made by 6:00 a.m. Following the decision, The Education Connection Communication system will be used to notify all parents and staff in the school district. In addition, television stations will be notified, followed by area radio stations. We cannot control when a particular television or radio station will broadcast the announcement, even though all are notified within moments of the decision. School cancellation or delayed start announcements will be called to the following stations:

#### TV STATIONS

WDTN (TV 2)  
WHIO (TV 7)  
WKEF (TV 22)

#### AM RADIO STATIONS

WHIO (1290)  
WING (1410)  
WBZI (1500)  
WONE (980)

#### FM RADIO STATIONS

WING (107.7)      WWSN (107.9)  
WKSW (101.7)      WFCJ (93.7)  
WTUE (104.7)      WTRJ (96.9)  
WYMJ (104)      Z-93 (92.9)  
WAZU (102.9)      WDJK (95.3)  
WCLR (95.3)

### **DELAYED START- TWO (2) HOURS**

The Centerville City Schools will operate on a two (2) hour delay on those occasions when a delayed start is judged to be most appropriate. If a two (2) hour delayed start is announced:

1. The pick-up times for all bus riders will be scheduled **two (2) hours** later than the normal schedule. This includes public school students grades K-12 and all private/parochial school students.
2. The **delayed start** time for Centerville Elementary Schools (grades 2-5) will be 10:00 a.m.

3. Dismissal times **will not** change
4. Afternoon/evening activities will be held as scheduled.

### **EARLY DISMISSAL**

There are no plans for dismissing school early due to inclement weather. Notification for early dismissal is very difficult and we do not want to send students home to unattended or locked homes. You do have the option to pick up your son/daughter by calling the school and notifying the school office personnel that you will be picking up your son/daughter. We cannot release students to friends/neighbors without permission from their parents.

### **EMERGENCY EARLY DISMISSAL**

Once students are transported to school, it is district operating procedure to keep students at school until normal dismissal times if at all possible. While rare in occurrence, unsafe conditions have developed because of power outages, furnace failure, etc., necessitating the emergency closing of a school before normal dismissal time.

Parents must review with their son/daughter what to do in case of an emergency early dismissal. Please complete the **emergency dismissal form** included in the first day packet. We will use this information to guide us in case an emergency dismissal would occur. After completing the form, review with your child what you expect him/her to do in case of an emergency dismissal. The district will contact the previously listed radio and television stations and request that an announcement be broadcast.

## **ENROLLING/WITHDRAWING STUDENTS**

### **ENROLLING**

Students must attend school in the district in which their parents or guardians reside. To enroll a student, call (937) 433-8841 to make an appointment. The necessary registration papers can be filled out or downloaded from the district web page. Of immediate importance is the name and address of the previous school your child attended, as relevant records need to be requested from that school immediately.

The parent/guardian **MUST** provide the original birth certificate (or record of baptism), proof of residency, custody paperwork (if applicable), driver's license and immunization records upon enrollment.

### **ENTRANCE AGE**

September 30 has been designated by the State Department of Education as the date by which a child must be six years old to enter first grade and five years old to enter kindergarten. Upon request of the parent or guardian, each child who would be this age after September 30, but before January 1, will be evaluated as a prerequisite to an early admission. The Centerville City School District Student Services Office will evaluate the child to determine eligibility for early admission.

### **RESIDENCY**

Centerville City Schools provides a free education to district residents between ages 5-21 (special education students ages 3-21), who do not possess a diploma.

A Student is considered a resident of the district if he/she resides with a parent(s), or person or government agency with legal custody whose place of residence is within the boundaries of the school district.

Students under the age of 22 may attend school in the district for 90 days without paying tuition if the parents/guardians have a contract on a home being built, or a contract to purchase a home and are awaiting the date of closing on the mortgage loan. Proper documentation of these facts will be required.

Students who move from the district prior to the end of the school year may be allowed to complete the remainder of the school calendar year only by paying the tuition rate established annually by the State of Ohio. A twelfth grade student whose parent/guardian moves outside of the district after the commencement of the first day of school may be allowed to complete the remainder of that school year, plus one semester if necessary to meet graduation requirements, without paying tuition.

In all circumstances where a district student is living outside the school district but legally attending the school district, transportation to and from school is the responsibility of the family.



## **CUSTODY**

A copy of any Court orders involving custody of children must be provided to the school upon the registration of your child. If and when changes in such documents occur, the school must be provided with copies of the updated documents.

Non-custodial and custodial parents are entitled to equal access to school records of their children, except to the extent modified by a Court order. Similarly, unless limited by Court order, non-custodial and custodial parents have equal access to school activities of their children, including but not necessary limited to parent/teacher conferences, school parties, performances, picnics, field events, PTO sponsored events, or any other special event that parents are invited to attend.

Children can only be released to a custodial parent. Children can be released to a non-custodial parent with the consent of the custodial parent.

## **IMMUNIZATIONS**

Your child is required to have all necessary immunizations before school entrance. **THOSE CHILDREN WHO DO NOT HAVE DOCUMENTED EVIDENCE OF IMMUNIZATIONS MAY NOT ENTER SCHOOL EVEN FOR ONE DAY UNDER PRESENT OHIO LAW.** If you do not have immunization documentation, you should be able to obtain this from your physician or you may go to the Montgomery County Immunization Clinic, County Building, 451 West Third Street, Dayton OH. For information, call 225-4508.

The **REQUIRED MINIMUM** number of doses of vaccine to achieve protection against these diseases are as follows (according to the Ohio Revised Code effective January 4, 2010).

<b>VACCINES</b>	<b><i>FALL 2016</i></b> <b>IMMUNIZATIONS FOR SCHOOL ATTENDANCE</b>
<b>DTaP/DTP/DT</b> <b>Tdap/Td</b> Diphtheria, Tetanus, Pertussis	K Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required.* 1-12 Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. Grades 7-12 One (1) dose of Tdap vaccine must be administered prior to entry.**
<b>POLIO</b>	K-6 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.*** Grades 7-12 Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.

<b>VACCINES</b>	<b>FALL 2016 IMMUNIZATIONS FOR SCHOOL ATTENDANCE</b>
<b>MMR</b> Measles, Mumps, Rubella	K-12 Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
<b>HEP B</b> Hepatitis B	K-12 Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
<b>Varicella</b> (Chickenpox)	K-6 Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid. Grades 7-10 One (1) dose of varicella vaccine must be administered on or after the first birthday.
<b>MCV4</b>	Grade 7 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry Grade 12 Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry****

If your child has not completed all required immunizations, he/she may remain in school **if** he/she has had at least one DTP shot, and one dose of Polio vaccine, and one MMR vaccine and one Varicella vaccine and at least one Hepatitis B shot. Your child must complete the DTP, Polio, MMR and Hepatitis B series as fast as possible; failure to do so is reason to exclude your child from school at a later date.

If your doctor says immunization might be harmful to your child, a waiver must be on file. If you object to immunization for good cause, for example religious convictions, a waiver must be on file.

A child may not enter school unless he/she has received the above listed immunizations, or unless immunizations are in process, in which case they must be completed within 14 days after entrance.

## **WITHDRAWING**

To withdraw a student it is important to notify the school prior to the last day of attendance. A parent or guardian must stop by the office and sign a withdrawal form. Please provide the name and address of the new school your child will be attending.

Records can only be released with the written permission of the parent/guardian. Official records are then mailed to the new school and may not be hand-carried, but parents may request a copy of the official record to hand carry.

## **SCHOOL FEES AND MATERIALS**

### **MATERIALS AND SUPPLIES**

The Centerville Board of Education furnishes textbooks for students. However, the district also maintains a uniform and consistent Student Fees schedule to cover the cost of necessary workbooks, art supplies, technology software and devices, and other materials that are not re-usable, but essential to our quality program. NOTIFICATION OF THE AMOUNT OF THESE FEES IS SENT HOME THE FIRST DAY OF SCHOOL.

Pupils enrolling at any time during the first quarter will be charged the full fee amount, the second quarter 75%, the third quarter 50%, and the fourth quarter 25%.

Any pupil transferring out of Centerville City Schools during the first quarter will be refunded 75% of the school fee amount paid, during the second quarter 50%, the third quarter 25%, and those transferring during the fourth quarter will not receive a refund. All refunds must be requested in writing by the parent.

In addition to school fees, students need to provide school supplies, such as pencils, crayons, paper, etc. Each grade level has a unique list of supplies needed which is available in the school office, from the teacher, or online at [www.centerville.k12.oh.us](http://www.centerville.k12.oh.us). Every quarter, please remember to ask your child if he/she needs to replenish some everyday items such as: pencils, erasers, crayons, etc.

### **LOST/DAMAGED BOOKS**

Students are responsible for any books issued by the classroom teacher or checked out of the IMC. A fee will be charged for lost or damaged books.

### **CLASS PICTURES/YEARBOOKS**

A photographer comes to school each fall and spring to take individual photographs of the students and in the spring to take homeroom class group pictures. The families of the students may purchase these, but there is no obligation to do so. Prices are set by the photographer. Yearbooks are also available for purchase. Flyers describing them are sent home prior to start of the yearbook sale.

## **OFFICE PROCEDURES**

### **CONTACTING SCHOOL**

When calling the school, give the secretary or office aide an indication of the purpose of your call and she will connect you with the individual who can provide the information you desire. **Please keep in mind teachers are with students from 7:45-2:25 and are generally unable to talk with parents during the school day.**

Teachers will return your call at their earliest convenience. The school office is open Monday through Friday from 7:30-4:00.

### **SCHOOL/PARENT VISITORS**

***ALL VISITORS TO THE SCHOOL MUST REPORT TO THE OFFICE UPON ARRIVAL. THIS POLICY EXISTS FOR THE PROTECTION OF OUR STUDENTS.***

When bringing items to school for your child, **please label the items** and bring them to the school office. School personnel will deliver items to the student's room or students will be notified and asked to pick up the items at a convenient time.

In addition to regularly scheduled opportunities, parents are welcome to visit the school at other times. However, to provide for student safety and the continuity of the regular instructional program, all visitors are to register at the main office and obtain a visitor's badge. **Those planning to visit a classroom must make arrangements with the principal at least 24 hours prior to the desired visitation.** Unplanned visitations can be very disruptive to the learning environment.

Eating lunch at school can be a highlight for your child. Be sure to report to the office upon your arrival. Family or friends of students who are not regularly enrolled in the Centerville Schools **may not visit** during recess or class hours due to the liability implications.

We value your involvement in the activities and programs available at school. If you need any accommodations during the course of the school year in order to ensure such involvement, please contact the school office.

### **SCHOOL RECORDS**

Student records are maintained in the school office. They contain academic progress reports, registration, medical and standardized test information. Parents may review these records upon request and assistance from the principal. Please refer to the appendix for the complete Board of Education policy pertaining to Education Records.

### **UPDATING RECORDS OF STUDENTS**

Please notify the office immediately of any change of address, phone, emergency contact, parent work number, family relationships, or medical concerns. We need your help in keeping our records accurate.

**WAIVER OF STUDENT PARTICIPATION**

The Ohio Revised Code permits a parent or guardian to waive participation of their child in the following areas of mandated school curriculum: Growth and Development (4<sup>th</sup> and 5<sup>th</sup> grade only)\* If you wish to exclude your child from this program, please notify our office in writing.

## **OFFICE PROCEDURES FOR STUDENTS**

### **BICYCLES**

Students may ride bikes to school provided their parents sign a bicycle permit. These permits are available by request in the office.

Bicycles must be parked in the school bike rack. **It is suggested they be locked.** The school **assumes no responsibility** for the safety or security of bicycles. Bikers should not arrive before 7:45 a.m. Bikers should park their bike immediately upon arrival and go directly home at dismissal. Bikers will be dismissed with the walkers and leave the school grounds after the buses depart.

**Bicycles must be walked on all school sidewalks and not ridden in the parking lot.** Students riding bicycles to school do so at their own risk. **Bike riders must ALWAYS wear helmets.** (**Riding scooters to school is discouraged,** but students who do ride scooters must follow all bicycle rules including leaving their scooters at the bike rack.)

### **BIRTHDAY CELEBRATIONS**

Students may bring treats for their class in celebration of a birthday. Parents need to notify the teacher of the occasion. \*Due to the increase number of students with severe allergies, non-edible treats are more desirable. If you are, however, providing edible treats, please contact the classroom teacher beforehand. Please be aware all students may not be able to participate due to food allergies or religious beliefs.

Invitations to private birthday parties **MAY NOT** be distributed at school unless the **entire** class or all students of the same gender are invited. This rule is enforced to protect the feelings of all students.

### **FIELD TRIPS**

Elementary classes may participate in field trip experiences. Parents will be asked to fill out a field trip permission slip, which must be returned prior to the trip. Students may **NOT** participate in these activities unless the signed note is in our possession. **Note:** Adults attending field trips as chaperones may not bring other children.

### **STUDENT DESKS, LOCKERS, AND STORAGE AREAS**

Student school desks, lockers, and storage areas are the property of Centerville City Schools for safe keeping of textbooks, school materials and school appropriate belongings. While respectful of a student's privacy, the school administration does retain the right to inspect student school desks, lockers and storage areas.

### **LOST AND FOUND**

A box will be kept for lost and found items such as clothing, lunch boxes, etc. Valuables such as watches and jewelry will be kept in the office for a reasonable amount of time. Students who have lost an item should make frequent checks of these areas. Parents are welcome to look through the articles. All items will be donated after the end of the school year.

### **OFFICE PHONE USE**

Every effort is made to keep the phone available for school business only. Students may receive permission from the teachers or from the office staff to use the phone for **emergencies**. This not only prevents misuse of the phone, but helps children plan ahead, and become responsible individuals.

### **CELL PHONE AND ELECTRONIC DEVICE USE**

Student cell phones must remain off/not used and in backpacks or lockers throughout the school day. All emergency communications between parents and students must take place through the office.

eReaders, digital music players, cameras and other electronic devices may be permitted at the discretion of the staff.

### **PHYSICAL EDUCATION CLASS ATTIRE**

Children are expected to wear gym shoes for physical education class. We ask that **NO BLACK-SOLED GYM SHOES** be worn.

### **STUDENT NUTRITION SERVICES**

Students may purchase a lunch from the cafeteria or bring a lunch from home. The cost of the student lunch will be published along with a monthly school lunch menu. A la carte items including milk and snacks are also available for purchase by all students. All snacks meet the Alliance for a Healthier Generation guidelines.

Each day the students will have multiple lunch choices: those listed on the menu for that day as well as daily choices. These daily choices are listed on the menu on the right. Lunch menus are posted in classrooms and in the office. Menus are also available online at [www.centerville.k12.oh.us/nutrition](http://www.centerville.k12.oh.us/nutrition). Please remember that menus are subject to change. This change will be announced in the school as well as posted on the website.

When going through the lunch line, all students will use our point of sale system. Students will access the system through a personal identification number. The student's PIN is the same number he/she uses to access computers and check out library books. If you are unsure of your student's PIN, please contact the school for this number.

Payment for school lunch can be done in multiple ways:

- Prepayment for school lunch is available free via [www.mypaymentsplus.com](http://www.mypaymentsplus.com) or by calling 1.866.524.3539. This secure system can be used to set up low balance notifications and automatic payments and also allows parents to monitor purchases. The service is free and can be used to monitor purchases even if you do not wish to use the prepayment option.
- You can opt to pay with cash or check. If you send in a check, please make it payable to Centerville City Schools. Please write your student's name and/or PIN on the memo line and note that it is for school lunch to ensure the check gets to the appropriate person. Prepaying with cash or check is possible as well. Money will be put on your student's account and lunch purchases will be debited from that amount.



No child will ever be denied lunch. If a student forgets his/her lunch or lunch money, he/she will be provided lunch in the cafeteria. The student will be charged the normal lunch price for this meal. Student Nutrition Services does have a charge policy for school lunch. This information is available on the nutrition website and will be sent home in the first day of school packets.

Student Nutrition Services takes food allergies very seriously. There are procedures in place for dealing with student with food allergies. If you have a student with food allergies please contact the Supervisor of Student Nutrition Services.

If you have questions about Student Nutrition Services, please call the department at 937.433.8841 ext. 2015.

## **SCHOOL HEALTH CLINIC**

### **COMMUNICABLE DISEASES**

Parents are asked to assist in the control of communicable disease by keeping students home when they are ill, and by reporting any contagious conditions to the school.

Parents are requested to follow their physician's advice about when it is safe for a child to return to school following such illnesses or conditions.

### **MEDICAL CONCERNS**

Please be sure the school is aware of all medical concerns regarding your child, such as bee sting allergies, diabetes, etc., especially if there are changes during the school year.

### **MEDICATION FOR YOUR CHILD**

Ohio Senate Bill 262 mandates that schools may dispense medication only when an approved form (available through the office) has been filled out by your physician and is on file in the school office. A copy of the medication form can be obtained through the school office at any time. Medication forms should be completed prior to the first day of school, if there is requirement or potential for the medicine to be given the first day of school.

All medication must be kept in the school office. Students are to report to the office at the time scheduled to receive the medication. Medication will be administered only by designated personnel and in accordance with the physician's instructions.

No medication, including over-the-counter drugs, with the exception of cough drops, is to be brought to school except under the provisions of this policy. A copy of this policy may be found in the appendix of this book.

### **FOOD ALLERGY AWARENESS**

The incident of food allergies in our student body has been increasing. Every year we enroll more students with peanut, nut, and other severe allergies that may be life threatening. Therefore, Centerville City Schools have adopted Food Allergy Guidelines and will refrain from any classroom activities involving peanut butter, peanuts, or nuts in school. "Allergy Free" tables are available during lunch. Parents are encouraged to bring non-food items for birthday treats. If you have a child who has food allergies, please contact the school office or school nurse.

### **CLINIC SERVICES**

Students need to notify their teacher if they become ill or injured at school. If illness or injury necessitates further attention, the teacher will give the student a clinic pass and the student should report to the office.

When the school nurse is not in the building clinic referrals are handled by the school office staff.

In case of more serious illness or injury, it will be necessary to notify the parents. To assist in the contacting of parents and/or to authorize emergency treatment by designated licensed physicians at designated hospitals, it is absolutely necessary that

each student have an “Emergency Medical Authorization Form” on file in the school office. These forms will be sent home with the students at the beginning of the school year. All students need to be signed out in the office if picked up by a parent or authorized person.

If parents or the emergency contact person cannot be reached, the family doctor may be contacted for directions. In the event no one can be reached, the best judgment of the school personnel, in the interest of the child, will be used. For example, we do not permit children with high fevers, vomiting or diarrhea to ride the bus home. The child rests at school until parent contact is made.

Under normal circumstances, a student is not allowed to stay in the clinic more than one hour. He/she is to return to class or go home.

Students who have an elevated temperature, vomiting or repeated bouts of diarrhea will be sent home and it is recommended that they not return to school until 24 hours after the temperature has returned to normal.

## **PARENT/ TEACHER/ SCHOOL COMMUNICATIONS/ ORGANIZATIONS**

### **COMMUNICATIONS WITH HOME**

It is our intention to stay in close contact with the parents of our students. We try to accomplish this in the following ways:

1. **Open House** is held each fall to give you the opportunity to visit the school, meet the teacher(s), and orient everyone for the start of school. We encourage you to come.
2. **Parent Conferences** are conducted in October. This is an opportunity for a valuable exchange of information between home and school.
3. We encourage you to **contact the teacher** if you have questions or need clarification on any aspect of our program.
4. Information will be posted on the school List Serve. It is easy to be a part of this program. Start by going to: [www.centerville.k12.oh.us](http://www.centerville.k12.oh.us) on the Internet and click on your child's school webpage under the "Schools" menu, then follow the directions provided.
5. There is a wealth of information that can be found via the Centerville City Schools website. Here you will find many resources including calendars, lunch menus, attendance areas, forms for downloading, links to schools, articles about building and district wide events, etc.
6. **Activities** are held throughout the year at which time parents are welcome.
7. Be sure to invite your child to share with you the experiences of the day. If problems or concerns arise, **please contact the teacher first**. Afterwards, if you do not feel that the problem has been resolved, contact the principal for a conference.
8. Each year our PTO prints a student directory with names, addresses, and phone numbers of students. This directory is given out to all parents/families that pay membership dues for joining our PTO. The directory has been found to be a useful tool for communication between parents. In order to include your child's information in the directory, there is a release for you to sign on the back of the Student Information Form included in the first day packet.

### **RECESS/ PLAYGROUND**

We feel our students learn better when they have the opportunity to run, play and breathe fresh air. It can be expected that students will have daily, outdoor recreational period. Only in instances of extreme weather conditions do we hold indoor recess (i.e. rain or winter temperatures below 20 degrees). Students should dress appropriately for the weather. If a student, because of illness, needs to stay indoors, a note must be sent to the school by the parent. Supervision for indoor recess is limited, and your cooperation in limiting requests for your child to stay indoors will be appreciated.

### **PARENT/ TEACHER ORGANIZATION (PTO)**

The PTO is a very active support group for our school. This organization provides volunteers and services to the school and serves as a vehicle for community events.

The PTO holds its annual membership drive in the early Fall each year, and all parents are encouraged to join. Students can purchase school supplies through our PTO school store throughout the school year.

In addition to fund raising, the PTO organizes our volunteer programs and holds monthly PTO Board Meetings that are open to the public. Watch for information regarding the PTO on the listserve.

## **TRANSPORTATION**

### **TRANSPORTATION BEHAVIOR AND RESPONSIBILITIES**

Students who are provided bus transportation in accordance with Board of Education policy, will receive bus number slips, bus rules and regulations, and other information regarding transportation on the first day of school. Parents should review these rules and regulations immediately.

The following rules will outline the Transportation Department's Program, but the list is not intended to be all inclusive.

Rules for bus riders:

1. Students are expected to wait at the bus stop, enter and leave the bus in an orderly manner.
2. Students are to obey supervisors on bus duty.
3. Students are expected to follow the rules for safety on the bus as stated by bus driver.
4. Students are expected to act courteously toward others, and refrain from abusive and profane language. Rules and behaviors expected at school also apply to the school bus and bus stops.
5. Students may ride ONLY the bus to which they are assigned, except in cases of emergency, in which case a request in writing must be submitted to the Transportation Office.
6. Students who violate school rules, either on or off the bus, may be suspended from riding privileges for up to one (1) full school year.

### **MAKING ARRANGEMENTS TO GO HOME WITH OTHERS**

1. Riding a bus to a friend's home is restricted.
2. Arrangements to visit a friend's home must be made prior to coming to school or after returning home. Use of the school phone to make such arrangements is not permitted.
3. If a student wants to go home with a friend, notes from BOTH parents giving permission and explaining transportation arrangements are required.  
For further information, contact Transportation Department at 885-7776.

### **ALTERNATIVE TRANSPORTATION**

Requests for an alternative method of transportation on a regular basis must be filed with and approved by the building principal before any alternative transportation is begun. Such requests must fulfill these requirements:

1. Requests must be made by child's parent or guardian.
2. Requests must specify days of week the child will be receiving alternative transportation.
3. Requests must specify who will be picking up the child, where the child will be taken, and the address and phone number of the individual or organization providing alternative transportation.

4. The individual or organization providing transportation must pick-up the student within fifteen minutes of the scheduled dismissal time of 2:20 p.m. The school and its personnel will not assume supervisory responsibilities of the child after this time.
5. Parents and guardians, by requesting alternative transportation for their child, agree to all of the stated requirements and understand that non-compliance with any one of the requirements will result in termination of this arrangement and that the school will then transport the child to his/her home in compliance with our school district's policy.

## **SAFETY**

### **EMERGENCY PROCEDURES**

Fire, tornado and safety drills are conducted in accordance with state regulations and Centerville City School District's Emergency Procedures.

A tornado "Protective Action Plan" exists to insure that every effort will be made to protect our students in the event of such a disaster. This plan is organized to provide a systematic evacuation of classrooms, moving all students into the most secure areas of the building.

**Stay Put Status** – Stay Put Status means that students and staff should remain in current areas until further notice. Stay Put status could occur for many reasons: power shutdown, medical emergency in the building, an unwanted intruder on the premises, etc.

**A.L.I.C.E.** – When danger is present, we use the nationally recognized approach called A.L.I.C.E., or Alert, Lockdown, Inform, Counter and Evacuation. It emphasizes making active decisions-making such as barricading classroom doors or evacuating. Centerville Schools, in partnership with local law enforcement, are training and educating staff and students on what to do in an emergency situation. When confronted with an unexpected event, especially one of violence, we must act quickly to determine the best action to take. This can be accomplished through training and practice. We will practice different strategies to create a mindset that allows staff (and students, depending on age) to make the best decision possible, given the information available.

The **A.L.I.C.E.** emergency response plan includes:

- A **Alert**, Get the word out, be **Aware** of your surroundings
- L **Lockdown** if necessary and appropriate
- I Give as much **INFORM**ation as possible
- C **Counter**, if necessary
- E **Evacuate**, if possible

### **CHILD ABUSE AND NEGLECT**

We are concerned about the emotional and physical well-being of each child in our care. School personnel are required by law to be alert to signs of child abuse or neglect and to report these to Children's Services.

### **SCHOOL RESOURCE OFFICER**

School and law enforcement officials have developed a beneficial, cooperative working relationship to enhance school safety. The School Resource Officer is in school to assure the peaceful operation of school-related programs. School Resource Officers also make presentations to classes and act as resources to staff.



## **ACADEMIC PROGRESS**

### **HOMEWORK POLICY**

Homework will be assigned as an extension of, or for the completion of, work already introduced, explained, and assigned in class. Students should be able to complete it on their own. The amount of time required to complete assignments will depend on each child's individual ability and how much work they completed in class.

Parents can best help their children by reviewing the daily work, helping on large projects, working with the child on factual knowledge (i.e. multiplication tables), reading to the child, and listening to the child read a favorite story. Parents should encourage their children to be responsible for their homework. Our goal is to develop responsible young citizens.

### **LIBRARY**

All classes are scheduled for weekly visits to the Library for instruction, browsing and book selection. We encourage our students to return books promptly.

Numerous books are donated each year through the Birthday Book Club. Money may be donated for the acquisition of a new book. A book plate bearing the donor's name will be placed in the book. Parents are encouraged to contact our Library aide for further details of this plan.

### **PROGRESS REPORTS**

A written report of progress for 2<sup>nd</sup> through 5<sup>th</sup> grade pupils is made in October, January, March and May. A parent-teacher conference will be scheduled near the end of the first grading period. Other conferences may be initiated as needed by either the parent or teacher.

## **EXTRACURRICULAR**

### **STUDENT ACTIVITIES**

Students are encouraged to participate in special activities at school. The list varies from year to year, sometimes depending on obtaining sponsors for the activities. A partial list is as follows:

1. Student Council
2. Chorus
3. Flag Patrol
4. Alpha Club

### **STUDENT COMMUNITY ACTIVITIES**

Activities which are community sponsored and in which most of our children are interested include: Brownies and Girl Scouts, Cub and Boy Scouts, sports and recreation programs. Information is sent home from school with the children as to when these activities are starting and how to register. Extra copies of materials sent home with students will be displayed outside the office.

### **STUDENT COUNCIL**

Purposes of the Student Council are:

1. to provide students with an opportunity to participate in student government,
2. to have a voice in school affairs when appropriate,
3. to improve school spirit, and
4. to maintain the highest ideals in scholastic and extracurricular activities.

Representatives are elected from each homeroom. Student Council meetings are usually scheduled on a monthly basis.

## APPENDICES

### CONFIDENTIAL RECORDS AND THEIR LOCATIONS

<b>Types of Educational Records</b>	<b>Location(s)</b>
<b>Cumulative Folders</b> *history of grades, class assignments, group testing, teacher notes, and related information	Individual Buildings Computer System (EMIS)
<b>Evaluation Data</b> *MFE team reports, assessments, teacher evaluations, work samples, and related information	Student Services Department
<b>Procedural Safeguard Documentation</b> *surrogate assignment, custody determination, permission forms, parent notices, referrals, and related information	Student Services Department
<b>Individualized Education Programs</b>	Individual Buildings Student Services Department
<b>Child Information Management System</b>	Student Services Department
<b>Medical Records</b> *medication records, prescriptions, health records, immunizations, and related information	Individual Buildings

### EDUCATION RECORDS

#### Definition

“Education Records” includes any records which contain information directly related to a student and maintained by Centerville City Schools or by a person acting for the Centerville City Schools. However, “education records” does not include: 1) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker of the records and which are not accessible or revealed to any person except a substitute; or 2) records maintained in the normal course of business which relate exclusively to the student as an employee of Centerville City Schools which are not available for use for any other purpose.

### Access To Student Records

1. Access to the records will be granted to any professional staff member who has legitimate educational interest. Access will also be provided to law enforcement personnel conducting missing child investigations.
2. Parents and student through individual conferences may view the contents of the records with interpretation by a professional staff member. The request for this conference must be in writing and will be scheduled within 45 days.

### Release of Records

1. Student records may be released to officials or other schools or school systems in which the student intends to enroll, without written permission.
2. No information may be furnished in any form to any other persons than listed above unless in compliance with a judicial court order or subpoena or there is written parental consent specifying records to be released, the reasons for such release, and to whom. In cases, parents and students have the right to receive a copy if desired.
3. All persons, agencies, or organizations desiring access to records shall be required to sign a written form which shall be kept permanently with the file of the student, only for inspection by parents or students indicating specifically the legitimate educational or other interest each has in seeking information.
4. Records may be released to either parent in case of separated families unless the district has on file a court order of restraint or where access is limited by an agreement between the parents.
5. Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto (including school psychologists), which are in the sole possession of the maker thereof, and which are not accessible or revealed to any other person except a substitute, are not educational records and are not subject to disclosure. Such records would include such items as teacher notes, and psychologist notes and test protocols.

### Rights To Challenge

1. Parents and students have the right to inspect all school records kept on the individual student and have the right to an explanation and interpretation of the records.
2. Parents and students have the right to a hearing to challenge the contents of cumulative records on the individual. A request to amend information in a record may be made if the information is deemed to be inaccurate, misleading, or violative of the student's privacy or other rights.

3. If, as a result of the hearing, the school district decides the challenged information is inaccurate, misleading, or otherwise violative of the student's rights, the district shall amend the record and inform the parent and/or student in writing.
4. If, as a result of the hearing, the school district does not agree to an amendment of the records, parents and/or students shall have the right to place in the student's records a statement commenting upon the challenged information and/or setting forth any reasons for disagreeing with the district's decision. (O.R.C. T71.23, T71.24, and T71.25)

#### Release of Directory Information

Under certain circumstances, the Centerville Schools may release "directory information" on students. "Directory information" includes a pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards received.

For students currently enrolled in the Centerville City Schools, the following procedures shall be followed prior to releasing directory information:

1. Public notice shall be given of the categories designated as directory information.
2. Parents of students under eighteen and students eighteen or older may refuse to permit the designation of any or all personally identifiable information as directory by making a request to the school in writing.

#### Annual Notification of Privacy Rights

Each year the schools shall give notice to parents of students in attendance and students eighteen years of age or older of the rights under federal law and regulations and district policy, including their right to file an administrative complaint with the Department of Education, their rights under district policy, and where copies of the district policy may be obtained.

The annual notice should inform the parents or students over eighteen that, under federal law and district policy, they have the right to examine the student's records, to challenge the content of those records before a disinterested party and to insert into the records an explanation of any disputed information. The notice should state that the parents or students have the right to file a complaint with the Family Educational Rights and Privacy Act Office, 330 Independence Avenue SW, Washington, D.C. 20201, if they think the district is not complying with federal laws or regulations governing student records.

The notice must also provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

### Copies of Records

Students currently enrolled in grades 9-12 may obtain copies of their transcripts through the guidance office. A fee of \$1.25 per transcript will be charged to cover transcript costs and postage. Copies of records for transfer purposes shall be made available at no cost.

Students enrolled in grades K-8 may obtain copies of their school records through the Student Services Office. Copies of records for transfer purposes shall be made at no cost.

After students have graduated or withdrawn from the Centerville City Schools, records shall be maintained in the Department of Student Services. Transcripts of a student record shall be made available upon written request and payment of a \$2.00 copying fee.

### Destruction of Records

A records commission composed of the Board President and the Treasurer of the Centerville Schools, the Superintendent of Schools, and the Student Services Administrative Assistant shall meet annually to review lists of school district records marked for disposal. The disposal lists must contain those records to be disposed of because they have been microfilmed or no longer have administrative, legal, or fiscal value to the district or to the citizens of the district.

When the disposal of such records is authorized by the commission, the commission must, prior to the actual destruction of the records, send a list of such records to the Bureau of Inspection and Supervision of Public Offices in the state auditor's office.

Student records destroyed shall be disposed of in a manner that insures the privacy of the student identified in the records.

Adoption date: 10/26/92

LEGAL REFS.: Family Educational Rights and Privacy Act of 1974,  
Pub. L. No. 93- 380 & 438,88 Stat. 57-79 (1974)

ORC 149.41

1347.01 et seq.

3313.50

3317.031

3319.32; 3319.321; 3319.33

3321.12; 3321.13

3331.13

State Board of Education Minimum Standards

3301-35-02(B)(4)(b);

3301-35-03(E)

CROSS REFS.: AFI, EVALUATION OF educational Resources  
KBA, Public's Right to Know

## **MEDICATION POLICY**

Many students are able to attend school regularly through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. THE SCHOOL DISTRICT STRONGLY RECOMMENDS THAT MEDICATION BE SCHEDULED BY PARENTS AND PHYSICIANS SO THAT STUDENTS DO NOT HAVE TO TAKE MEDICINE DURING THE SCHOOL DAY. However, if this is not possible, trained school personnel will administer medication in accordance with the following guidelines:

1. A person(s) appointed by the building principal shall supervise the secure and proper storage and dispensation of medicines. Students may NOT keep medication with them or in their lockers. Students will receive and keep medication in the presence of the person(s) appointed to administer it. A written record will be maintained of all medication administered.
2. However, a student may carry medication when the physician deems it medically necessary and has been noted on the medication form:
  - Multiple dose inhaler (Asthma)- Requires specific, separate Authorization Form which may be obtained from the school clinic.
  - Epi-pen, Benadryl (life-threatening allergies)- Requires specific, separate Authorization Form which may be obtained from the school clinic.
  - Insulin kit/glucometer/glucagon kit (diabetes)
3. All medication must be in the original container as provided by the licensed physician, dentist, or pharmacist. The label is to include the name of the student, physician, current date, dosage instructions (quantity and times to be given), and name of medication.
4. Medication to be administered by injection will be limited to life threatening, emergency situations (i.e., students exhibiting symptoms as described and documented by a physician in the following situations):
  - a. Students having severe allergic reactions. Parents must provide the medication in the prescribed epi-pen device only.
  - b. Students with insulin dependent diabetes. A single dose glucagons kit must be provided by the parents.
  - c. Insulin may be administered only by the student or parent.
5. Rectal administration of medications will be limited to life threatening emergency intervention (diastat).
6. Administration of eye drops will be limited to chronic eye conditions. It is permissible for the student to self administer eyedrops for an acute condition (conjunctivitis) with the appropriate medication form.
7. Written permission must be received on the Centerville City Schools Medication Permit form from the parent or guardian of the student, requesting that the school district comply with the physician's order. **NO MEDICATION WILL**

**BE ACCEPTED UNLESS THE MEDICATION FORM IS COMPLETED BY THE PHYSICIAN AND PARENT.**

- a. The physician who prescribes the medication must complete a separate Physician's Statement for each medication.
  - b. The student's parents or guardians must sign the Parent Request Statement.
  - c. This procedure must be followed for **BOTH PRESCRIPTION AND NONPRESCRIPTION MEDICATION.**
  - d. A School Medication Permit form is good only during the school year the form is dated. If medication is continued the next year, another form must be submitted.
  - e. If any of the information originally provided by the physician (name of physician, dosage, time to be given, etc.) changes, a new form must be submitted immediately. A corresponding label on the medication bottle must be submitted within two weeks.
8. Students are not permitted to carry medication to, from, or during school, with the exceptions as listed in #2 above. **Parents are advised to deliver medication directly to school personnel.**
9. When medication has been discontinued, any remaining medication must be picked up by the parent within 2 weeks after discontinuation or it will be disposed of by school personnel. Parents must pick up medication within 2 weeks of the end of the school year, or it will be disposed of.
10. No employee authorized by the Board of Education to administer medication and who has a copy of the most recent physician's statement shall be liable in civil damages for administering or failing to administer the medication, unless he/she acts in a manner that constitutes "gross negligence or wanton or reckless misconduct".
11. No person employed by the Board of Education shall be required to administer medication to a student except in accordance with the requirements established under this policy. The Board of Education shall not require an employee to administer medication to a student if the employee objects on the basis of religious convictions to administering medication.
12. On field trips, student medication shall be administered by a trained staff member. Emergency medication such as multi-dose inhalers, epi-pens, or insulin kit/glucagon kit may be carried and self-administered by the student with physician and parental authorization on the appropriate form.
13. Students who spend part of their day at a work site where no school employees are in constant attendance may self-administer medication with written physician and parent authorization.





## **POLICY AND PLAN FOR THE IDENTIFICATION OF CHILDREN WHO ARE GIFTED**

The State of Ohio defines children who are “gifted” as students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Ohio law requires the Centerville City School District to identify gifted students annually under Ohio Revised Code 3324.03. Children in grades K-12 may be identified as gifted in one or more of the following areas:

1. Superior Cognitive Ability
2. Specific Academic Ability in one or more of the following content areas: Mathematics, Science, Reading/Writing or a combination of these skills, and Social Studies.
3. Creative Thinking
4. Visual or Performing Arts Ability such as visual arts, music, dance, or drama.

The District Policy and Plan for the Identification of Children Who Are Gifted which complies with the Ohio Rule regarding screening and identification is accessible to parents in each building office. Formal screening periods will be scheduled in the fall and spring. Parents may refer their children for screening in any or all of the four areas. Referral Forms may be obtained at the school office and should be submitted to the building principal. Parents of students transferring into the district who have been identified as gifted in other school districts in Ohio or out-of-state should use the Referral Form to initiate a review of data to determine compliance with Ohio Standards.

Children referred as potentially gifted in any of the areas as listed above will be evaluated using assessment tools approved by the State of Ohio for the purpose of screening and identification. The Centerville City Schools assess all children in grades 2, 5 and 7 annually as part of our comprehensive testing plan as well as for gifted identification purposes. On alternate years, opportunities for screening and identification are provided for students demonstrating remarkably high levels of accomplishment through nomination by parents, teachers, self or others.

Please note: Most of the needs of identified gifted children can and are met within daily programming in the Centerville City Schools. However, those students demonstrating remarkably high levels of ability may be eligible for other services.

## **STUDENT EXPULSION**

### Violations of Rules, Behaviors Guidelines

At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Expulsion should generally be viewed as a last resort. However, at times, the student's actions may be so serious as to merit expulsion as its immediate consequence. Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is a removal of a student for up to 80 school days for all offenses except possession of dangerous weapons for which a student shall be expelled for up to one calendar year. An expulsion can extend beyond the current school year.

### Possession of Dangerous Weapons

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsions shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes any explosive, incendiary, or poisonous gas: bomb, grenade, rocket propellant charge of more than four ounces, missile having an explosive incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are also prohibited from bringing knives on the school property, in a school vehicle, or to any school-sponsored activity. The definition of a "knife" means any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed for or can be used for cutting, slicing, piercing or stabbing. This definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocketknives, switchblades, and buck knives. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school for a period of one calendar year.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are identified but not limited to knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell,

harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

### Expulsion Procedures

The Superintendent will give the student and parent, guardian or custodian written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent or representative has the opportunity to appear on request before the Superintendent or a designee to challenge the action or to otherwise explain the student's actions. This notice will state the time and place to appear which must not be earlier than three days nor later than five days after the notice is given.

Within 24 hours of the expulsion the Superintendent will notify a parent, guardian or custodian of the student and the Treasurer of the Board.

The notice will include the reasons for the expulsion; indication of the right of the student, parent, guardian or custodian to appeal to the Board or its designee; indication of the right to be represented at the appeal; and indication of the right to request that the hearing be held in executive session.

### Appeal To The Board

A student who is 18 or older or a minor student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. He/They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accord with regulations approved by the Board. Written notice of intent to appeal must be made within 10 days of the Superintendent's decision to expel by notifying the Treasurer of the Board of Education.

### Appeal To The Court

Under State Law the decision of the Board may be further appealed to the Court of Common Pleas.

Adoption date: 10/26/92; Rev. 9/18/95; 10/23/95

Legal Refs.: ORC 3313.66; 3313.661  
20 USC 2701 et.seq.- Title IX 9001-9005  
18 USC 921

Cross Refs.: JEGA, Permanent Exclusion  
JFC, Student Conduct  
JGD, Student Suspension  
JGDA, Emergency Removal of a Student  
JGE, Student Expulsion  
Student Code of Conduct

## **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES**

### **Preamble**

In accordance with the US Department of Education and the Ohio Department of Education, Office for Civil Rights (OCF) Guidelines, any student/professional staff, e.g., teachers, counselors, or supervisors, who believe that the Centerville City School District or any school official has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), Section 504 of the Rehabilitation Act of 1973 (disability, e.g., Special Education and Orthopedic), or the Age Discrimination Act of 1975, as amended, 20, USC et.seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, she/he may file a complaint which shall be referred to as a formal grievance.

It is recommended that the grievance attempt to solve the alleged discrimination complaint informally at the principal/supervisor level within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed:

#### Step 1

An alleged informal discrimination grievance complaint should first be made to the principal or immediate supervisor within ten school days of the date incident occurred. At Centerville High School the complaint should be filed with the unit principal and if not resolved then be filed with the coordinating principal.

#### Step 2

If not resolved in Step 1, the decision may be appealed to the district's Title IX and/or Section 504 Coordinator within five school days.

#### **Title IX/Section 504 Coordinator**

Director of Student Services  
Centerville City Schools  
111 Virginia Avenue  
Centerville, Ohio 45458  
937-433-8841

#### Step 3

If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.

#### Step 4

If not resolved at Step 3, the decision may be appealed by the complainant to the Office of Civil Rights, US Department of Education, 55 Eriview Plaza, Room300, Cleveland, Ohio 44114-1816

**Note:** Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

## **TRUANCY**

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Superintendent determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Superintendent to require the parent to attend a specified educational program. The Superintendent assigns the School Social Worker to act as the District's attendance officer.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the School Social Worker or other appropriate school official, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" or a "chronic" truant.

A "habitual" truant is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or twelve or more school days in a school year.

A "chronic" truant is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one month or fifteen or more school days in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the appropriate school official will send notice requiring the child's parent to attend a parental educational program.

Regarding "habitual" truants, the District must take as an intervention strategy any appropriate action contained in the Board policy, or the District may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an "unruly child" by virtue of being a "habitual truant", and that the child's parent violated the School Attendance Law.

Regarding "chronic" truants, if the parent fails to get the child to school and the child is considered a "chronic" truant, the District must file a complaint in the juvenile court jointly against the child and the parent. The complaint must state that the child is a "delinquent child" by virtue of being a "chronic truant", and that the parent has violated the School Attendance Law.

Intervention strategies may include the following:

1. The School Social worker/principal requiring custodial parent/guardian to provide physician statement regarding the student's absences per Board policy on Student Absences and Excuses.

2. The School Social worker providing and/or arranging a truancy intervention program for a “habitual” truant.
3. The School Social Worker providing counseling for a “habitual” truant.
4. The School Social Worker requesting or requiring a custodial parent/guardian of a “habitual” truant to attend parental involvement programs.
5. The High School Principal, at the Superintendent’s direction, notifying the Registrar of Motor Vehicles that a student is a “chronic” truant.
6. Taking appropriate legal action.

Adoption date: 10/26/92; Rev: 6/21/01

Legal Ref.: ORC 3321.03-04; 3321.07-09; 3321.22; 3321.38  
3313.663

Cross Ref.: JED, Student Absences and Excuses

## **PHOTO/VIDEO RELEASE FORM**

I authorize the Centerville City School District Board of Education, officials, employees, agents, etc., to photograph, film, and/or interview my student (indicated on the Student Information Form). Furthermore, I consider these photographs or videos of my child as “directory information” and grant permission for Centerville City Schools to utilize, release, and/or publish my student’s photograph/video in school publications and media releases. School publications and media releases may include, but are not limited to, School Calendars, Newsletters, Social Media, Yearbook, Public Access TV, District Website, and Student Newspapers.

I agree that, insofar as I am concerned, these photos/videos may be edited by those charged with such responsibility at their sole discretion and used in whole, in part, and in connection with such publications. I also consent to the use of my student’s name, likeness, voice, and biographical material in connection with program publicity and for instructional and promotional purposes. I expressly release the producer, the CENTERVILLE CITY SCHOOL DISTRICT, all school districts participating in the Miami Valley Educational Cable Access joint venture, the Miami Valley Cable Council, and the employees and agents of all such entities from any privacy, defamation, compensation, copyright, or other claims that may arise out of such presentations, exhibitions, publications, or promotions.

Parent/Guardian consent request can be found on the back of the Student Information Form located in the first day packet.



## ***CENTERVILLE CITY SCHOOLS***

### **ANNUAL NOTICE**

### **ASBESTOS MANAGEMENT PROGRAM**

On October 22, 1986, President Reagan signed the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The act required the Environmental Protection Agency (EPA) to develop regulations for addressing asbestos in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This rule stipulated, and our district has complied with, the following key requirements:

- Identification of asbestos-containing materials in all school buildings.
- Development and implementation of asbestos management plans for each school.
- Regular surveillance and re-inspections of the condition of asbestos in the buildings.
- Designation and training of a person to oversee asbestos activities within the district and to ensure compliance with the regulations.

This memorandum is to advise you that asbestos management plans for the district schools were developed following the EPA ruling and subsequently approved by the State of Ohio, Department of Health. These plans are regularly updated and are available for you to review.

Should you have any questions regarding this program or would like to review an asbestos management plan, please contact the Board of Education offices during normal business hours.

Jon Wesley  
Director of Business Operations