

Indian Hill Primary School

**PARENT-STUDENT HANDBOOK
2017-2018**

INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT

INDIAN HILL PRIMARY SCHOOL
6207 DRAKE ROAD
CINCINNATI, OHIO 45243

Web Site <http://www.indianhillschools.org/ps>

All concerns or complaints relating to disability discrimination should be directed to the District's Section 504 Coordinator. The Section 504 Coordinator is the Director of Pupil Services who may be contacted at (513) 272-4500 or 6855 Drake Road, Cincinnati, Ohio 45243. Thank you.

TABLE OF CONTENTS

Board of Education	
Vision, Mission & Values	
Principal's Message	2
Admission of Nonresident Students	3
AEDS.....	4
Attendance Regulation No. 4022-A.....	5
Absences.....	6
Behavior Plan - SchoolWide	7
Basic Skills	8
Birthday Celebrations.....	8
Building Security.....	8
Calendar, 2014-2015	9
Communications	10
Contact the School.....	10
Driving on School Grounds	10
Early Dismissal from School	10
Early Entrance Admission	11
EmergencyProcedures.....	11
Enrichment Continuum.....	12
Enrollment Requirements	12
Faculty Roster	14
Field Trips.....	15
Food Expectations.....	15
Fund Raising	17
Guidance Services	17
Gum Chewing.....	17
Hazing and Bullying	17
Homework	20
Illness.....	20
Lockers.....	21
Lost and Found	21
Lunches.....	21
Media Center.....	22
Medications	22
Outdoor Recess	28
Parent Notes	29
Personal Sale of Articles	29
Physical Education	29
Prohibited Items at School	29
Promotion/Placement/Retention	29
Reporting Student Progress to Parents.....	30
Responsive Classroom.....	30
School Accidents	30
School Closing	30
School Hours.....	31
Screening	31
Sexual Misconduct/Harassment.....	31
Student Code of Conduct.....	31
Student Dress.....	35
Student School Fees	35
Tardiness.....	35
Technology.....	35
Telephones.....	37
Testing.....	37
Transportation Guidelines	38
Unified Arts.....	39
Unpaid Fees	39
Visitors.....	39
Walking or Bicycling to School	39
Wellness	40
Withdrawal From School.....	40
Conclusion.....	40

Board of Education

Dr. Eddie Hooker, President
Mrs. Nancy Aichholz, Vice President
Mrs. Elizabeth Johnston, Member
Mr. Lyle Fiore, Member
Mrs. Kim Lewis, Member

Dr. Mark Miles, Superintendent of Schools
Mr. James Nichols, Primary School Principal

Indian Hill Primary School

6207 Drake Road
Cincinnati, Ohio 45243
Phone: 272-4754
Fax: 272-4759

Board Office:	272-4500
Business Office:	272-4522
Knowledge Learning Center:	561-4496
Indian Hill Early Childhood Center	272-4790
Elementary School:	272-4703
Middle School	272-4642
High School:	272-4550
Safety Line:	272-4701
Transportation:	272-4531
Primary School Attendance Line:	272-4757
Primary School Guidance Line:	272-4760

Our Vision, Mission & Values



Vision: Enduring Excellence in Learning, Leadership, Innovation & Service

Mission: The Indian Hill Exempted Village School District provides exceptional educational services to ensure the intellectual development, personal growth, and social responsibility of each student.

Values:

- Commitment to Excellence
- Collaborative Relationships
- Community Engagement
- Continuous Improvement

PRINCIPAL'S MESSAGE

Dear Students,

Welcome to the Indian Hill Primary School. Your teachers and I hope you enjoy your years in our school and hope that you find our school an interesting, friendly, safe, and exciting place to be.

Please think about the information in this booklet so that you can become familiar with our rules and know what is expected of you. A good school citizen cares about other people and shows it by following the rules. A good student does his/her best and shows it by paying attention, following directions, working hard, and completing work neatly and on time.

Your teachers and I are always happy to help you in every way we can. With all of us working together, and with all of us trying to do our very best each day, our school will be the wonderful place we all want it to be.

Sincerely,

Mr. Nichols
Principal

Dear Parents,

The staff and I are eager to know our students and their parents. We are proud of our school and welcome the opportunity to share information about the Indian Hill Primary School, the curriculum, and our expectations with you.

If at any time you have particular concerns or questions, please do not hesitate to contact me.

Sincerely,

James Nichols
Principal

ADMISSION OF NONRESIDENT STUDENTS

All children of school age who reside in The Indian Hill School District are entitled to attend the Indian Hill Schools without charge. Except as set forth herein or required by law, the Indian Hill School District will not admit nonresident students.

In the following circumstances, a student will be admitted free of tuition:

- An adult resident of the District has submitted a sworn statement that he has initiated legal proceedings to obtain custody of the student. A student may not be enrolled under this provision for more than 60 days.
- The student has been admitted as a foreign exchange student or is a non-Ohio U.S. resident admitted under an exchange program operated by a student exchange organization.
- The student's parent has died, and the student now resides in another district. Such student, with the approval of the Board of Education, may continue to attend in the District tuition-free for the remainder of the school year.
- The student is between the ages of 18 and 21, lives in the District apart from his parents, supports himself by his own labor, and has not been granted a high school diploma or certificate of attendance.
- The student is under 18, married, and resides in the District, regardless of the residence of his parents.
- The student has been placed with a resident of the District for adoption, and his parents reside outside Ohio.
- The student has a medical condition which may require emergency medical treatment, and one of his parents is employed at a location within the District. The condition must be certified by a physician's statement, which must be supported by such other evidence as the Board of Education or its designee may require.
- The student resides in the District with grandparents who exercise legal caretaker rights. Enrollment under this provision requires the filing of a parent's power of attorney or a caretaker authorization affidavit properly completed and notarized setting forth the name and address of the person with whom the child is residing. Enrollment under this provision is limited to the earlier of: the time period the power of attorney or caretaker authorization affidavit is in effect (up to one year), the child ceases to reside with the grandparent, or the grandparent dies.
- The student is residing in the District with a person other than his parent while his parent is serving in the armed forces outside Ohio. Enrollment under this provision is limited to a 12-month period and requires the filing of an affidavit from the parent setting forth the name and address of the person with whom the child is living and confirming that the parent is serving in the armed forces outside Ohio and intends to reside in the District upon return.
- The student's parent is having a house built in the District. Enrollment under this provision is limited to a period of time not to exceed 90 days as may be established by the Superintendent. In order to qualify for the exception, the parent must provide the Superintendent with a sworn statement indicating the location of the house and the parent's intent to reside there, together with a statement from the builder confirming that a new house is being built for the parent at the indicated location. A student attending under this exception is eligible for participation in interscholastic athletics if he has been formally released by the board of education of the school

district in which he resides, and has obtained any authorizations required by the athletic association or other agency exercising authority.

- The student's parent is purchasing a house in the District. Enrollment under this provision is limited to a period of time not to exceed 90 days as established by the Superintendent. In order to qualify, the parent must provide the Superintendent with a sworn statement indicating the location of the house and the parent's intent to reside there, together with a statement from a real estate broker or bank officer confirming that a purchase contract has been entered into and that the parent is awaiting the closing of a mortgage loan. A student attending under this exception is eligible for participation in interscholastic athletics if he has been formally released by the board of education of the school district in which he resides, and has obtained any authorization required by the athletic association or other agency exercising authority over such interscholastic sports.
- The student is residing with a parent in a shelter for victims of domestic violence.

If a student ceases to reside in the District during a semester because his parent(s) have moved out of the District, the student may complete the semester only upon payment of tuition for the remainder of the semester. The parent(s) under such circumstances must contact the Treasurer and arrange for tuition payment before moving from the District or the student will not be permitted to continue enrollment.

If a student ceases to reside in the District after completion of the eleventh grade, the student will be allowed to attend in the twelfth grade, upon payment of tuition for the twelfth grade school year.

Children who reside in The Indian Hill School District in a "home" as that term is defined in ORC §3313.64 will be admitted to the Indian Hill Schools as provided by law.

The District may temporarily deny admittance to any student who is otherwise entitled to be admitted to the District, if the student has been expelled from the schools of another district and if the period of expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the Superintendent/designee to determine the admittance or non-admittance of the student.

The Treasurer of the Board of Education and/or his/her designee shall be responsible for administering this policy.

If tuition is required under the terms of this policy, the principal and/or his designee will enroll the student upon presentation of the receipt of payment for tuition issued by the Treasurer and/or his/her designee.

Tuition fees will be based upon the current rate established by the State Department of Education.

AEDS

Automatic Electronic Defibrillators (AEDS) are devices that help to restore a normal heart rhythm by delivering an electric shock to the heart after detecting a life-threatening irregular rhythm. AEDs are not substitutes for CPR, but are designed to increase the effectiveness of basic life support when integrated into the CPR cycle. AEDs are now considered essential life support equipment and the Ohio Department of Health strongly recommends that each school building have one accessible to staff, students, and visitors.

The IHHS Athletic Trainers have access to a mobile AED for all home sporting events. In addition, each school building in the district has a unit displayed. **In the Primary School, the AED is located on a side wall outside the gym.** A brief training session will be offered in the early part of each school year for the entire faculty to provide information and instruction for the AED unit.

STUDENT ABSENCES AND EXCUSES

The Indian Hill Schools District has a high regard for academic excellence and scholarship. We believe that school attendance and time spent in study have a significant relationship to achievement.

1. Ohio law provides that it is the responsibility of parents/guardians to ensure the regular daily school attendance of their child/children unless absences are excused. An excused absence is defined as:
 - Personal illness or injury
 - Illness in the family
 - Medical or dental appointments accompanied by a physician's documentation
 - Death of a relative
 - Quarantine
 - Work at home due to the absence of parents or guardians (students over 14 years of age)
 - Observance of religious holidays
 - Appointments for court
 - Emergency or set of circumstances judged by the responsible building administrator as sufficient cause
- A. The Indian Hill School District requires students to be in regular attendance for the number of days as approved by the school calendar and have the responsibility to notify parents when students are having an attendance problem.
- B. A parent note may document up to seven absences or tardies per semester for reasons identified as excused absences. Absences and tardies in excess may not be excused by a parent and shall require documentation by the student's physician, dentist, etc.
- C. Parents are to provide the school office with a notification, either written, via email or by telephone, of the reasons for each student absence.
2. Attendance is defined as participation in all activities assigned to a student during the time school is open for instruction. Three or more instructional periods constitute a half-day of attendance.
 - A. To receive a year's credit, a student may not be absent from school or a period/class for more 10 days per semester. All absences will be counted against the 10 day limit. Participation in school-sponsored events during the school day, student suspensions, and/or detention by school officials do not count as an absence. The responsible building administrator may use his/her discretion when implementing this procedure.
 - B. A school tardy is defined as arriving after 25% of the school day has transpired. Seven tardies are equivalent to one day of absence when computing absence totals.
 - C. At the high school or middle school, students who report 15 minutes or more late for an assigned class will be counted absent that period.
 - D. Each teacher will keep a daily record of attendance and tardiness for each student assigned to his/her class. Teachers will notify the responsible building administrator when the student has been absent 50% of the 10 day limit and, again, when the student has reached the maximum allowable absences within a class period.
3. Students may be granted an attendance allowance based on a review of the individual case by the responsible building administrator.
4. For students who have not been granted an attendance allowance, a formal letter of concern will be sent to parents when absences have reached 50% of the allowable days (10 per semester). At the high school level, a student conference will be held when a student has reached five absences

in one semester, in addition to the notification letter at 50% of the maximum days. When a student's absence record exceeds the maximum days allowed, parents will again be notified. In the event a student has reached a designated number of unexcused absences (Five or more consecutive school days, seven in a month, or 12 in a year), the parent may be notified of truancy violations as outlined in Policy J-13.

Students exceeding the number of allowable absences may remain in their scheduled class(es) or be placed in an alternative learning setting by the building administrator with no academic credit applying.

5. Attendance Regulations Regarding Co-curricular and Extracurricular Activities:

If a student is not in attendance for a minimum of 50% of the school day on the day of the event or has not been granted prior approval by the responsible building administrator to attend the event, he/she will be declared ineligible for that event.

[Adoption date: April 21, 1992]

[Revised: August 24, 1999]

[Revised: March 10, 2009]

[Revised: May 20, 2014]

LEGAL REFS: ORC 3321.01

3321.04

3321.14

3321.19

3321.38

CROSS REF:

J-13 Early Dismissal and Truancy

J-15 Student Attendance Accounting

J-40 Student Health Services and Requirements, Student Handbook

ABSENCES

1. PARENTS ARE ASKED TO PLEASE NOTIFY THE SCHOOL SECRETARY BEFORE 9:00 A.M., IF THEIR CHILD WILL NOT BE ATTENDING SCHOOL OR WILL BE TARDY FOR ANY REASON. Notification of student absence can be given for many days of long-term illnesses to avoid calling each day.
2. To report a student's absence other than during school hours, parents are asked to call the attendance line (272-4757). Messages are monitored before school begins each day.

Make-up Work Following Absence

It is the responsibility of the student/parent to request and pick up assignments during an absence from school. Please note that there is no need for make-up work unless a child has been absent for more than two days in succession. After the second day, assignments may be requested by calling the school office or the teacher's voice mail; the appropriateness of providing make up work is determined by the teacher.

Make-up Work Due to Family Obligations

Parents are discouraged from taking students out of school for vacation purposes. In these circumstances, parents must provide the school office with written information regarding the absence in advance of the absence. Please remember that all absences count toward the student's twenty day limit for the school year. (Refer to section on Absence.) If projects or long term assignments are due during the period of prearranged absence, the student will be requested to turn it in prior to the absence. Teachers are not required to create individualized assignments for students to complete during the absence, but may use their discretion in preparing general materials upon parent or student request if the

request is made a week in advance. Students will be permitted to make up tests missed during such absences from school, at the teacher's convenience.

AFTER SCHOOL PLANS

If you are changing a student's end of day dismissal procedure you must send a note to school. Please do not send an email or leave a voicemail as teachers do not always have an opportunity to check these communication tools during the day. If you have forgotten to send a note or plans change during the day please contact the office at 272.4754.

BEHAVIOR PLAN - SCHOOL-WIDE

General Areas

1. Students are to speak with each other using accepted standards of English. Obscenity, name-calling, and profanity are not accepted forms of discourse.
2. Students are to act in a manner that contributes to an appropriate and positive learning environment.
3. School property is not to be defaced or altered in any way.

Playgrounds

1. Students may not leave any assigned area or playground unless given permission by a teacher. Students are not to re-enter the building at any time without permission.
2. Rough play is not allowed.
3. Students are not to throw snowballs or other hazardous objects.
4. Students will be given instruction in using outdoor play equipment and will be expected to follow the rules given for equipment use.
5. Food, gum, or snacks are not permitted on the playground.
6. Students will line up when a whistle is blown to signal the end of recess.

Indoor Recess

1. Students are to follow the rules for indoor recess posted in each classroom.
2. Students will go directly to their assigned classroom from the cafeteria.
3. Permission to leave the assigned classroom must come from the teacher on duty.
4. No objects are to be thrown or kicked.
5. Students are to play only quiet games.

Hallways, Stairs, Lobby

1. Students are to walk through hallways, stairs and the lobby area quietly to respect the learning environment.
2. Students are not to push or shove other students at any time.
3. Students are expected to keep their hands, feet, and objects to themselves.
4. Students need teacher permission to stop for a drink or use the restroom in the hallways.

School Assemblies

1. Students are to walk quietly from the classroom to the assembly area.
2. Students are to remain with the teacher in charge.
3. Students are to become quiet when the signal is given for attention.
4. Students are to practice being a respectful and polite audience, without talking, booing, screaming or

engaging in other disturbing behavior during an assembly.

Media Center

1. Students are to follow any instructions or directions given by the librarian or aide.
2. Students are expected to return all materials to their proper places.
3. Students are to return library books on the day they are due.
4. Students must return all overdue library books or pay for lost/misplaced books, before being allowed to check out additional books.

Lunchroom

1. Students are to talk quietly when in the lunch line.
2. Students are to sit in the assigned area as directed by the supervisor on duty.
3. No food is to be thrown at anytime.
4. Students are not to shout or engage in loud talking in the cafeteria.

Refer to Student Code of Conduct for district-wide policy.

Consequences will be established for all rules and regulations. There will be remedial measures for infractions and recognition for those students complying with the established regulations.

Certain situations will arise that are NOT covered by these rules and regulations. The resolution of these will be determined by the building principal or designee.

BASIC SKILLS

Each student is expected to achieve demonstrated mastery of Ohio Curriculum Standards for each subject area as measured by a specific assessment procedure. Every teacher has a list of these skills by grade level and content area.

BIRTHDAY CELEBRATIONS

Birthdays are very special days for students. We acknowledge every child's birthday during the school year, and summer birthdays on the half year (ex., August 1 birthday is recognized on Feb. 1). You may bring only small non-food items if you choose for your child to share something on his/her birthday (erasers, sticker, note pads, etc.). If you would like to bring a birthday treat for your child's birthday (ex., a cupcake), it must only be for your child and must be eaten at lunch time in the lunchroom. Please note that parents may not bring birthday treats for sharing with children other than their own.

BUILDING SECURITY

The safety and security of every child is a basic priority of the staff at the Primary School. Planning and procedures are designed to prevent situations that could compromise any of our students' safety. Preparations to ensure all reasonable precautions have been taken, and building entrances are secure. In addition, contingency plans with the Rangers are in place should we ever need them.

Parents' help is greatly appreciated in providing a safe and secure school building. Please plan to use only the front doors of the school that are located on the circle; all doors are kept locked during the school day. Visitors must go directly to the school office. Please use the school safety phone line (272- 4701) to alert the school district to potential problems at any time, day or night.

CALENDAR

2016-2017 SCHOOL YEAR

Staff Development Day	August 15, 2017
Teacher Workday	August 16
First Day for Students (First & Second Grade)	August 17
Kindergarten Interviews (By appointment)	August 17 and 18
First Day for Kindergarten Students	August 21
Staff Development Day	September 1
Labor Day - NO SCHOOL	September 4
Staff Development - NO SCHOOL	October 13
NO SCHOOL	October 16
Conference Day - NO SCHOOL	October 27
Conference Exchange Day - NO SCHOOL	November 22
Thanksgiving Day - NO SCHOOL	November 23
Thanksgiving Recess - NO SCHOOL	November 24
Winter Recess Begins	December 23
School Reopens (Tuesday)	January 8, 2018
Martin Luther King Day - NO SCHOOL	January 15
Staff Development Day – NO SCHOOL	February 16
Presidents' Day - NO SCHOOL	February 19
Spring Recess Begins	March 24
School Reopens (Tuesday)	April 3
Conferences K-5 NO SCHOOL	TBD
Last Day for Students	May 31
Last Day for Teachers	June 1

CONTACT THE SCHOOL

It would be very helpful if parents would contact the school when any of the following things happen:

1. Address Or Phone Change -- If your address or phone number should change throughout the year, please notify the school office as soon as possible.
2. Family Status Change -- If there is a change in the marital status of the parents or custody arrangements, please provide this information to the school office.
3. Contagious Disease -- If your child should become ill with a contagious disease, the school office should be notified.
4. Withdrawal From School -- The school office should be notified as soon as possible if you plan to withdraw your child from school.
5. Parent-Teacher Conference -- If you believe that a conference with a teacher is needed, please call the school office to make arrangements or call the office to receive an individual teacher's voice mail number.
6. Other -- Please contact the school office regarding any school-related matter that is of concern to you.
7. Each teacher has a voice mail number that will be provided to parents at the beginning of the school year. Teachers check their voice mail for messages at the end of each school day. When it is necessary to get an urgent message to a teacher, parents need to contact the school office (272-4754) for immediate assistance.

DRIVING ON SCHOOL GROUNDS

The South parking lot, closest to South Clippinger, is reserved for **bus traffic only** between 8 a.m. and 4 p.m. Parents who drop off or pick up their children must use the one-way circular drive in front of the building. **Cars may not be left unattended in this driveway because of fire lane regulations.** If you need to enter the building for any reason, please park in the lined parking spaces provided in the lots closest to the playground and adjacent baseball field. Your cooperation with this procedure when visiting the Primary School will be greatly appreciated and will help to maintain a safe and orderly flow of traffic.

Please note that some parking spaces are reserved only for teachers and staff who travel among the schools. Your cooperation is appreciated.

EARLY DISMISSAL FROM SCHOOL

Early dismissal from school will be granted for the same reasons allowable for legal school absences. Parents are encouraged to schedule medical appointments outside school hours. If an emergency arises and students' medical appointments must be scheduled during the school day, it is suggested that they be made as late in the school day as possible.

To request a student's early dismissal from school, parents need to send a written note signed by you as parent or guardian requesting permission for your child to leave school early, including the reason for the early dismissal request. **Any student being dismissed prior to the regular school dismissal at 3:30 p.m. MUST BE MET IN THE SCHOOL OFFICE AND SIGNED OUT ON THE PAGE PROVIDED.**

EARLY ENTRANCE ADMISSION

Upon request of a parent or guardian, a child who will be five or six years of age between October 1 and January 1 of the school year for which early admission to kindergarten or first grade is requested, shall be evaluated by a district team using standardized testing. Requests are received in the spring of the year.

Underage admission standards are established at such a level that children admitted will possess, in the judgment of the best professional advice available, the advanced intellectual, language, perceptual-motor, social, and emotional maturity necessary so that early admission shall not be harmful to the child, nor diminish the child's future opportunity for growth and leadership experience.

EMERGENCY PROCEDURES

Evacuation

Monthly evacuation drills are required by law and are an important safety precaution. It is imperative that when the fire alarm is sounded all students and adults in the building obey promptly and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will teach students procedures to be followed during an evacuation drill. Evacuation drill procedures are posted in each room. Any visitors in the building should follow posted evacuation procedures or staff direction.

Lockdown

The school staff is prepared to hold children securely in classrooms if there is a threat to their safety or other reason to protect them. Classrooms will be locked and every child will be accounted for by the office in such a situation. Drills are conducted each year.

Shelter in Place

Shelter in place drills are held regularly to help familiarize students with safe and orderly practices that will help them move quickly and in an orderly manner to pre-designated safety areas during an emergency. Safety procedures are reviewed regularly and posted in each classroom. In the event of a tornado warning, children will be sheltered in place safely in the basement level of the PS and only released to parents and/or guardians. Authorization must be made in writing before the students will be released during an emergency.

Emergency Removal

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent, or the principal, may remove a pupil from curricular or extra-curricular activities under his/her supervision. As soon as practicable after making such removal, the teacher shall submit in writing to the principal the reason(s) for such removal.

If the removal is for more than 24 hours, a due process hearing must be held within 72 hours after removal is ordered. The person(s) who ordered the removal must be at the hearing.

Unless it is probable that the student may be subject to expulsion, the procedures for suspension outlined above should be followed. If it is probable that the student may be subject to expulsion, the procedures for expulsion described above will be followed, except that the hearing shall be within 72 hours of the initial removal.

If the principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reason for the action. The teacher cannot refuse to reinstate a student.

SITUATIONS WHERE NOTICE AND HEARING PROCEDURES ARE NOT REQUIRED

In the following situations, notice and hearing procedures are not required by law:

1. Where the student is removed for less than 24 hours and is not subject to suspension or expulsion.
2. Where the student is suspended or removed solely from extra-curricular activities.

ENRICHMENT CONTINUUM

The Primary School offers a continuum of enrichment services to meet the needs of students in a variety of ways.

The gifted education specialist, Mrs. Monica Dawkins, consults with K-2 classroom teachers, collaborates and co-teaches with them to further enrich the grade-level curriculum for individual students as needed. In addition, specific opportunities for qualifying students include Math and Reading Enrichment for K, 1st, 2nd grade and the Discovery Class Program (2nd graders).

The Discovery Class (DC) program is a resource center pullout program for formally identified gifted second graders. It provides a learning experience in which individual exploration and problem-solving are encouraged and guided, and where students can think together, benefiting from working with other gifted children. Student goals include critical and creative thinking, problem-solving, unique investigations, and academic self-discipline.

Together these programs offer a menu of educational options which provide additional challenge to the rich classroom experiences provided within each kindergarten, first, and second grade classroom.

The Primary School enrichment teacher will be happy to answer questions regarding any of the above mentioned programs.

ENROLLMENT REQUIREMENTS

A child whose fifth birthday falls on or before September 30th is eligible to enter kindergarten. A child whose sixth birthday falls on or before September 30th is eligible to enter first grade at the opening of school if s/he has completed kindergarten.

Proof of each of the following must be submitted:

1. Date of birth: Ohio law requires that a child's birth certificate must be presented at the time of enrollment.
2. Immunizations: Ohio law requires that children entering school must have had, or be in the process of receiving the following immunizations:
 - a. Diphtheria, Pertussis (whooping cough), Tetanus – 3-4 doses. If a third dose is given after the age of six, a fourth dose is not required. If a fourth dose is given before the age of four, a fifth dose is required.
 - b. Polio immunizations - 3-4 doses. A 4th dose is required if the 3rd dose was administered prior to the 4th birthday.

- c. Measles, Mumps, Rubella – 2 doses. A 2nd dose is now required for Kindergarten as of August, 1999.
- d. Hepatitis B – three (3) doses.
- e. Chicken Pox (Varicella) – 2 doses are required for Kindergarten as of August, 2010 unless proof of disease is provided.

Proof that enrollment requirements have been met will be established by submitting the necessary medical form (provided at the time of registration) signed by a physician, or an official record from a health agency. [The completed medical form must be returned to the school within fourteen \(14\) calendar days or the child will be excluded from school until the form is received.](#)

- 3. In situations where custody orders or decrees have been issued, Ohio law requires that at the time of first entry into a public school, all pupils must present a certified copy of a child custody order or decree, or any modifications to them. A child will not be allowed to attend school until the appropriate and current child custody order or decree has been presented.
- 4. Proof of current residency within the school district boundaries.

Facility Care

Care of District Property

The citizens of Indian Hill School District have a vested interest in the buildings, properties, grounds and equipment of their school district. Any individual found interfering with the natural and intended use of school property and grounds shall be held responsible for the correction, the monetary replacement or any other redress deemed necessary.

Rules/Guidelines for Common Building Areas and Transportation

Students are expected to follow the classroom rules established by each of their individual classroom teachers. In addition to these, students are expected to follow rules established for common building areas to promote an environment that is safe, orderly and conducive to learning. Students are also to follow the District Transportation Guidelines.

2017-18 Faculty

Principal:	Mr. Jim Nichols	Office
Kindergarten:	Mrs. Tami Miller	Room 100
	Mrs. Amy Lichey	Room 101
	Mrs. Kate Zink	Room 102
	Mrs. Liz Smallwood	Room 103
	Mrs. Jane Kleinfelder	Room 104
	Mrs. Dana Snyder	Room 115
	Ms. Cheryl Ventresca	Room 117
	Mrs. Becky Stevens	Room 116
Grade One:	Mrs. Amy Arnold	Room 107
	Mrs. Lindsey Phelps	Room 206
	Mrs. Michelle Sweeney	Room 109
	Mrs. Jill Kurtz	Room 111
	Ms. Heather Hardesty	Room 112
	Mrs. Andi McCoy	Room 114
	Mrs. Erin Beers	Room 206
Grade Two:	Mrs. Jennifer Theiss	Room 207
	Mrs. Amy Campa	Room 209
	Ms. Char Yarnell	Room 214
	Ms. Elizabeth Ruebusch	Room 215
	Mrs. Rosa Jason	Room 216
	Miss Leslie Lakamp	Room 218
Music:	Ms. Barbara Watson	Auditorium
Physical Education:	Mr. Martin Majchszak	Gym
Media Specialist:	Mrs. Jen Anders	Room 105
Media Aide	Mrs. Carrie Bruscato	Room 105
Instructional Aides:	Mrs. Jeni Henz	Room 106
Intervention Specialist:	Mrs. Cristina Smith	Room 113
Speech/Language Pathologist:	Mrs. Rebecca Bachman	Room 120
Counselor:	Mrs. Jenn Oden	Room 120
ESOL	Mrs. Monica Gibson	Lobby Office
Psychologist	Dr. Jane Gardner	Room 124
	Mrs. Sarah Meinberg	Room 206
Reading/Math Specialist:	Mrs. Pam Marshall	Room 210
	Mrs. Sue Speno	Room 118
Spanish:	Mrs. Barb Danver	Room 212
Gifted Education:	Mrs. Monica Dawkins	Room 108
Art:	Mrs. Lauren Girdler	Room 98
Paraprofessional:	Mr. Julius King	
	Mrs. Holly James	
	Mrs. Amy Estep	
	Mrs. Karen Lehn	
Health Room Aide:	Mrs. Judy Neff	
Secretary:	Mrs. Katie Mileham	Office

	Mrs. Vickie Williamson	Office
IHECC Teacher	Mrs. Maureen Abel	Room 99
IHECC Assistant	Mrs. Jean Lauck	Room 99
Day Custodian:	Mr. Marshall Eberly	
Evening Custodians	Jean Goble	
	Kay Willis	

FIELD TRIPS

The Board recognizes that there is a vast quantity and variety of learning resources outside school walls and is aware of the potential our community has for improving the quality and depth of educational experiences. Whatever students can experience firsthand is often more meaningful to them than that which is only talked or read about.

Field trips must be properly planned, properly supervised, and properly integrated into the instructional program. They are, in fact, extensions of the curriculum.

Therefore, all field trips sponsored by the schools will be educational in nature and will be related to the subject matter and the objectives of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with definite objectives determined in advance. Appropriate instructions should precede and follow each field trip.

To the extent of feasibility, community resource persons, and organizations will be involved in the planning and conducting of field trips, so that students may derive the greatest educational benefit from the trip.

Field trips related to specific academic content will be scheduled periodically throughout the school year. Written parental permission is required before students will be allowed to participate in any field trips except for trips to other Indian Hill School District facilities.

FOOD USE EXPECTATIONS

Food Allergy Management Plan

The purpose of this plan is to maintain a safe environment for students with food allergies and to support parents regarding food allergy management. In order to implement this Plan, the administrative team (Superintendent, Assistant Superintendent, Director of Pupil Services, and building principals) developed a food allergy plan in conjunction with parents, the school district nurse, school health specialists, school employees, school volunteers, students, and community members.

The plan includes, but is not limited to, school-wide training programs regarding food allergy education, strategies to identify students with life-threatening food allergies, avoidance measures, emergency procedures, typical symptoms, and dosing instructions for medications when needed. The Plan also identifies responsibilities for school staff including administration, health specialists, teachers, transportation, coaches and club advisors, parents, and students with food allergies.

Parents and volunteers need to be aware of this revised plan because of the impact of the food expectations in the classroom. Staff, students and parents in our District will be asked to adhere to the following expectations when using food items in the schools.

1. Snacks: Students in kindergarten-grade 5 will be permitted healthy nut free snacks, including fruits, vegetables and grains. In specific classrooms, snacks may need to be further restricted to ensure the safety of students with allergens or other chronic health issues. Snacks should be provided by parents. Staff should not provide classroom snacks for

students. Snacks in the original packaging are preferred, although baggies of foods may be brought as well. Students will not be permitted to share snacks.

Students in grades 6-12 will be permitted to have snacks. Snacks may need to be restricted in some areas to ensure the safety of students with allergens or other chronic health issues. Snacks should be provided by parents. Staff should not provide classroom snacks for students. Staff will share allergen awareness facts with students as necessary.

2. Celebrations: During kindergarten-grade 5 birthday celebrations, parents are permitted to bring in small inexpensive non-food items for sharing (such as pencils and stickers). Parents are not permitted to share food with other students. If parents wish to have a food item for their own child, it must be consumed in the cafeteria during the student's regularly scheduled lunch time. Students in grades 6-12 will not have birthday celebrations at school.
3. Parties: Kindergarten-grade 5 holiday parties will be limited to four parties per year which are Halloween, Winter, Valentine's Day and End-of-Year parties. Room parents are encouraged to bring in non-food items for sharing and to focus on activities and crafts that encourage team building. Food items for these parties must be pre-approved by the classroom teacher. Food items brought in are limited to one food and one beverage item organized by the room parent(s). The classroom teacher will communicate with the parents of food allergy students and health specialist prior to approving the food/beverage items. Food may need to be restricted in some areas to ensure the safety of students with allergens or other chronic health issues. Students in grades 6-12 will not have holiday parties at school. Student created/impromptu parties or celebrations serving food are not permitted without the approval of the building principal(s).
4. Incentives/Rewards: Staff members are not permitted to use food for incentives or rewards. Items that provide positive reinforcement such as stickers, praise, encouragement, and other creative strategies should continue to be used by staff. Individual student behavior plans may indicate that food be offered as a reinforcement if other interventions are documented as not working, however, those foods must be allergen free in accordance with classroom lists.
5. Instructional Food Use: Instructional use of food in the classroom must be preapproved by the building principal through the use of an Indian Hill Curriculum Form in grades K-12. The form should be completed whenever food is used in the classroom whether for ingestion or activity use. Submission of the form must occur no less than one week before the activity/event is to take place. Cooking of food for classroom activities should only take place in approved cooking areas.
6. School-Sponsored Activities: School-sponsored activities that occur during the school day and include food must be preapproved by the building principal through the use of an Activity Form in grades K-12. The form should be completed by the lead contact person (i.e.: PTO, club advisor, counselor, teacher, etc.) whenever food is used for ingestion or activity use. The form must be submitted no less than one week before the activity/event is to take place or planning is to begin. In addition, tables that are nut-free should be encouraged and identified.
7. Lunch in the classroom: Staff may continue to eat lunch in his/her classroom, or have students eat lunch in the classroom. Precautions should be taken to ensure areas are clean of allergens to avoid cross-contamination.

We want you to keep in mind that this Plan has been established to reduce the risk of accidental exposure to allergens. The actions detailed in this plan will not completely eliminate the risk of an exposure; therefore students should frequently be reminded to advocate for themselves and use preventative measures to avoid allergens.

If you have any questions, please contact your child's building principal or school health specialist.

FUNDRAISING

According to school district policy, students may not sell items, solicit door to door, nor request or promote donations to specific organizations. Students may not distribute materials nor participate in any activities, which promote the interest of an individual staff member or a commercial venture. Please note that this includes Girl Scout cookie sales and marathon-type solicitations.

GUIDANCE SERVICES

Guidance services are available for all students. The Primary School counselor and the school psychologist work with students individually or in groups to promote a successful school experience for every child through a sense of personal growth and well-being. They are prepared to help teachers and parents understand children and their needs and to help children understand themselves and others. Parents may contact the school counselor, Mrs. Jennifer Oden, or the school psychologist, Dr. Janie Gardner, through the school office or through voice mail.

GUM CHEWING

GUM CHEWING IS NOT PERMITTED. Careless disposal of gum in drinking fountains, furniture and floor presents sanitation and cleaning problems, as well as costly repairs.

HAZING AND BULLYING

Harassing, hazing, intimidating and/or bullying behavior by any student, administrator, faculty member, or other employee of the District is strictly prohibited on or immediately adjacent to school grounds and at school sponsored activities, whether curricular or extracurricular. It also extends to any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

During times when students are accessing technology on school grounds, they are expected to adhere to handbook policies regarding acceptable use including but not limited to appropriate online behavior. This appropriate behavior includes, among other examples explicitly defined, protecting your identity, using technology within school guidelines, and refraining from cyber bullying. Students are expected to report to the principal/assistant principal instances of suspected bullying during school hours.

Definitions

Hazing is defined as any act of coercing another, including the victim, to do or initiate any act against any student or other organization which causes, or creates a substantial risk of causing, mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Harassment, intimidation or bullying is any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student, and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Harassment, intimidation, and bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to (i.e., this is NOT an exhaustive list):

- physical violence and/or attacks;

- threats, taunts and intimidation through words and/or gestures;
- extortion, damage or stealing of money and/or possessions;
- exclusion from the peer group or spreading rumors;
- excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers;
- repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - posting slurs on web sites, social networking sites, blogs or personal online journals;
 - sending abusive or threatening e-mails, web site postings or comments and instant messages;
 - using camera phones to take embarrassing photographs or videos of students, teachers or staff and/or distributing or posting the photos or videos online; and
 - using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

Prohibited activities of any type are inconsistent with the educational process and are prohibited at all times. No administrator, faculty member, or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations may plan, encourage or engage in any hazing and/or bullying activity.

Complaints

1. Formal Complaints

Students, their parents or guardians, and/or school personnel may file reports regarding suspected hazing, harassment, intimidation or bullying. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying; and the names of any potential student or staff witnesses. Such reports may be filed with any administrator, faculty member or other employee of the District. The District employee who receives the complaint must promptly forward to the building principal for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to an administrator, teacher or other District employee. Students who make informal complaints may request that their name be maintained in confidence by the District employee who receives the complaint.

Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential witnesses. The District employee that receives the complaint must promptly document the report in writing and forward to the building principal for review and action.

School Personnel Responsibilities and Intervention Strategies

1. Teachers and Other District Employees

Teachers and other District employees, who witness acts of harassment, hazing, intimidation and/or bullying must promptly notify the building principal of the event observed and file a written, incident report concerning the events witnessed. Teachers and other District employees who receive student or parent reports of suspected harassment, hazing, intimidation and/or bullying must promptly forward to the building principal any formal, written complaint. If the report is an informal complaint by a student that is received by a teacher or other

District employee, the District employee should prepare a written report of the informal complaint and promptly forward to the building principal.

In addition to addressing both informal and formal complaints, District employees are encouraged to address the issue of harassment, hazing intimidation and/or bullying in other interactions with students.

2. Administrator Responsibilities

A. Investigation

The building principal must be promptly notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal, all such complaints are investigated promptly and a written report of the investigation is prepared. The report should include findings of fact, a determination of whether acts of harassment, hazing, intimidation and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements are attached to the report.

When a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Nondisciplinary Interventions

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

C. Disciplinary Interventions

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

In and out-of-school suspension or expulsion may be imposed in accordance with the procedures found in the Student Conduct Code. These consequences are reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

D. Intervention Strategies for Protecting Victims

To adequately protect victims of bullying, intimidating or harassment, the District has intervention strategies in place depending on the type of prohibited behavior. Examples of intervention strategies include: providing adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintaining contact with parents and guardians of all involved parties; providing counseling for the victim if assessed that it is needed; informing school personnel of the incident and instructing

them to monitor the victim and the offending party for indications of harassing, intimidating and bullying behavior; checking with the victim frequently to ensure that there have been no further incidents of harassment, intimidation or bullying or retaliation from the offender.

Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal will notify the parent or guardian of the perpetrator, in writing, of the finding. If disciplinary consequences are imposed against such student, a description of such discipline will be included in such notifications.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

Reports to the Victim and his/her Parent or Guardian

If after investigation, acts of bullying or hazing against a specific student are verified, the building principal will notify the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

List Provided to School Board

The Superintendent must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying. A version of this semiannual report, which will exclude all personally identifiable information of the students, will also be posted on the District's website.

HOMEWORK

Setting aside a daily, consistent time for homework promotes the development of productive work habits. Additional homework is sent home to supplement classroom activities or reinforce skills. We recommend all students read nightly and provide a weekly minutes expectation for all students based on their grade level.

Students are expected to complete daily assignments within a reasonable length of time. Unfinished work may be sent home with the student to be completed and returned the next day.

ILLNESS

Schools are great places for viruses and bacteria to spread. Keeping ill children at home is an important way to limit the spread of disease. Sometimes knowing when to keep a child home is a difficult decision for parents. Unnecessary absences interfere with learning, time off from work can be a problem, and childcare issues can be inconvenient. However, little learning takes place for a sick child. Classmates and staff are at risk for illness when a sick child is sent to school.

Here are some guidelines approved by the Board of Health and Academy of Pediatrics when making the decision about sending your child to school:

- Children must be fever free (without medication) for 24 hours before returning to school. (Fever is defined as 100.0 F or higher)
- Children awaiting results from a throat culture must remain home until a negative result is known.

- Children with a positive strep culture must be treated with prescribed antibiotics for 24 hours before returning to school.
- Children who have been vomiting or have had diarrhea must remain home until the vomiting or diarrhea has stopped for 24 hours.

LOCKERS

Each student in grades 1 and 2 will be assigned a locker. Periodic inspections will be made by classroom teachers to see that lockers are kept clean and orderly. Students are to use only the locker assigned to them. Coats and book bags are kept in the locker. Lockers are the property of the Indian Hill School District and may be inspected by school personnel at any time.

LOST AND FOUND

Students who find lost articles are asked to take them to the Lost and Found Department in the cafeteria before or after school. Lost articles which are not claimed within a reasonable time will be given to a charitable organization.

Clothing that is labeled with a child's name can readily be returned to the owner.

LUNCHES

Primary school students will go to lunchtime recess immediately before they eat lunch in the cafeteria. There is substantial research that supports recess before lunch, including findings that allowing students to play before eating stimulates appetite, eliminates rushing to finish lunch to go outside, and allows students to return to classrooms calm and ready to learn.

Two hot, nutritionally balanced meals are available at school each day along with cold lunch options. A menu is readily available on the school web page.

Students may purchase a school lunch (\$3.10) or bring a packed lunch from home. If a lunch is brought from home, the student may purchase milk at school (\$.60). We expect any drinks brought from home to have nutritional value; please note that soft drinks (soda, cola, etc.) are not permitted in the lunch room. Please note that students are permitted to obtain additional items if they wish. Please contact food services if you do not want this option available to your child.

Each child in the school has a meal account that is accessed with a personal identification number (PIN). This number is the same as the student ID number. Each student will enter the PIN onto a number pad near the cashier at the end of the lunch service line. Students may pay cash; however, parents are encouraged to prepay money into the student's account. This simplifies the payment process and moves the lunch service line along efficiently. Parents can send cash or check (payable to Indian Hill Food Service Department) to school with the student, mail it to the Food Service Office at 6865 Drake Road, or give it to school office staff. Any cash or check must have the child's name and ID number included. Funds will be available as soon as they can be entered into the system, but typically not the same day. One check may be sent in for all students in a family, but parents must indicate the amount of money to be deposited in each child's account. If a student does not have sufficient funds in the account to pay for the cost of lunch, the system will document that. Letters will go home to parents on Thursdays if there is a need to notify them of insufficient lunch funds in the account.

Free or reduced price lunch is available for those students who qualify based upon financial need. Parents may inquire at the school office for appropriate forms for this program.

Parents may join their child for lunch in the cafeteria and are permitted to bring a lunch in for their child only.

MEDIA CENTER

The school media center is located on the first floor. The librarian, Mrs. Jennifer Anders is very helpful to students in locating good reading material, assisting with research topics, locating information and providing a number of other services for students.

MEDICATIONS

If possible, all medications should be given by the parent at home. Medication required during the school day will be administered only by the school nurse or an appropriate person appointed by the building principal. A permission slip is REQUIRED with the student's physician and parent signatures. The medication must be labeled with the dosage, the time, the name of the medication, and the student's name. NO EXCEPTIONS CAN BE MADE.*

*Dear Parent or Guardian:

The Ohio Legislature enacted a law concerning the administration of medicine to students by school personnel. The law, Ohio Revised Code 3313.713, has established specific steps which **must** be taken prior to any school employee administering medication to a student.

Medication must be delivered to the school in the container in which it was dispensed by the physician or pharmacist. The label must include the student's **name, medication, dosage, times to be administered, dates to begin and end**, and any **special instructions or side effects**. The medication (prescription or over-the-counter) must be accompanied by **written permission**. This form or a physician's prescription will be accepted.

We appreciate your cooperation in complying with this requirement and school policy since the major objective is to ensure the safety and health of your child.

Sincerely,

Dr. Mark Miles
Superintendent of Schools

(MEDICATION FORM – PART 1)

I hereby authorize _____ to administer medication to

_____ (School nurse or designee) _____ (Student's Name)
Date of Birth _____ as prescribed by the student's physician. I understand and agree to the above policy regarding medication administration. I fully release the INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT BOARD and its employees, agents, and representatives from any and all claims and liability relating to the administration of medication and agree to indemnify and hold harmless the Board, its employees, agents, and representatives against any and all claims or demands, judgments, settlements, costs, or expenses relating to the administration or non-administration of the medications.

Parent/Guardian _____ Date _____

(PHYSICIAN'S REQUEST FOR ADMINISTRATION OF MEDICATION –PART 2)

DATE _____

Child's Full Name _____ residing at

_____,
Grade _____ in the Indian Hill Exempted Village School District, is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container): _____

Dosage and time intervals: _____

Date administration begins and ends: _____

Possible side effects: _____

Special instructions for administration or storage: _____

NAME OF PHYSICIAN _____ PHONE _____ FAX _____

Signature of Physician

Guidelines For Administration of Medications
by School Personnel

The health status of a student bears a direct relationship to the quality of the student's educational achievement. To maintain an optimum health status for learning, some children may require medication. When it is necessary for children to receive medication, the following guidelines are to be followed:

1. The administration of any drug (prescription or over-the-counter) must be accompanied by a written order from a physician as well as the permission of the parent or guardian to administer the medication. Medication administration forms are available in each of the school offices.
 - a. The physician authorization must include the following:
 - * name of the student
 - * name of the drug and dosage to be administered
 - * time or intervals at which drug is to be given
 - * date the administration of the drug is to begin
 - * date the administration of the drug is to cease
 - * any adverse reactions that should be observed and/or reported to the physician
 - * phone numbers at which the physician can be reached in case of an emergency
 - * any special instructions for administration of the drug including conditions for storage
 - b. Parent permission must indicate that he/she has given their approval for the medication to be given and permission for the approved personnel to administer the medication.
2. In collaboration with the District nurse, the principal of each building will appoint a responsible person to supervise the storage and administration of medicine.
3. The medication must be received in the container in which it was dispensed with the student's name, name of drug, date, times of administration, and dosage indicated on the container.
4. To insure safe and proper delivery of any medication the parents or guardians of any student from kindergarten through 5th grade must bring the medication to the office personally. Medication may not be sent to school with the student. Parents of students in 6th through 12th grade may bring medication to the office or send it to school with their child, who must bring it to the office with the appropriate medication administration form. No student may carry medication at school during school hours or after school while participating in a school sport or other school program or activity.
5. Medication administered to students must be documented on a daily medication log. The documentation includes: student's name, name of drug, date, time, dosage, and signature of person giving the medication.
6. Medication will be secured in a locked area within the school.
7. Parents of kindergarten through 5th grade students are asked to please pick up any student medication on the last day of school. Student medication not picked up will be disposed of properly.

8. No initial dose of medication is to be given at school.
9. New medication administration forms must be submitted at the beginning of each school year and as necessary for new medication or changes in any medication order.
10. Cough drops may be taken at school under the following conditions: Cough drops must be brought in with written permission by the student's parent. Cough drops will be kept by the teacher in the classroom. Students may not bring cough drops out during lunch or recess.

Food Allergies

Food allergies can be life threatening. The foods most likely to cause an allergic reaction are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish and shellfish. Because peanut allergies are the most common and severe, **we request that parents not send in any peanut or nut-containing products for classroom celebrations or projects.** To help reduce the risk of accidental exposure to these foods we ask that you follow these guidelines:

- If your child has a food allergy you must inform the school at the beginning of each school year using the Emergency Medical Authorization Form (forms are sent home during the summer break). We encourage you to call the school nurse/health specialist prior to the first day of school to discuss specific food allergies.
- If an Epi-pen has been prescribed for your child please make sure one is available at school.
- Educate your child about managing his/her allergy at school
- Instruct your child to only eat snacks that he/she brings from home.

Indian Hill Exempted Village School District Students with Asthma Plan

To provide the best care for our students and in accordance with Ohio legislation, House Bill 121, and Ohio Revised Code § 3313.716, two options are available for the administration of medication by metered dose (MDI) or drypowder inhalers for students with asthma.

Option #1

After parent and physician complete the appropriate medication authorization form, and provide the nurse/health specialist with the prescribed inhaler, the student comes to the building clinic where the inhaler is kept to administer the medication under supervision. The objective of this option is that the medication will be used correctly, in the proper amount, and the time of use will be documented.

Option #2

Qualified students that meet or exceed the requirements listed below will be allowed to carry and use inhalers. The objectives of this option are immediate accessibility and facilitation of self-responsibility for medication use.

A qualified student is one who has:

- Completed the Medication Procedure/Student Assessment Form (that allows carrying and self-medication with inhalers for students with asthma signed by parent, student, physician and nurse/health specialist)
- Demonstrated correct use of inhaler
- Agreed to never share inhaler with anyone
- Agreed to contact nurse/health specialist or supervising adult if no marked improvement after two puffs of inhaler

**Medication Procedure That Allows Carrying and Self-Medication with Inhalers
For Students With Asthma**

Parent, Student, Physician and Nurse/Health Specialist Must Sign

Student Information (to be filled out and signed by parent/guardian)

Date _____
Student's Name _____ Grade _____ DOB _____
School Year _____ Teacher's Name (if applicable) _____
Parent/Guardian Name _____ Home Phone _____
Address _____ Cell# _____ Work# _____
Emergency Contact _____ Phone _____

Physician (for asthma) _____ Phone _____
Hospital Preference (for emergency) _____

1. How long has your child had asthma? _____
2. Please rate the severity of his/her asthma. (circle)
(Not Severe) 0 1 2 3 4 5 6 7 8 9 10 (Severe)
3. How many days would you estimate he/she missed school last year for asthma? _____
4. What triggers your child's asthma attack? (Please check all that apply)
 Illness Emotion Medications Foods Weather
 Exercise Smoke Odors Fatigue

Allergies (list) _____
5. Describe the symptoms your child experiences (wheezing, coughing, tightness etc.)

6. What does your child do to relieve symptoms during an asthma attack? (include all)
 Breathing exercises Rest/relaxation Drinks liquid
Takes medication: Inhaler Nebulizer Oral medication
7. List the medications your child takes for asthma (everyday and as needed)

NAME OF MEDICATION	DOSE	FREQUENCY

Student Action Plan

1. What, if any, side effects does your child have from his/her medication?

2. Do you know your child's peak flow rate?
Yes No
Rate _____
3. How many times has your child been hospitalized overnight for asthma in the past two years? _____
4. How many times has your child been treated in the emergency room for asthma in the past two years? _____
5. **If your child does not respond to medication at school, what action do you advise school personnel to take?** _____

*Additional information

**Please contact the school nurse or health specialist if any information on your child's condition changes during the school year. Thank you for your help in providing the best care for your child while at school.

Nurse/Health Specialist _____ Phone _____

I give my permission for my child _____
to carry his/her inhaler at school. I understand that he/she must follow the rules required for self-medication with an inhaler at school:

- Demonstration of correct use of inhaler
- Agree to never share inhaler with anyone
- If not marked improvement after two puffs of inhaler, student will contact nurse/health specialist or supervising adult.

Parent/Guardian Signature _____

Date _____

Assessment of Students Knowledge of and Responsibility For Control of Asthma

(interview with student to be done by nurse/health specialist)

1. What medications do you take? Name, dose, how often and what does it do?

_____ Knows Well _____ Knows Some _____ Know nothing

2. How do you feel when your asthma is acting up? (include symptoms before, during, And after) _____

3. What things make you wheeze?

4. What do you think is happening inside your lungs during a wheezing episode?

- A. Student has demonstrated to the nurse/health specialist the correct use of own inhaler.**

- B. Student agrees to never share the inhaler with another student.** _____
- C. Student agrees that after two puffs, if there is no marked improvement, he/she will go to the nurse/health specialist or supervising adult immediately.**

Student's signature _____ Date _____

Physician Approval for Student to Possess and Use an Inhaler While at School

In order for a student to possess and use a metered dose (MDI) or dry powder inhaler he/she must have written approval from the student's physician and parent or guardian. In addition, the student must demonstrate to the school nurse or health specialist the appropriate use of the inhaler. The principal and/or the school nurse or health specialist must receive copies of these required written approvals.

Please complete and return this form to the student's parent or guardian.

1. Name of student _____
Address of student _____

2. Name (s) and dose of medication in inhaler _____
3. Date the administration of medication is to begin _____
discontinue _____
4. Written instruction outlining the procedure school should follow in the event the medication does not produce the desired relief. _____

5. What severe reactions should be reported to the physician _____?
6. In the event of the misuse of the inhaler by another student, what reactions should be reported? _____
7. Any special instructions _____
8. Parent/Guardian phone for emergencies _____

Physician's signature _____ Date _____

Physician's phone for emergencies _____

Indian Hill Exempted Village School District
Epi-pen Self-carry Plan

To provide the best care for our students, two options are available for administration of an Epi-pen for students with serious and/or life-threatening food allergies.

Option #1
(This is typically the option for Primary School students.)

After parent and physician complete the appropriate medication authorization form, and provide the nurse/health specialist with the prescribed Epi-pen, the student comes to the building clinic where the Epi-pen is kept to have the medication administered under supervision. The objective of this option is to insure that an allergic reaction is taking place that the medication will be used correctly, in the proper amount, and the time of use will be documented. This also insures that follow-up care is provided.

Option #2

Qualified students that meet or exceed the requirements listed below will be allowed to carry and use Epi-pens. The objectives of this option are immediate accessibility and facilitation of self-responsibility for medication use.

A qualified student is one who has:

- Completed the Medication Procedure/Student Assessment Form (that allows carrying and self-medication with an Epi-pen for students with life-threatening food allergies signed by parent, student, physician, and nurse/health specialist).
- Demonstrated correct use of the Epi-pen.
- Agreed to never share the Epi-pen with anyone.
- Agreed to keep the Epi-pen in the agreed upon designated area.
- Agreed to contact an adult to inform them of the allergic reaction prior to using the Epi-pen. This will insure that the building nurse/health specialist will be able to provide care and follow-up treatment.

OUTDOOR RECESS

Believing in the benefits to be derived from fresh air and outdoor play, school policy is for students to have outdoor recess if at all possible. The decision as to whether to have indoor or outdoor recess during winter months is determined by outside temperature, wind chill factors, and the surface condition of the playground. Generally, if the sun is shining and the temperature is 20 degrees or above, outdoor recess is scheduled. Knowing these guidelines may be helpful to parents when deciding what outdoor clothing your child needs to wear to be comfortable for outdoor play.

Students may stay in from recess if they are recovering from an illness and a note to that effect is sent to the teacher. In that case, because the child's classroom teacher may have playground duty and not be available to supervise students remaining in the classroom, students needing to remain inside will read in the office during recess. If your child has a particular medical condition that warrants other considerations, please notify your child's teacher and appropriate arrangements will be made.

PARENT NOTES

Parent notes are required for the following:

1. Regular after-school functions (scouts, enrichment classes, etc.). A note must be written EACH TIME the student is to attend an after-school program (except PTO sponsored programs and Primary Players. Parents are asked to keep in mind that young children are sometimes confused regarding their after-school activities when their schedule either changes frequently, or when they simply forget that they are to attend a program that is scheduled only once a week, or intermittently. It is the school administration's concern for each student's safety that necessitates this procedure.
2. Medical appointments during school hours.
3. Address, family status, or name change.

PERSONAL SALE OF ARTICLES

No student should be selling any merchandise of any kind to classmates during the school day or on the bus.

PHYSICAL EDUCATION

All students will be required to wear a pair of gym shoes, shorts, pants or sweat pants for gym class. Children who do not have gym shoes will participate barefoot in physical education classes in the gym. This rule is implemented throughout the Indian Hill School District and was established to help protect students from injury.

PROHIBITED ITEMS AT SCHOOL

Students may not bring items to school that are potentially dangerous to personal safety or to school property. Students are also asked not to bring items to school that may be disruptive to the school environment including **toys, radios, cell phones, electronic devices, trading cards**, etc. Students will be asked to leave these items in their lockers if they bring them to school.

PROMOTION/PLACEMENT/RETENTION

At the end of each academic year, students who demonstrate mastery of the majority of skills at a given grade level will be promoted to the next grade.

Retention may be recommended for those students who have not mastered the majority of skills at a given grade level.

At the end of an academic year, placement in the next grade level will indicate that the student did not demonstrate mastery of the majority of instructional skills at that grade level, but was not retained because of extenuating circumstances.

REPORTING STUDENT PROGRESS TO PARENTS

The scheduled reporting of student progress to parents consists of the following:

1. Parent-Teacher conferences are scheduled at the end of the first and third quarters. Parents are invited to come to school and confer with their child's teacher at a scheduled time.
2. Report cards for kindergarten and grades one and two are issued at the end of each nine-week grading period.

In addition, ongoing communication between parents and the teacher regarding the child's progress is important and expected.

RESPONSIVE CLASSROOM

Responsive Classroom is a research-based social curriculum that emphasizes social, emotional and academic growth in a safe school community. It is based on caring, respect, and responsibility. It creates an environment in which learning goals can be achieved and students' hopes and dreams can be realized. It is positive, child-centered, and builds a strong community. There are three overarching rules, used consistently across all school settings that define expectations and guide student behaviors:

Take care of yourself.

Take care of each other.

Take care of the environment.

We encourage parents to use this language at home too. (Examples: Are you taking good care of your crayons when you leave them lying all over the floor? Are you taking good care of yourself if you don't brush your teeth?)

SCHOOL ACCIDENTS

A member of the office staff will notify parents when their child has been involved in a serious accident at school.

When an accident occurs causing serious injury, it must be reported at once to the teacher in charge, who will then report it to the school nurse and secretary and other appropriate authorities. Proper medical referrals will be made when necessary. First aid kits are located in each classroom. Each child is required

to have an emergency card on file with his/her classroom teacher and in the school office. It is parents' responsibility to see that the information requested on the emergency card is complete, accurate, and up-to-date.

SCHOOL CLOSING

In the event of severely inclement weather or a mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate an early school dismissal. School closing, delayed starting time or early dismissal will be announced over radio and/or TV stations, through our robo call system, and posted on the district web site. Reports in the morning will be between 6:30 a.m. and 9:30 a.m. In addition, parents will receive emergency information by a call from the automated phone system.

If no report is received or heard through the media, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

Please do not drop children off at school on snowy days without verifying that the school is open for instruction.

You are requested to develop a plan with your child (go to the home of a neighbor, locate a hidden key, etc.) so that he/she will know what to do in the event that school is dismissed early due to an emergency. This information must be on file in the school office. In the case of emergency early dismissal, school personnel will attempt to notify parents through media announcements and telephone trees. However, for your child's safety and security please have a back-up plan firmly in place.

SCHOOL HOURS

Indian Hill Primary School will be in session for students from 8:45 a.m. until 3:30 p.m. Kindergarten is in session from 8:45 a.m. until 1:45 p.m.

The school doors will be open for students to enter at 8:35 a.m. Students should not arrive at school before 8:35 a.m. because supervision cannot be provided before teachers report for duty. Neither the Indian Hill School District nor its faculty and staff will be responsible for students who arrive prior to 8:25 a.m.

SCREENING

Incoming kindergartners and first grade students will participate in vision and hearing screenings. The school nurse will contact parents if further evaluation is indicated.

SEXUAL MISCONDUCT/HARASSMENT

Sexual harassment may include, but is not limited to, verbal harassment or abuse, pressure for sexual activity, remarks with sexual or demeaning implications, unwelcome touching or suggesting and/or demanding sexual involvement accompanied by implied or explicit threats. Any form of sexual harassment - physical, verbal or emotional - will not be tolerated. Students who are subject to sexual harassment should report any incident immediately to the principal. Students observed as sexually harassing another person will be reported to the principal by the observer.

STUDENT CODE OF CONDUCT

The students of the District will comply with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, or inappropriate behavior by its students. A student who fails to comply with established school rules or with any reasonable request made

by school personnel on school property, and/or at school-related events will be dealt with according to approved student discipline regulations.

Students will annually receive at the opening of the school year, or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-sponsored activity or event. The information will include the types of conduct that will make them liable to suspension or expulsion from school or other forms of disciplinary action. Parents will also be informed of the conduct expected of students.

Matters not covered explicitly by school rules will be handled by the school principal, consistent with State law and other established policy.

Code of Conduct Policy

We believe in a community of learners that supports the dignity and growth of all its members, including students, staff, and parents. In a community, members work together for the common good, display concern for others, and respect differences. It is neither possible nor desirable to specify every single infraction, and we rely on the **initiative and responsibility** of students and the good judgment of teachers and administrators to maintain a **healthy, safe, and orderly environment** and a **positive school climate**.

The student conduct code covers misconduct on school property and at school-related events. It also extends to out-of-school misconduct which is connected to activities or incidents that have occurred on school-owned or school-controlled property, or which is directed at a school official or employee, regardless of where it occurs.

Academic Responsibilities: Each student must attend and arrive on time for all classes and other required or scheduled appointments. Each student is expected to complete all assignments in an ethical and honest manner.

The following types of conduct may result in academic penalties, suspension, expulsion, and/or removal:

- Failure to attend classes, study halls, assemblies, meetings with teachers or administrators, detentions.
- Tardiness to school or class
- Leaving class or school without permission
- Truancy
- Turning in the work of others and representing it as one's own
- Cheating, plagiarizing, copying, or using unauthorized aids
- Falsification of records

Personal and Social Responsibilities: Each student is expected to treat all other members of the school community, one's self, and property and equipment with respect, courtesy, and consideration.

The following types of conduct may result in suspension, expulsion, and/or removal:

- violation of parking or driving regulations
- dress that disrupts or interferes with the learning environment
- foul, obscene, or abusive language
- interfering with the rights of others
- disrupting the learning environment
- presence in areas where a student has no legitimate business without permission of school authorities
- falsification of information given to school officials in the legitimate pursuit of their job
- indecent exposure
- insubordination

- gambling
- misuse of school computers or other school equipment and materials
- possession of stolen goods, theft, extortion
- damage or destruction of property on school premises or damage or destruction of property off school premises where the incident is school-related: vandalism
- hazing, threatening, endangering others
- abuse of another
- sexual, racial, or other forms of harassment
- fighting
- disrespect to teachers or other authorities
- assault/battery (violence directed at others)
- arson
- possession/use of matches, a lighter, or other similar devices
- use, possession, or sale of tobacco
- use, possession, sale, or being under the influence of alcohol, other drugs, or inhalants (also applies to counterfeit drugs)
- possession or use of firearms, knives, or other weapons, including fireworks and explosives (also applies to look-alike weapons)
- announcement, publication, or distribution of materials that are offensive, obscene, or otherwise interfere with the learning environment
- commission of a crime on school property or in school-sponsored activities
- engaging in sexual acts or displaying excessive affection
- willfully aiding another person to violate school regulations

Student use of alcohol and drugs is illegal and dangerous. Students who use, possess, sell, or are under the influence of alcohol, drugs, and other inhalants (also applies to counterfeit drugs) may be suspended for ten days. The suspension may be accompanied by a recommendation for expulsion (up to 80 days exclusion from school). Upon referral, students suspended for alcohol, drugs, or firearms offenses lose their driving privileges through the State of Ohio.

Drug testing shall be considered a voluntary act on the part of the student and his/her parents. Such testing may be used to:

- screen for the presence of anabolic steroids or other illegal drugs for students voluntarily participating on an athletic team.
- screen urine, with parent permission, as one way to document that a student is or is not under the influence at school.
- screen urine as a required component of a comprehensive drug evaluation conducted by a qualified agency or individual.
- A breathalyzer test may be used when there is a reasonable suspicion that a student is under the influence of alcohol or drugs and such suspicions have not been lessened through the school's investigation. If the breathalyzer test is positive, the student will face disciplinary action consistent with these regulations and the student code of conduct. If the student refuses the breathalyzer test, the school district may refer the matter to law enforcement officials. If the student is determined by law enforcement to be under the influence of alcohol or drugs, the student could face legal consequences in addition to the disciplinary action consistent with these regulations and the student code of conduct.

Other consequences for inappropriate behavior include reprimand, removal from class, detention, Saturday Study, and/or community service. If appropriate, student driving privileges may be revoked, and students may be excluded from co-curricular activities. Administrators have the right to search student lockers and their contents. Ohio law provides that dangerous weapons offenses can lead to a one-year expulsion. Upon referral, students suspended for alcohol, drug, or firearm offenses lose their driver's license.

Administrators determine specific consequences for inappropriate behavior based on the age and disciplinary history of the student, severity of offense, impact on the learning environment, and other relevant and appropriate circumstances. Offenses not listed will be dealt with at administrative discretion. Crimes will be reported to the police.

Dangerous Weapons

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other dangerous weapons.

The definition of a firearm shall include any weapon (including a starter gun) that 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. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

No student shall bring a firearm to or possess a firearm while on school property, in a school vehicle or at any school-sponsored activity. Any student who brings a firearm in the above manner shall be expelled from school by the Superintendent for a period of one calendar year. Any student who possesses a firearm, which was initially brought onto school property by another person, may be expelled by the Superintendent, at his discretion. In addition, the Superintendent shall notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion 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.

Students are also prohibited from bringing a knife to or possessing a knife (which was initially brought onto school property by another person) while on school property, in a school vehicle or at any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings to or possesses a knife while on school property, in a school vehicle or at any school-sponsored activity, the Superintendent may, at his discretion, expel the student from school subject to the conditions stated above.

Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student when 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.

Possession of a look-alike weapon is also subject to suspension.

Permanent Exclusion

The Ohio Revised Code stipulates that students over sixteen years of age may be permanently excluded from school for committing any of the following crimes:

- conveying deadly weapons onto school property or to a school function;
- possessing deadly weapons on school property or to a school function;
- carrying a concealed weapon on school property or at a school function;
- trafficking in drugs on school property or at a school function;
- murder or aggravated murder on school property or at a school function;
- voluntary or involuntary manslaughter on school property or at a school function;
- assault or aggravated assault on school property or at a school function;
- rape, gross sexual imposition, or felonious sexual penetration on school property, at a school function, when the victim is a school employee;
- complicity in any of the above offenses, regardless of location.

A student may be suspended or expelled prior to being permanently excluded.

Alternate Forms of Discipline

Alternatives to suspension such as work detail or community service may be available at the discretion of the administration. Such alternatives must be mutually agreed upon by the student, parent, and administration. Such disciplinary action shall be proportional to the offense and may include physical labor and assistance with school maintenance. For example, a vandalism offense may lead to community service involving cleaning school property; littering in the cafeteria may lead to clean-up duty. This provision does not preclude a teacher from taking similar, appropriate disciplinary action in the classroom setting.

Alternate discipline may also involve work at community agencies in order to heighten a student's awareness of the impact of his or her actions, as when a student suspended for an alcohol offense is required to work at a rehabilitation clinic.

The district will not assume responsibility for transportation and supervision of alternate discipline activities outside the school setting. The students and his or her family assume responsibility for meeting school requirements regarding satisfactory documentation of the work's completion. Work performed as part of a disciplinary consequence may not be used to fulfill graduation requirements regarding community service. Failure to fulfill requirements will result in additional discipline.

STUDENT DRESS

Students are encouraged to take pride in their appearance. Students' dress has the potential to impact their conduct and their ability to focus on the task at hand.

All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities and comply with standards of safety.

Parents and students are asked to comply with the following guidelines:

1. Students are discouraged from wearing sandals or clogs on play equipment because of safety related concerns; flip flops and platform shoes are not safe for outdoor play or in moving up and down stairs in the school building.
2. Unusual student dress that will disrupt school procedures or serve as a distraction to students is not appropriate.

STUDENT SCHOOL FEES

The school fee for students in grades K, 1 and 2 is \$45. Student supply fees will be used to cover field trip costs, science supplies and a variety of curriculum based materials. Please note that in addition to this grade level fee, children in first and second grade will be expected to purchase a list of school supplies.

The PTO provides a service to parents by making these supplies available prior to the start of the school year.

When paying by check for any school related fees or charges of any kind, including but not limited to field trips, museum admission charges, book orders, food service, etc., the check should always be made payable to the School your child or children attend and not to an individual District employee. A written receipt will be issued for all cash payments. You can also pay through the EZ pay system as well.

TARDINESS

Late arrival to school can be unsettling to a young child and disruptive to the classroom. Some appointments or home emergencies are unavoidable; however, in promoting good learning habits and courteous behaviors, your child's prompt arrival at school is expected. Students may enter the building at 8:35 and are expected to be ready for instruction at 8:45. Please note that the Primary School day begins **before** the Elementary School day begins.

If a child is tardy 5 times, a letter will be sent to parents alerting them to an emerging problem. If the child is tardy 3 more times, the parents will be asked to meet with the principal to address the problem. Should the pattern of tardiness continue, the school's Intervention Assistance Team will meet to generate solutions with the parents.

TECHNOLOGY

INTERNET/NETWORK ACCEPTABLE USE POLICY

(reprinted from the Indian Hill Exempted Village Schools' Policy Manual)

Technology is used by the students of the Indian Hill School District for the purpose of supporting and enriching their educational experience. The use of technology resources within the district is a *privilege*, not a right. Along with that privilege comes the responsibility to utilize it in a responsible manner. Each student is responsible for the guidelines presented in this Acceptable Use Policy (AUP) when using technology in the District, regardless of its ownership, or if using district-owned technology off campus. The administration, faculty and staff may request to deny, revoke or suspend specific user accounts at any time.

Use Guidelines

- **Computers and related equipment should only be used for activities related to academics during class. Usage not related to school work is strictly prohibited in class unless otherwise directed.**
- **During class, web usage and searches must be related to approved school research or class work.**
- **Students must comply with copyright laws. The duplication of copyrighted programs is prohibited. The installation or storage of non-school owned programs on school-based equipment is also prohibited.**
- **Students may only gain access to IH network resources with their assigned user name and password.**
- **The sharing/use of network names and passwords is strictly prohibited. Students are responsible for their own network accounts and will be held accountable for any act or rule violation involving that account. There will be no excuse that someone else had access to that account.**
- **Students must always log out of the computer network upon completion of their work or leaving the computer area. A computer to which a student has logged on should never be left unattended.**
- **Students may only operate on-site IH computers or network using established school interfaces. Access to operating and file systems, including commands and utilities, on school-based systems is prohibited unless it is in conjunction with an assigned class activity supervised by a teacher.**
- **Students on-site should access the internet only through the Indian Hill network or through their own personal cell phones. Multi-user devices, like cellular mobile hotspots, are strictly forbidden on campus.**
- **Students may not access or tamper with system, administrative, teacher, staff or other students' accounts or files.**

- During class, all forms of online and social messaging are prohibited, including email, chat, discussion forums or communication systems of any type unless specifically assigned or permitted by a teacher.

The following uses of the Internet/network are **not** permitted:

- Accessing any area of cyberspace that would be considered inappropriate or offensive in accordance with the school's code of conduct
- Using any forms of obscene, harassing or abusive language on-line
- Publicizing other's or your personal information to unknown Internet users
- Creating or copying a computer virus onto the network or any district machine or hardware device
- Attempting to bypass internet filtering, virus/spyware protection or other workstation/network restrictions
- Using the network for commercial or financial gain
- Degrading, vandalizing or disrupting equipment or system performance
- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data
- Wasting technology resources, including bandwidth, file space and printers
- Gaining unauthorized access to resources or entities
- Posting personal communication without author consent
- Using another's identity in any form
- Web publishing or communication in any form that is inconsistent with the school's code of conduct

Misuse can come in many forms, but can be viewed as any activity or communication that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above. Any action by a student deemed by their classroom teacher or a system administrator to constitute an inappropriate use of technology at Indian Hill Exempted Village Schools or to improperly restrict or inhibit others from using and enjoying the network is a violation of this AUP.

Be aware that network usage is not guaranteed to be private. School faculty and administrators do have access to your files and information regarding your activities on the network. Messages and activities relating to or in support of illegal activity will be reported to the authorities. Access to the Internet through the district's facilities is provided solely for academic purposes and should be used accordingly.

Failure to comply with any rule stated above will result in disciplinary action. Inappropriate activities on any technology system at school fall under the school code of conduct and students may be subject to additional discipline. Violating the AUP may also result in legal actions including, but not limited to, criminal prosecution under appropriate state and federal laws.

TELEPHONES

The office and classroom telephones are for school business and may be used by students only in cases of emergency with permission of the child's teacher or office staff. When a teacher or other staff member believes it is appropriate, students may use the telephone to tell parents about a book or other item needed at school.

TESTING

The school reserves the right to administer achievement and ability tests to all students. Parental permission will be secured prior to conducting any individual evaluation.

TRANSPORTATION GUIDELINES

Alternative Transportation

Any variation in transportation from a student's established home stop to school and back to point of origin shall be known as alternative transportation.

To request alternative transportation a signed waiver must be on file with the Indian Hill School District.

Short-term alternative transportation may be requested by the parent or guardian by submitting the completed "Short Term Alternative Transportation Request Form" to the school office. In order for the school to have sufficient time to process the forms they must reach the office two (2) school days before the date of the requested change. Forms are available on the district website.

Long term alternative transportation may be requested by the parent or guardian by submitting the completed "Long Term Alternative Transportation Request Form" to the Transportation Department. Please allow up to one (1) week for the Transportation Department to consider your request.

Short-term and long-term alternative transportation requests will be processed on a first come first served basis and should be considered a privilege. Requests will be granted where available seating can be assured.

Please contact the school or the Transportation Department if you need further information or forms.

Whenever an emergency arises which requires a change in transportation, the school will do all it can to assist the family with needed changes. Requests in emergencies should be made directly to the Transportation Department (272-4531).

PLEASE CONTACT THE TRANSPORTATION DEPARTMENT AS SOON AS POSSIBLE IF YOU INTEND TO USE ALTERNATIVE TRANSPORTATION FOR THE REGULAR PICK UP OR DROP OFF SCHEDULE.

BUS DISCIPLINE PROCEDURE

Safety is our concern. Therefore we must enforce bus rules written and developed by the Ohio Department Education and adopted as policy by the Indian Hill Board of Education. Students receive annual notification of behavior expectations on their bus pass. Student cooperation is vital to help us achieve our goal of providing safe transportation. Instances of unacceptable behavior and their consequences follow.

UNACCEPTABLE BEHAVIOR

1. Failure to follow directions
2. Out of seat
3. Eating/drinking/chewing gum
4. Throwing objects on, from, or into the bus
5. Tripping, shoving/unnecessary body contact
6. Hitting/striking (horseplay)
7. Arm/hand/head out of window
8. Loud talk/boisterous conduct
9. Profane/inappropriate language
10. Destruction of school property
11. Improper crossing

Consequences:

- 1st Offense: discipline report - letter to parents - school principal notified
- 2nd Offense: discipline report - letter to parents - school principal notified
- 3rd Offense: 1-day suspension or Saturday study - letter to parents - school principal notified
- 4th Offense: 3-day suspension - letter to parents - school principal notified
- 5th Offense: 5-day suspension - letter to parents - school principal notified
- 6th Offense: 10-day suspension - letter to parents - school principal notified

UNACCEPTABLE BEHAVIOR - AUTOMATIC SUSPENSION

- 1. Drugs/Alcohol/Tobacco - possession/use of
- 2. Ignitable material - possession/use of
- 3. Weapons – possession/use of
- 4. Fighting/Striking - (delivering a blow causing pain/discomfort to another or delivered in anger)
- 5. Destruction of school property

Consequences:

Automatic suspension - discipline report - contact building principal as needed to concur on intended disciplinary action - letter to parents advising suspension.

This list is not all inclusive - instances of unacceptable discipline will be dealt with on an individual basis. Suspension will be based on severity of unacceptable behavior and current discipline record of student.

UNIFIED ARTS

Unified Arts is the term used to designate the art, music and physical education programs. Students attend each of these classes as determined by their classroom schedules.

UNPAID FEES

- 1. If you have a question regarding the payment of any outstanding school fees please contact the school office.
- 2. Unpaid student fees, lunch charges or library fines may result in a child not receiving report cards and/or other academic records. Unpaid lunch charges will result in loss of account privileges, requiring students to purchase lunch only with cash.

VISITORS

The school policy is to welcome only those visitors who have legitimate business at the school. GUESTS AND VISITORS MUST REGISTER IN THE OFFICE AND RECEIVE A GUEST BADGE. Parents are always welcome and asked to register in the school office upon their arrival also. Please be sure your visit has been scheduled with the teacher or the office. Students who wish to bring a guest to school must obtain prior approval from the office.

All visitors must follow emergency procedures (evacuation, severe weather protection, etc.) if required during the school visit.

WALKING OR BICYCLING TO SCHOOL

1. A note to be filed in the office is required for each student who is permitted to walk to school.
2. No powered bicycles will be permitted on the premises.

WELLNESS

The Primary School Wellness Council, with staff and parents as members, determines school standards and actions to promote health and physical fitness. The school lunch program increasingly incorporates dietary guidelines that encourage healthy choices for students: decrease fat consumption, limit saturated and trans fats, increase fresh fruits and vegetables, increase whole grains. Parents are encouraged to plan healthy options for birthday treats (fruit, yogurt, whole grains, etc.) and classroom parties. Students go outside for active play at recess two times each day.

WITHDRAWAL FROM SCHOOL

If it should become necessary to withdraw your child from school, your cooperation in complying with the following procedure is appreciated:

1. Contact the school office as soon as your plans are definite and complete the Withdrawal Form. Give the office staff the name and address of your child's new school if possible, and indicate the last day your child will be in attendance.
2. Return any textbooks, library books, or other materials belonging to the school.
3. Pay all outstanding debts to the school; otherwise, academic records will not be released.
4. Have your child bring home any personal belongings that might be at school.

As soon as you have moved into a new school district, you should:

1. Enroll your child in the new school immediately.
2. Sign a records release form at the time of enrollment in the new school.
3. Give the new school the name and address of Indian Hill Primary School. The new school will request that your child's school records be forwarded to them.

Additional Policies

NONDISCRIMINATION ON THE BASIS OF DISABILITY

Section 504 of the Rehabilitation Act of 1973 and its accompanying regulations apply to all school systems receiving federal funds. The District is the recipient of federal funds; furthermore, the Board maintains that discrimination against a qualified disabled person solely on the basis of disability is unfair. This policy and its accompanying provisions apply to all individuals seeking to make a complaint of disability discrimination, which include District staff, students, parents, and the public, and applies to complaints alleging discrimination carried out by employees, other students, or third parties. To the extent reasonably possible, qualified disabled persons should be in the mainstream of life in a school community.

Accordingly, the District will comply with the law and Board policy to ensure nondiscrimination on the basis of disability. The following will be expected:

1. No one will discriminate against qualified disabled persons in any aspect of school employment on the basis of disability.
2. Facilities, programs, and activities will be made available to qualified disabled persons.
3. Free, appropriate education at elementary and secondary levels, including nonacademic and extracurricular services and activities will be provided to qualified disabled persons.
4. No one will exclude any qualified disabled person, on the basis of disability, from participation in any preschool education, day care, adult education, or vocational education program.
5. Each qualified disabled person will be provided the same health, welfare, and other social services which are provided to others.

DISABILITY GRIEVANCE PROCEDURES

The District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by either Section 504 of the Rehabilitation Act of 1973 (or regulations implementing the Act) or Title II of the Americans with Disabilities Act.

Informal Settlement of Grievance

It is the goal of the District to settle any and all grievance matters with students, parents, staff, and the public in an informal way. The informal grievance procedures are voluntary. The parties have the right to go directly to the formal grievance procedure listed below. If the grievant begins the informal settlement of a grievance, he or she has the right to end the informal process at any time and begin the formal stage of the complaint process.

Upon receipt of a grievance involving a disability issue, the grievance will be submitted for review to the appropriate supervisor (e.g., building principal). This supervisor will then meet with the grievant at a time, date and place convenient to both parties.

The supervisor hearing the grievance must always be someone other than the person who took the action resulting in the grievance. At the informal settlement, both parties shall present any and all statements and other evidence pertaining to the current grievance. An informal settlement will try to be reached within 10 working days. If an agreement is not reached, the grievant will be advised that he or she may request a commencement of formal grievance proceeding by sending a request to the District's Section 504 Coordinator.

Section 504 Coordinator

The District's Section 504 Coordinator is the District's Director of Pupil Services. The Section 504 Coordinator's contact information is:

Director of Pupil Services
Indian Hill Exempted Village School District
6855 Drake Road
Cincinnati, Ohio 45243
(513) 272-4500

Procedures to Commence a Formal Grievance Proceeding

Any person who believes he or she has been subjected to discrimination by the District on the basis of disability may file a grievance under this procedure. The District will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

- Grievances must be submitted to the Section 504 Coordinator within the later of 10 working days of receipt of the results of the informal settlement or 20 working days after the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to present witnesses and other evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the District relating to such grievances.
- The Section 504 Coordinator will issue a written decision of the outcome of the investigation to both parties no later than 30 working days after its filing.
- In the event that the District's investigation uncovers harassment or other discrimination, the District will take steps to prevent recurrence of any harassment or other discrimination, and to correct discriminatory effects on the complainant, and others if appropriate.

Appeal of Formal Grievance Decision

- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Superintendent within 15 working days of receiving the Section 504 Coordinator's decision.
- The Superintendent shall issue a written decision of the outcome of the investigation to both parties no later than 30 working days after its filing, which shall be final.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights at any time.

The District will make appropriate arrangements to ensure that disabled persons are provided reasonable accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, assuring a barrier-free location for the proceedings, or assisting with committing an oral complaint to writing. The Section 504 Coordinator will be responsible for such arrangements.

[Revised: August 11, 2015]

[Adoption date: April 21, 2010]

[Revised: December 15, 2009]

[Revised: March 10, 1992]

LEGAL REFS.: Education for All Handicapped Children Act of 1975, Pub. L. No. 94-142 (1975)
 Rehabilitation Act of 1973, § 504
 Individuals with Disabilities Education Act; 20 USC 1401 et seq.
 Rehabilitation Act of 1973; 29 USC 794
 Americans with Disabilities Act Amendments Act of 2008; USC 12101 et seq.
 US CONST. amend XIV
 ORC 3323.01 et seq., Chapter 4112

CROSS REFS.: Nondiscrimination
 Nondiscrimination on the Basis of Sex
 School District Goals and Objectives
 Equal Opportunity Employment
 Programs for Disabled Students
 Equal
 Educational Opportunities

CONCLUSION

The many regulations and procedures printed in this booklet are presented so that our students and their parents know what is expected of them and can form productive attitudes and practice appropriate behavior. These guidelines and regulations are intended to help students develop habits of responsibility, initiative, self-restraint and self-discipline. Thank you for taking the time to read and to become familiar with the guidelines, rules, and procedures outlined in this handbook.

Student and parent compliance with these regulations will help to encourage and maintain an atmosphere that is safe and secure, conducive to learning, and promotes an enjoyable and educationally rewarding experience for each Indian Hill Primary School student.

All concerns or complaints relating to disability discrimination should be directed to the District's Section 504 Coordinator. The Section 504 Coordinator is the Director of Pupil Services who may be contacted at (513) 272-4500 or 6855 Drake Road, Cincinnati, Ohio 45243. Thank you.