

Washington Park Community School  
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## **STUDENT/PARENT HANDBOOK OF RULES AND RESPONSIBILITIES**

### **INTRODUCTION**

Washington Park Community School is dedicated to preparing its students to become future leaders. In doing so, we will treat students with dignity, respect, care and discipline. The staff at Washington Park Community School is charged with the responsibility of maintaining a disciplined learning environment. They are given full responsibility to issue consequences to any student whose behavior is inappropriate. In order to protect the safety of Washington Park Community School students and to create the best possible learning environment, the students must follow the guidelines below:

### **MISSION STATEMENT**

The mission of Washington Park Community School is to produce scholars who are good citizens in the school, in the community and the neighborhood in which they live and the world that they share. Washington Park Community School will be a virtue-centered school committed to academic excellence, emphasizing attention to being and becoming just, wise, courageous, persevering, responsible, generous and caring citizens. Emphasis will also be placed on the importance of public participation through civic action and community service. These are the values and goals that this community school will instill in the young minds of tomorrow's leaders.

### **GRADING SCALE**

#### **Kindergarten – Fifth Grade**

P     **Proficient**/at expected grade level  
N     **Needs Improvement**/seldom at grade level  
U     **Unsatisfactory**/progress is slower than  
      expected

#### **Sixth – Eighth Grade**

A     100-90%  
B     89-80%  
C     79-70%  
D     69-65%  
F     64-0%

### **ADMISSIONS**

Washington Park Community School adopts the following policy regarding the admission and residency of students. The staff is directed to ensure that all forms and regulations are fully executed and conform to this policy.

Washington Park Community School permits the enrollment of students who reside in any district in the State of Ohio.

The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child.

Washington Park Community School is open to any student entitled to attend school per ORC Section 3313.64. Washington Park Community School will not discriminate in the admission of students on the basis of race, religion, color, national origin, handicap, intellectual ability, athletic ability, or measurement of achievement or aptitude (unless at-risk limitations apply); will not exceed the capacity of our school's programs, classes, grade levels or facilities and shall admit students by lot if the number of applicants exceeds the school's classroom capacity (26).

Preference shall be given to students attending Washington Park Community School the previous year and preference may be given to siblings of students who attended in the previous year.

Children must be at least five years of age by August 1<sup>st</sup> of the academic year in which they desire to enroll in order to apply for admission to the school.

If the number of applicants exceed the enrollment capacity for any grade level, a lottery will be held for those grade levels affected from all applications received prior to the initial application cut-off date, giving preference to students in the primary then secondary tier enrollment areas, in that order. The lottery, if required, will occur during the Board of Directors meeting during the month of April at the school, unless the Principal selects and publicizes a different time and location. Any person may be present during the lottery process and all parents of children selected in the lottery will be notified of the selection by regular mail. Parents will have up to seven (7) days from receipt of the certified mail to inform the school if his/her child will attend the School. If a parent does not respond within seven (7) days of receipt of the certified mail, the parents of the first child on the waiting list established through the lottery will be advised that their child may enroll in the school.

To register/enroll a student for school, the parent or guardian must bring the following information to the school:

- Birth Certificate (Original) or document permitted to be accepted in lieu of a birth certificate under ORC Section 3313.674 (such document must be provided upon registration/enrollment or within 90 days of the child's initial entry into school)
- Health Records (listing up-to-date immunizations)
- Proof of Residency (see residency policy below)
- Proof of Physical Custody (if applicable)
- Current IEP (if applicable) with parent signature

### **PROOF OF RESIDENCY**

In determining residency of enrolling students, Washington Park Community School retains the right to require production of a variety of records and documentation and to investigate where a student actually resides.

Acceptable proof of residency documents includes:

- Voter Registration Card
- Lease Agreement
- Mortgage Statement
- Utility Statement
- Bank Statement
- Rent Receipt

These items must be current and include the parent/guardian's name and a street address; a P.O. Box address cannot be used to validate residency records.

Any and all of the above mentioned information may also be required of parents/guardians of students who are already enrolled, when in the judgment of responsible school officials, a question of residency arises.

### **RACIAL and ETHNIC BALANCE**

**Racial and Ethnic Balance-** Washington Park Community School commits to a plan by which the school intends to achieve a racial and ethnic balance as defined in its enrollment practices.

**Marketing Plan** – In order to ensure a racial and ethnic balance in our school, Washington Park Community will disseminate announcements to the public through as many available routes as is practical, including (but not limited to):

- posting and distributing flyers in various communities and public venues
- attending community organizations' meetings
- taking out advertisements in local newspaper(s)
- promotion on school's website

These methods will help ensure that the invitation to hear directly about the opportunities offered to children is widely circulated. Washington Park Community School will collaborate with organizations to publicize events in the community through the local newspapers, Internet, and appropriate social media. Systematic efforts for outreach to area universities will also be conducted.

Washington Park Community School will use all the methods described above to help ensure that students of all races, languages, disabilities and abilities learn about the opportunities offered to children by our school.

Washington Park Community School does not discriminate against any students based on their intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, national origin, religion, or on any other ground that would be unlawful. All marketing materials will be available in English and other languages as needed.

### **ATTENDANCE / TRUANCY / WITHDRAWAL**

Regular attendance is required of all students and is recorded daily in an attendance log and in the information management system. Students cannot keep up with the rapid pace of study if they are not in school.

The school day begins at 8:00 a.m. Students are not permitted on school property until 7:50 a.m. For the safety of your child, please do not drop off your child until after 7:45 a.m. Staff members are not available until that time to monitor the students. **A student will be considered tardy if the student is not in his/her classroom by 8:05 a.m.** Students who are late to school will be disciplined.

If a student is not able to attend school, **the parent/guardian must telephone the school on the day of the absence by 8:15 a.m.** A written notice from the parent/guardian or a physician indicating the cause of the absence must be provided to the Director of Operations the day the student returns to school.

The following reasons for excused absences include, but are not limited to:

- A. personal illness (a written physician's statement verifying the illness may be required if beyond three days);
- B. personal mental illness such that the student will not benefit from instruction
- C. illness in family necessitating presence of the child
- D. quarantine of the home
- E. recovery from accident
- F. required court attendance
- G. death in the family
- H. observation or celebration of a bona fide religious holiday
- I. necessary work at home due to absence or incapacity of a parent(s)/(guardian(s))
- J. an emergency or set of circumstances which in the judgment of the school constitutes a good and sufficient cause for absence
- K. If a student is absent from school for the sole purpose of traveling out of state to participate in a school-approved enrichment activity or extra-curricular activity, the school shall count that absence as an excused absence, up to a maximum of 4 days per school year. The student must complete any classroom assignment he/she misses due to the absence.

## **TARDINESS**

A student who is tardy to school must report to the main office before going to class. Unexcused reasons for absences and/or tardiness (based on Ohio attendance laws):

1. Car/transportation trouble
2. Oversleeping
3. Traffic jam
4. Staying out of school an unnecessary length of time because of appointments
5. Baby-sitting in non-emergency situations
6. Running non-emergency errands for parents or anyone else
7. Attending religious services when other non-school times are available.

## **TARDY CONSEQUENCES**

The office will assign detentions for tardiness and may suspend chronic offenders based on referrals from administrators as well as tardiness to school.

1. Step One – Warning after **3** times tardy
2. Step Two – Letter sent home for **4<sup>th</sup>** tardy
3. Step Three – Lunch detention each day for the **5<sup>th</sup> tardy and beyond**

\*Letters will be sent home for each lunch detention which needs to be signed and returned.\* Excessive tardiness will be reported to the State and/or Social Services which may result in government intervention and a hearing in Juvenile Court for educational neglect.

## **TRUANCY and ABSENCE INTERVENTION STRATEGIES**

The Principal or his/her designee may act as the School's attendance officer or delegate that duty as permitted by law. The School's attendance officer shall investigate possible School attendance violations, and is authorized under Ohio law, to serve warrants, to enter places where children of compulsory School age are employed, and take such actions as necessary to enforce the compulsory education laws.

A student is excessively absent from school if a student is absent from School with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month or sixty-five (65) hours in one (1) school year. Within seven (7) days of a student becoming excessively absent from School, the attendance officer shall notify the student's parents of the student's absences in writing.

A student is habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) hours or more in one school year.

Legitimate excuses for the absence of an otherwise habitually truant include but not limited to:

1. the student was enrolled in another school;
2. the student's absence was excused in accordance with applicable law or policy; or,
3. the student has received an age and schooling certificate.

If the student is habitually truant and the student's parents have failed to cause the student's attendance, the school will assign the student to an absence intervention team (AIT) within ten (10) days. The Instructional Leader or designee selects the AIT members, who shall include a representative from the school who knows the child, the child and the child's parent, guardian, custodian, guardian ad litem, or temporary custodian. Members may also include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

Within seven (7) days of the school determination that the student is habitually truant, the School will make at least three (3) reasonable, meaningful attempts to secure the child's parent, guardian, or custodian's participation on the AIT. If the parent responds to attempts but is unable to attend, the school will notify the parent of the right to participate by designee. In the event that the parent does not respond to the attempts at all, the School will investigate whether the failure to respond triggers child abuse and neglect reporting requirements and instruct the other members of the AIT to develop a plan for the child.

Within fourteen (14) days after its formation, the AIT will develop a written plan to reduce or eliminate Student's further absences. The AIT plan will state that a complaint will be filed in juvenile court alleging that the child is an unruly child not later than sixty-one (61) days after implementation if the child refuses to participate in or fails to make satisfactory progress on the plan or other alternatives to adjudication. The school will make reasonable attempts to provide student's parents with written notice of the plan within seven (7) days of development.

If a student becomes habitually truant during the last twenty-two (22) days of the school year, the School may assign one official to work with the parent and develop an AIT plan in lieu of forming a full AIT.

**AIT Exemption:** The School shall be exempt from AIT procedural requirements if it has a chronic absenteeism rate of less than 5% of the student body per the last state report card.

**Effective beginning the 2017-2018 school year, the School shall employ absence intervention strategies for all students who are excessively absent from School. Such strategies include the following, if applicable:**

- 1. Providing a truancy intervention plan for any student who is excessively absent from school;**
- 2. Providing counseling for a habitual truant;**
- 3. Requesting or requiring a parent to attend parental involvement programs;**
- 4. Requesting or requiring a parent to attend truancy prevention mediation programs.**
- 5. Taking legal action under R.C. 2919.222, 3321.20, and/or 321.38.**

If the 61<sup>st</sup> day falls during the summer months, at the School's discretion, the absence intervention team or attendance officer may extend the implementation of the plan and delay filing the complaint for an additional thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint with the juvenile court against the student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

The Instructional Leader or his/her designee is also authorized to establish a parent education program for parents of students who are habitually truant. Any parent assigned to the program who does not complete the program is to be reported to law enforcement authorities for neglect of parent education, a fourth class misdemeanor if found guilty.

*R.C. 2151.011, 2151.27, 3314.03(A)(6), 3321.01, 3321.041, 3321.13-.191*

### **WITHDRAWAL**

A student who fails to participate in one hundred five consecutive (105) hours of learning opportunities will be automatically withdrawn, unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a Voluntary Withdrawal form in the school office with the Director of Operations or his/her designee.

Whenever a student withdraws from the school voluntarily, the School shall attempt to ascertain the reason for withdrawal. If the student voluntarily withdrew from the school as a result of a change of residence, a copy of the student's records will be mailed to the school, at the request of the student's new school. The record will not be given to the family or to the student. Parents/Guardians must complete a release form prior to the records being forwarded to the new school.

If the Director of Operations or his/her designee becomes aware that a Student who was withdrawn from the School for reasons other than a change of residence is not enrolled in another school, the Director of Operations shall notify the registrar of motor vehicles and



the juvenile judge of the county in which the School is located of the Student's likely violation of the State's compulsory education laws. Notice shall be given within two weeks and shall include the Student's name, address, date of birth, and the district where the student resides. Any notice given in error shall be immediately rescinded by the Director of Operations or his/her designee.

### **PERFECT ATTENDANCE**

Perfect attendance certificates will be awarded to students. In order to qualify, a student must have no excused or unexcused absences and no tardiness or early dismissals. Please keep this in mind as you schedule your medical and other appointments.

### **MAKE UP WORK**

When students are absent from school due to an excused absence, the student will meet with the teacher to review missed assignments. Students are expected to complete all assignment in the time period prescribed by the teacher.

### **REQUESTING ASSIGNMENTS**

If your child is absent, **please contact the main office by 8:30 a.m.** in order to request assignments for the extent of the absence. Every effort will be made to have the assigned work ready and in the office by 2:45 p.m. on the day of the request. Students should check with teachers upon their return to school to review any missing work that remains.

### **EMERGENCY SCHOOL CLOSING**

Information about a school closing (due to weather or an emergency) will be listed on the school's telephone system and listed on WKYC-TV3, WEWS- Newschannel 5, WJW-Fox 8, WOIO-TV19, and WUAB-TV43. Parents/guardians may also sign up to receive a phone call or email from the school's emergency alert system. When the weather is threatening, please tune into these stations. If you do not hear or see Washington Park Community School included on the list of closed schools, then assume the school is open. Washington Park Community School is not associated with the Cleveland Municipal School District.

### **DROP OFF – PICK UP PROCEDURES**

#### **MORNING ARRIVAL:**

**7:50 A.M. – 8:00 A.M.** (Students are not permitted on the school property until 7:50 a.m. For the safety of your child, please do not drop off your child until after 7:45 a.m., staff members are not available until that time to monitor the students)

**DO NOT PARK OR STOP IN FRONT OF THE SCHOOL BUILDING** – if you must park it has to be on the side streets or on the East 49<sup>th</sup> side of the Boulevard.

When dropping off your child in the morning, please enter the parking lot from McGregor Avenue only. Cones will designate a drop-off lane for you to follow. Please have your child follow the sidewalk to the front doors of the building. Although we will have adults assisting with this process, please stress to your child that he/she is **not** to cross the parking lot area and must stay on the sidewalks. Once the child has been dropped off, please proceed to exit on Alpha Avenue. **Parking is not allowed in the lot area.** This lot is used for staff parking only. Parking permits (tags) will be issued to staff members to indicate the vehicles allowed in the lot. **In order to assure the safety of our students,** the Newburgh Heights Police Department will be notified of those vehicles unauthorized to park in the lot during school hours.

We strongly encourage parents to allow their child to enter the building on their own. However, if a child must be escorted in, we ask that parents deliver their child to the designated room and then allow the classroom teacher to take charge. We are asking that you be considerate of the activities that are taking place in the rooms during this time such as teachers providing students breakfast and preparing for the day ahead.

For the safety of all of the students, **DOGS ARE NOT ALLOWED** on school property at any time.

#### **KINDERGARTEN/FIRST GRADE DISMISSAL:**

In an effort to reduce the amount of congestion at the front of the building during dismissal time, we ask that all parents/guardians of **Kindergarten and First Grade students only** meet their student at the front door because these students will be dismissed from their classrooms and will be delivered to parents/guardians at 2:45 p.m.

Parents/guardians are to remain outside of the building and behind a designated line during dismissal.

#### **DISMISSAL OF GRADES 2-8:**

Students in **Grades 2-8** are dismissed at **2:50 P.M.** As students exit from the front of the building, please wait for your child on the front sidewalk. **Parking at this time will be on the side streets or on the East 49<sup>th</sup> side of the Boulevard only. NO PARKING OR STOPPING IS PERMITTED IN FRONT OF THE SCHOOL BUILDING.**

#### **THERE IS NO PARKING FOR STUDENT PICK -UP IN THE VILLAGE/SCHOOL LOT AT ANYTIME DUE TO SAFETY REASONS.**

It is difficult to ensure the safety of the children with cars moving in and out of the lot. Again, please use the side streets for parking and stress to your child that they must follow the sidewalks.

**All students must exit the building by 3:00 p.m.** If a child is not picked up by 3:00 p.m. it will be treated the same as what is outlined in the tardy policy. However, the

consequences will be imposed for the following day. The school may also contact authorities if a student is not picked up from school by 3:00 p.m. if warranted.

### **WALKING PERMITS**

Students who are permitted to walk to and from school **must** have a walking permit signed by a parent/guardian on file in the school office. There must be a signed walking permit for each individual student no matter how many siblings are in a family.

### **BICYCLE POLICY**

**All students in grades Kindergarten through Eighth grade are able to ride bicycles to school. Students who ride bicycles to school should dismount and walk bicycles across all crosswalks. All bicycle riders must wait and cross with the crossing guard. Bicycle riders must be courteous to walkers, one another, and follow directions of adults, and avoid strangers.**

Students are not allowed to ride bikes on school sidewalks because of possible dangers to themselves and to others. Students must dismount and walk bicycles to the bicycle rack. Students must lock up bicycles and they must be placed neatly in the rack. Students must provide their own locks. Washington Park Community School and the Village of Newburgh Heights are not responsible for lost, damaged or stolen bicycles.

We are encouraging all students who ride bicycles to school to wear a helmet. This is for the protection of the student. Parents/guardians should review bicycle safety with students.

It is a privilege to ride a bicycle to school. Students who cannot follow the rules will be disciplined. The students will be given a verbal warning first. If problems persist, bike riding privileges can/will be taken away and parents/guardians will be notified.

Any student who rides a bicycle to school **must have a permission slip** completed by a parent or guardian. The school is not liable for any accidents or injuries that may occur to any child who is coming or going from school property. **Scooters, skateboards, skate shoes, and rollerblades/in-line skates, etc. are not permitted.**

### **RELEASING STUDENTS**

If one parent has been awarded custody of a student by the courts, the parent with custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations on the rights of the non-custodial parent. Without court documents, the school will presume the student may be released into the care of either parent.

No student will be released to anyone who is not authorized by the parent to receive the child. Parents must provide in writing to the Director of Operations the names of individuals to whom the school is authorized to release their children. The school must be

provided this written list before it will release the child to anyone other than a recognized parent or guardian.

### **LEAVING BUILDING DURING SCHOOL HOURS**

Once students are on school grounds, they must remain until the end of the day. This includes the time students are waiting outside in the morning to enter the building. All students that who leave the school building during school hours must be signed out by their parent/guardian in the school's main office. If a student will be returning to school after his/her appointment a parent must accompany the student back in the building to sign the student in. A signed verification of appointment form, from the doctor/dentist, must be presented upon the student's return to school. We encourage parents to make doctor, dentist, and etc. appointments **after school hours**.

### **MISSING CHILD POLICY/PROCEDURE**

The Board of Directors of Washington Park Community School believes in the shared social responsibility of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

At the time of initial registration into school, the student's parent/guardian shall present an official copy of the student's birth certificate and copies of those records pertaining to him/her which were maintained by the school which he/she most recently attended.

In lieu of a birth certificate, birth documentation may include: a passport; an attested transcript of the certificate of birth; an attested transcript of the certificate of baptism; an attested transcript of a hospital record showing the date and place of birth of the child; or a birth affidavit.

If the parent/guardian does not present copies of the required documents, the school administrator shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not sent the records in 14 days, the administrator shall notify the appropriate law enforcement agency with the possibility that the student might be a missing child.

The welfare of children in our care is paramount. Any report of a missing student, while attending Washington Park Community School, coming to the attention of school staff is considered very serious.

In the event of a missing student during school hours, the staff will follow the procedure listed below:

- 1) Check restrooms, special areas and sign out sheets to make sure the student is not in the school building.
- 2) Notify School Administration
- 3) Notify parents/guardians immediately (check records to determine who has legal custody of missing child).

- 4) Police should be notified by school administration immediately.
- 5) When a student is missing collect following information and provide to police, parents/guardians:
  - a. When and where the student was last seen, what the student was wearing, picture from student's file, and who the student was with.
  - b. The names of any other people who might be able to provide significant information (i.e. crossing guards, babysitter, neighbors).
  - c. The names of student's close friends and whether those friends are at school.
  - d. The student's route and means of transportation to and from school.
  - e. Any people or vehicles around the school that was suspicious.

### **CARE OF SCHOOL PROPERTY**

Washington Park Community School teaches its students to respect property and develop pride in their school. Therefore each student is held responsible for the proper care of school property, supplies and equipment.

Students who cause damage to any school property will be disciplined and their parents or guardians will be financially liable for the cost of damages. Fines will be imposed for the loss, damage or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, as well as for damage to school buildings and/or grounds. Washington Park Community School reserves the right to withhold a report card, records or educational credits from any student who has not completely paid their (damage) fines.

Washington Park Community School may report to the appropriate juvenile authority any student whose damage of school property has been severe or chronic in nature.

### **BOOKS AND SUPPLIES**

Each student is responsible for taking care of his or her schoolbooks and/or calculators. Books/calculators should never be thrown, dropped on the floor, or damaged in any way. Books/calculators should always be kept in a desk or with a student. Fines will be imposed for damage done to school property including, but not limited to books, furniture or technology. Records will be withheld until the fine has been paid in full.

### **COMBINATION LOCKS**

Combination locks will be provided by the school for lockers issued to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. No other type of combination or key lock will be permitted.

### **BOOK BAGS AND PURSES**

Book bags and purses must remain in lockers at all times.

## **PERSONAL PROPERTY**

Students are **not permitted** to bring personal property or pets to school without permission from the teacher for a special project. Examples of personal property include: hand-held electronic games, electronic readers, any electronic device, cell phones, radios, headphones, toys, trading/collectable cards, etc. Items brought to school without permission will be confiscated by the office and **held until a parent retrieves them.**

## **DRESS AND GROOMING**

Students at Washington Park Community School are expected to adhere to the following dress code policy. The objective of this dress code is to provide an appropriate and safe educational environment while allowing students to dress comfortably, within limits, to facilitate learning. Our mission is education and we expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school. Parents and children are equally responsible for the appearance of the child and will be notified in writing about changes that are made to the dress code. There is appropriate and inappropriate attire for all of life's activities. Keeping these ideas in mind, please help your child adhere to these guidelines.

**The specific dress code requirements are as follows:**

### **I. DRESS**

#### **A. PANTS, SHORTS, SKIRTS, SKORTS, BELTS**

- Colors: Dark Blue, Black, or Khaki Tan.
- All **DRESS PANTS, shorts, skorts and skirts** will be worn at or above the students' waistline and belts must be worn with pants with belt loops.
- Belts must be plain and black or brown in color.
- Denim pants/jeans, corduroy, cargo pants, "skinny pants", stretch type pants are **not allowed**. Students may wear plain **dockers or dress pants only**.  
Shorts, skorts and skirts must be mid-thigh in length to 1" below the knee and may not be made of a denim material.
- Pants must be without holes or tears in them.

#### **B. SHIRTS**

- Colors: **Solid White, Solid Navy Blue or Solid Light Blue**.
- Short or long sleeved shirts with a collar must be worn.
- Shirts may not contain any type of logo or print on them such as "Nike".
- **NO** t-shirts, tank tops, sleeveless, tied front or "belly" shirts are permitted.
- **Shirts worn under uniform tops must either be white, navy blue or light blue. No other colors are allowed.**
- **Shirts must be tucked in** at all times while on the school grounds.

### **C. SHOES/SOCKS**

- Colors: Brown or Black **DRESS SHOES** with rubber soles appropriate for school ONLY. Black tennis shoes are **NOT ALLOWED**.
- No “Heelies,” soccer or track shoes, plastic or canvas shoes, hiking boots, combat boots, work boots, “UGG” type boots or fashion/ankle high boots.
- No platform shoes with heels and or sole above 1” or other “fashion” shoes (*such as; stiletto heels, shoes with straps above the ankle, formal wear shoes*) are permitted.
- No backless shoes, clogs, flip-flops, or sandals.
- **Matching** shoes and socks must be worn while in the building.
- Students may wear any color tennis shoes to school on **gym days only**.
- Tennis shoes with lights, sounds, etc. are **not allowed** at any time.

### **D. SWEATERS**

- Colors: **Solid Dark Blue, Black or White.**
- Solid, plain **cardigans or pullover sweaters** with **no hoods**.
- Sweaters may not be oversized, bulky or have ornamentation.
- **Sweatshirts or warm-up jackets are not permitted as sweaters.**

### **E. HATS, CAPS, BANDANAS, SCARVES, WRISTBANDS, HEADBANDS**

- Hats, caps, bandanas, scarves, wristbands, and headbands are to be removed upon entering the school building.
- If a student wears a hat, cap, bandana, scarf, wristband, or headband into the building, he or she must remove it immediately upon request from a staff member without argument and place it in a book bag or locker where it must remain until the end of the instructional day.
- ***No clothing or items related to any gang or gang activities are permitted on school grounds.***

## **II. GROOMING**

### **A. HAIR**

- Hair should be neatly groomed and trimmed and of **ONE** natural color. Examples of unnatural hair color include, but are not limited to: blue, red, green, orange, purple, maroon, burgundy, etc.
- **No tails, designs, Mohawk or Mohawk-like cuts or comparably extreme hairstyles are permitted.**
- Hair must be kept out of the face and facial hair is not permitted.

### **B. JEWELRY**

- The wearing of any body piercing jewelry, ring, hook, stud, spike, chain, spacer or other items (“piercing jewelry”), on any part of one’s body (e.g.

eyebrows, nose, lips, tongue, and naval) other than one's ears or earlobes is not allowed at school or during school activities.

- Piercing jewelry worn on one's ears or earlobes may not extend beyond one's ear or earlobes, must be reasonable in size, must be compatible with the activity or event in which the student is participating and may not be distracting or likely to draw unnecessary attention.
- Small, clear plastic retainers (i.e. "no-see-um" flat bead retainers) may be used.
- Bandages, tape, or other coverings used for the express purpose of covering prohibited piercing jewelry **will not be allowed**.
- Students are cautioned that body piercing has health and safety risks, except for ear piercing.
- "Silly/Jelly/Rubber" type bracelets/bands are not allowed.

#### **C. TATTOOS**

- Students are not permitted to display decorated body parts or tattoos whether temporary or permanent.
- Students with visible tattoos must cover the tattoo with an adhesive bandage.

#### **D. NAILS**

- No artificial nails.
- Nails must be kept neat and trimmed.

### **DRESS CODE FOR PHYSICAL EDUCATION**

Your child will receive instruction in physical education (PE) two (2) days each week.

All students of Washington Park Community School must wear one of the following only on gym days:

- Students may wear the **approved school uniform** with tennis shoes on gym days.
- Students may wear the **approved gym uniform** which contains the Washington Park Community School logo with tennis shoes.
- Students may wear **plain, navy blue sweat pants, navy blue t-shirts and/or navy blue sweat shirts with no logo** and must be size appropriate on gym days only.
- Students may **not wear black shorts, shirts, sweat clothes** or shorts with stripes.
- Non-skid, Non-marking tennis shoes (No black soles). Children will wear their tennis shoes to school on **GYM DAYS**.



### **DRESS CODE FOR DRESS DOWN DAYS**

On occasion, the students of Washington Park Community School are allowed to dress down. Although the students are allowed to dress down their attire must still be appropriate for school. The school reserves the right to determine what is and what is not appropriate attire for school. Students are never allowed to wear flip flops, sandals, crocs and open-toed or slip on shoes, short shorts, mid-drift tops, low plunging necklines or shorts/pants with holes or tears in them. Parents/Guardians will be called and a change of clothes must be brought if an outfit is deemed inappropriate.

***The Administration reserves the right to determine if a student's attire is inappropriate. Any requested deviation from these requirements because of a bone fid religious or medical reason will be considered and resolved by the administration case-by-case.***

The classroom teacher and/or Administrator will enforce the dress code each day. The administration will also randomly conduct whole classroom inspections. **If a student is not dressed properly the following actions will be taken:**

1<sup>st</sup> offense- Warning.

2<sup>nd</sup> – 4<sup>th</sup> offenses- The student will have a lunch detention that day.

5<sup>th</sup> – 7<sup>th</sup> offenses- The student will have **2** lunch detentions.

8<sup>th</sup> – 10<sup>th</sup> offenses- The student will have **3** lunch detentions.

11<sup>th</sup> offense or more- The student will be **referred for an in school suspension for each infraction of the dress code thereafter** for excessive violations.

**Uniform violation forms will be sent home for every infraction with the student.**

Throughout the school year, the Washington Park Community School will accept school/gym uniforms from parents/guardians who wish to donate uniforms that their children have outgrown. Please make sure the uniforms are clean and not in disrepair. They may be dropped off at the school office.

### **STUDENT CODE OF CONDUCT**

This conduct policy is issued under Ohio Revised Code Section 3313.661. Its goal is not to be punitive but to be corrective and to assure a safe school environment where the school's educational mission can be fulfilled.

This conduct policy applies while a student is on school property or at a school-sponsored activity. It also applies to a student's misconduct off school property that is connected to activities or incidents that occurred on school property. It also applies to a student's misconduct, regardless of where it occurs, that is directed at a school official or employee or the property of a school official or employee.

Any student engaging in a type of conduct listed below is subject to any of the following disciplinary actions, depending upon tier placement, the severity and frequency of the offense and all relevant surrounding circumstances. The actions include: warning, referral to office, after-school detention, in-school suspension, out-of-school suspension, or expulsion.

The types of conduct prohibited by this policy are:

1. Damage, defacement, or destruction of school property, property of a school official or employee, property of another student, or any other private property on school premises.
2. Fighting, instigating a fight, violence, horseplay.
3. Hazing.
4. Disregard of directives from teachers or other school authorities.
5. Buying, selling, attempting to sell, using or possessing any tobacco or any lookalike tobacco product or tobacco paraphernalia, including, but not limited to, cigarettes, cigars, pipes, clove cigarettes, chewing tobacco, snuff, mint snuff, or tobacco in any other form.
6. Buying, selling, attempting to sell, using, possessing or being under the influence of any controlled substance (marijuana, narcotics, etc.), inhalants, or any counterfeit or lookalike controlled substance; buying, selling, attempting to sell, using, or possessing any drug paraphernalia.
7. Buying, selling, attempting to sell, using, possessing or being under the influence of any prescription drug, medication, or inhalant which can be taken internally where the student does not have a legitimate health or other reason for the use or possession of such a substance.
8. Buying, selling, attempting to sell, using, possessing or being under the influence of any alcoholic beverage or intoxicant.
9. Conveying, attempting and/or threatening to convey, or possessing a firearm, explosive, incendiary device, fireworks, smoke bomb, poison gas, Mace, pepper spray, knife, dangerous ordnance or any other weapon.<sup>1</sup>
10. Unauthorized possession of a beeper, pager, cellular phone, other electronic communication device, or an electronic laser pointing or light-emitting device.
11. Participation in gang activity or the display of gang-related symbols or messages.

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<sup>1</sup> "Firearm" includes any pistol, revolver, rifle, shotgun, or other device designed to or that may readily be converted to expel a projectile through a barrel by the action of an explosive. "Knife" includes any razor, shiv, or other sharp implement with a cutting blade exceeding two (2) inches in length and also includes any implement redesigned, filed down, or altered by the student or another for use as a knife. "Weapon" includes any device that is either designed by its manufacturer or redesigned or altered by the student or another for use as a weapon, including any device in a student's possession that the student intends to use for the infliction of permanent or temporary bodily harm.

12. Cheating or plagiarism.
13. Forgery of a school or school-related document.
14. Gambling.
15. Stealing
16. Cursing and/or using indecent or obscene language (verbal and nonverbal).
17. Publication, possession or observance of obscene or pornographic material.
18. Truancy.
19. Repeated tardiness.
20. Leaving school premises during school hours without permission of the proper school authority.
21. Violation of the school dress code policy.
22. Disrespect or insubordination to a teacher or other school authority.
23. Disruptive behavior in the classroom/school/school activities.
24. Arson, attempted arson, playing with fire, or possession of lighters or matches.
25. Assaulting, battering and/or inappropriately touching a teacher, other school official or employee, student, or any other person.
26. Harassment of a school official or employee, student, or other person.
27. Threats made towards a school official or employee, student or other person.
28. Misbehavior that disrupts or interferes with any school or school-sponsored activity.
29. Engaging in any sexual acts, indecent exposure, improper display of affection, or other inappropriate behavior which would include, but is not limited to touching or groping a person of the opposite or the same sex.
30. Making a bomb threat or turning in a false fire, tornado, or other disaster alarm.
31. Aiding another student or person to violate school rules or regulations.
32. Commission of a crime or juvenile offense under Ohio's criminal or juvenile codes.
33. Violating the school's acceptable use policy as to computers and the internet.
34. Failing to report the known action or plan of another student or person to a teacher or school official where such action or plan, if carried out, would result in harm to another person or damage to property.
35. Breaking and entering or being present in an area where the student has no legitimate business without permission of a proper school authority.

Except for serious offenses, the goal is to keep a student in school and teach the student that poor choices will lead to removal from school activities. For non-serious offenses, the necessary disciplinary steps will be taken. A student's misconduct, however, is always assessed case-by-case and deviations from the normal sequence may occur

depending upon such factors as the nature and severity of the offense, the age and maturity of the student, the student's prior behavioral or disciplinary record, the student's demonstration of remorse and understanding of why the misconduct was unacceptable, etc. The proper authorities will be contacted in the case of serious offenses such as weapons, drugs, bullying etc.

Subject to these qualifications, the normal sequence for non-serious offenses is:

1st Tier 3 Offense	In-school suspension (1-5 days).
2nd Tier 3 Offense	Out-of-school suspension (1-5 days).
3rd Tier 3 Offense	Out-of-school suspension (5-10 days).
4th Tier 3 Offense	Out-of-school suspension for a minimum of 10 days, which may also include a recommendation of expulsion.

After-school detentions will occur Monday through Thursdays from 2:50 p.m. to 3:20 p.m. Lunch detentions will be served during the student's assigned lunch and recess time. In-school suspensions will run daily from 8:05 a.m. to 2:45 p.m.

### **STUDENT DISCIPLINE PROCEDURE**

This policy is issued under Ohio Revised Code Sections 3313.66, 3313.661, and 3313.662 and paraphrases certain requirements and provisions from these statutes.

Should any such statute be amended in a way that is inconsistent with a term of this policy, the amended statute shall prevail.

The requirements of this policy do not apply to:

- a case of normal disciplinary procedures where a student is removed from a curricular activity for a period of less than one (1) school day and is not subject to an out-of-school suspension or expulsion;
- any in-school suspension where the student serves all of the suspension in a school setting; or
- the emergency removal under Ohio Revised Code Section 3313.66(C) of a student by an administrator or teacher from a curricular activity or from school property where the student's presence poses a continuing danger to students or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on school property (in such a removal the procedures appearing in Section 3313.66(C) will apply).

Minor or technical deviations from the procedure outlined in this policy that are not prejudicial to the rights of the student will not taint the discipline of that student.

### **OUT-OF-SCHOOL SUSPENSIONS**

A school Administrator may suspend a student from school for up to ten (10) school days. If fewer than ten (10) school days remain in the school year in which the misconduct occurs, the Administrator may apply any remaining part or all of the suspension period to the following school year.

Prior to imposing a suspension, the student will receive written notice of the intent to suspend and be afforded an informal opportunity to appear before the Administrator (or Administrator's designee) to challenge the reason for the intended suspension or otherwise explain his/her actions.

### **EXPULSIONS / PERMANENT EXCLUSION**

The appropriate school administrator may expel a student from school for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester in which the misconduct that gives rise to the expulsion takes place. If fewer than eighty (80) days remain in the school year in which the misconduct occurs, the administrator may apply any remaining part or all of the expulsion period to the following school year.

The appropriate school administrator shall expel a student for a period of (1) one year for bringing a firearm onto school property or to a school-sponsored activity located off school property or at another school. In compliance with federal law, the school administration shall also refer any student expelled for possession of a firearm to the criminal justice or juvenile delinquency system. The administrator also may expel a student for a period of one (1) year for making a bomb threat to a school building or to any premises at which a school-sponsored activity is occurring at the time of the threat, for bringing a knife onto school property or to a school-sponsored activity located off school property or at another school, for possessing a firearm or knife initially brought onto school property by another person, or for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property as those terms are defined in Ohio Revised Code Sections 2901.01.

An expulsion under this paragraph may extend, as necessary, into the school year following the school year in which the misconduct that gives rise to the expulsion takes place. Any expulsion under this paragraph may be reduced on a case-by-case basis by the appropriate school administrator based on such factors as the age and maturity of the student, the degree of harm done, the candor and honesty of the student, the student's prior behavioral or disciplinary record, the degree to which the student exhibits remorse for the misconduct, or any other circumstance deemed relevant to the case. For purposes of this paragraph, "firearm" and "knife" have the meanings identified in the school's student code of conduct issued under Ohio Revised Code Section 3313.661.

Prior to an imposing expulsion, the administrator will give the student and the student's parent<sup>2</sup> written notice of the intent to expel and afford the student and parent (and the student's representative, if any) an opportunity to appear before the administrator (or administrator's designee) to challenge the reason for the intended expulsion or otherwise explain the student's actions.

Such notice will include:

- the reason(s) for the intended expulsion; and
- notification of an opportunity for the student, parent, and representative (if any) to appear before the administrator (or administrator's designee) to challenge the intended expulsion or explain the student's action and the time and place to appear (which will be no earlier than three (3) nor later than five (5) school days after such notice is given unless this time limit is extended at the request of the student, parent, or representative).

If the student withdraws from school after the misconduct that gives rise to the hearing but prior to the hearing itself or subsequent decision to impose an expulsion, expulsion proceedings will nevertheless proceed.

### **PROCEDURE FOLLOWING OUT-OF-SCHOOL SUSPENSIONS AND EXPULSIONS**

Within one (1) school day after a student's expulsion or suspension the administrator (or other school official who imposed the discipline in the case of a suspension) will notify the parent in writing of the expulsion or suspension. Such notice will include:

- the reasons for the expulsion or suspension
- notice of the right of the pupil or parent to appeal to the Board (or Board's designee), to be represented during such appeal, and to be heard against the expulsion or suspension;
- notice of the right to request that the appeal be heard in executive session; and
- if the expulsion is for more than 20 school days or if, regardless of its length, the expulsion extends into the following semester or school year, the notice will also provide the student and parent with information about services or programs offered by public and private agencies (including names, addresses, and phone numbers) that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident giving rise to the expulsion;

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<sup>2</sup> "Parent" means the student's biological or adoptive parent, guardian, or custodian, as applicable.

- if the student is at least age 16, notice that the expulsion may be subject to an extension under Ohio Revised Code Section 3313.66(F) and that the Director may seek the student's permanent exclusion if the expulsion or suspension was based on an offense listed in Ohio Revised Code Section 3313.662 and the student is convicted of or adjudicated a delinquent child for that violation.

The student or parent may appeal the expulsion or suspension to the Board (or Board's designee) and be represented at such appeal. If requested by the student, parent, or representative (if any), the appeal will be heard in executive session. Any deliberations after the hearing may be held in executive session irrespective of the student's or parent's wishes. Action on the appeal must occur at a public meeting. The Board (by majority vote of its full membership)--or the Board's designee, if applicable--may affirm, reverse, vacate, or modify the expulsion or suspension. This decision may be appealed in accordance with Ohio Revised Code Chapter 2506. To perfect such an appeal, notice of the appeal must be filed with the Board and the Common Pleas Court of Cuyahoga County within 30 calendar days of the decision.

### **HONORING SUSPENSIONS OR EXPULSIONS FROM OTHER SCHOOLS**

The appropriate school Administrator, after offering an opportunity for a hearing, may temporarily deny admission to any student currently suspended or expelled from another school until the expiration of that suspension or expulsion period. If such prior suspension or expulsion was from a school outside Ohio, such temporary denial will persist until the earlier of (A) the expiration of the suspension or expulsion period, or (B) the expiration of the period for which the student would have been suspended or expelled under the Washington Park Community School's student conduct policy had the student's out-of-state offense been committed here.

### **DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES**

Students with disabilities may be suspended for a period of up to ten (10) school days for a violation of the student code of conduct. Students and parents will be notified of the disciplinary action in a timely manner. Additional days of suspension or removal from school beyond ten (10) days may be assigned to students with disabilities if the school follows the procedures described in the book **Ohio Model Policies and Procedures for the Education of Children with Disabilities and the New Ohio Operating Standards and Procedures (2008)**. This document is available in the office and will be made available to you to review upon request.

#### **Suspension/ Expulsion of Disabled Students**

In matters relating to the disciplining of disabled students, the Board shall abide by Federal and State laws regarding suspension and expulsion. The Principal, or designee, will follow the guidelines below and ensure they are properly used when disciplining any student with a disability.

### **Removals of Not More Than 10 Days- The 10-Day Rule**

The School may unilaterally remove a student with a disability who violates a code of student conduct from the student's current placement for not more than 10 school days. This option may be used only if the disciplinary action is consistent with actions taken against nondisabled students. The School may place students removed under the 10-day rule in an appropriate interim alternative educational setting ("IAES") if applicable (see below), another setting, or suspend them. Removals under the 10-day rule are not considered a "change of placement" and the School is not obligated to provide services to students during those removals. The School can use the 10-day rule to remove a student for either a single removal of 10 consecutive school days; or a series of shorter-term removals over the course of the school year that are more than 10 consecutive school days during that school year, so long as those removals do not constitute a pattern of removals (and therefore, a change of placement).

### **Removals of More than 10 Days - Change of Placement**

A change of placement occurs if a removal is for more than 10 consecutive school days; or if a student is subjected to a series of removals which accumulate to over 10 school days, that constitute a pattern. If a change of placement occurs (after a MDR (see below)), then the School must notify the parents or guardians of that decision. This notice must inform the parents or guardians of all the procedural safeguards accorded under the law. These safeguards include a manifestation determination review, a right to receive services, and a continuation of services for a free appropriate public education. The School must provide services that:

- enable the student to continue to participate in the general education curriculum (although in another setting); and
- enable the student to progress toward meeting the goals set out in the student's IEP.

### **Manifestation Determination Review ("MDR")**

The School will conduct a MDR to examine a student's behavior before imposing disciplinary consequences that would amount to a change of placement. The purpose of the MDR is to determine whether a student's disability caused, influenced or otherwise impacted the student's behavior in question. To make this determination, the student's IEP team is required to review certain information and determine whether the behavior causing the disciplinary infraction is or is not a manifestation of the student's disability.

The MDR is not required for disciplinary removals that do not constitute a change of placement, that is, less than 10 school days per incident or a series of removals accumulating to more than 10 school days in one school year that do not constitute a pattern.

No later than the date on which the decision to take a disciplinary action which may be a change of placement is made, the School must notify the parents or guardians of that decision and of all procedural safeguards, including the MDR. The School and the parents or guardians must determine which members of the IEP team are relevant to conduct the manifestation determination. The team will review all relevant information in the student's file to determine whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability or was the direct result of the School's failure to implement the IEP. If the team determines that either condition is applicable for the student, it must determine that the conduct is a manifestation of the student's disability.



*Manifestation* - If the team determines that the behavior was a manifestation of the student's disability, the full IEP team must meet the following requirements:

- conduct a functional behavior assessment and implement a behavior intervention plan for the student, unless the School conducted a functional behavior assessment prior to the manifestation determination;
- if the IEP team already developed a behavior intervention plan, it must review and modify the plan as necessary to address the behavior; and
- return the student to the placement from which he or she was removed, 45-day rule exception applies.

*No Manifestation* - If the team determines that the behavior was NOT a manifestation of the disability, the School may discipline the student using the relevant disciplinary procedures applicable to students without disabilities in the same manner and for the same duration, continuing to provide services to students with disabilities.

If a student's behavior was not a manifestation of the disability, the School will still take steps to attend to the student's behavior. The student must receive, as appropriate, a functional behavior assessment, behavioral intervention services and modifications designed to address the behavior violation in order to attempt to prevent a reoccurrence.

Exceptions to the MDR Requirement – The Unilateral Change in Placement and 45-Day Rule  
School personnel may remove a student to an IAES for up to 45 school days, without a prior MDR or IEP meeting, when a student:

- carries or possesses a weapon (a device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that the term does not include a pocket knife with a blade of less than 2 1/2 inches in length);
- knowingly possesses or uses illegal drugs (a controlled substance not legally possessed or used under the supervision of a licensed health care professional, or legally possessed or used under any other authority under the Controlled Substances Act (21 U.S.C. §812) or under any other provision of federal law), or sells or solicits the sale of a controlled substance (a drug or other substance identified under Schedule I, II, III, IV or V in the Controlled Substances Act); or
- has inflicted serious bodily injury on another person (a cut, abrasion, bruise, burn or disfigurement, physical pain, illness, impairment of the function of a bodily member, organ or mental faculty, or any other injury, no matter how temporary).

This authority can be exercised if a student commits any of the offenses described above at the School, on the School premises or at a School function.

The IEP team will meet subsequent to the unilateral placement in an IAES, and must determine what the permanent setting will be, take steps to modify the student's IEP, as appropriate, provide appropriate behavioral intervention services and modifications designed to address the behavior violation so that it does not recur, and continue to provide the student with educational services to enable him or her to participate in the general education curriculum and to progress toward IEP goals.

The School must still do a MDR, but it can occur after the removal to the 45-day setting. If the conduct is a manifestation of the student's disability, the School must still meet all of the requirements outlined above for the MDR, with the additional exception that the student stay in the alternative placement for 45 school days, regardless of the outcome of the manifestation.

### **Due Process Complaint**

Parents or guardians who disagree with any decision regarding placement or the outcome of an MDR may appeal the decision through the filing of a due process complaint. The School may request a hearing to change a student's placement if the School believes that maintaining the student's current placement is substantially likely to result in injury to the student or others. Under those circumstances, the hearing officer may order a change in placement of a student with a disability to an IAES for a period of up to 45 school days if the hearing officer agrees with the School's assessment.

During any due process proceedings, the student's placement, through a disciplinary action, must not change unless the parents/guardians and the School agree otherwise, or upon admissions to the School and parent/guardian consent. The School may change the student's placement when taking disciplinary actions that constitute a change of placement against students with disabilities, or students who may be eligible for IDEA services.

In the case where a student has been placed in an IAES, the student will remain in the IAES chosen by the School, pending the hearing officer's decision or until the time period expires, whichever occurs first, unless the parent and school agree otherwise. An expedited hearing will be arranged during an IAES appeal and will occur within 20 days of the hearing request, and the hearing officer must make a determination within 10 school days after the hearing.

## **STUDENT RIGHTS DURING INVESTIGATIONS BY LAW ENFORCEMENT PERSONNEL AT SCHOOL**

### **During Criminal/Delinquency Investigations**

It is important for students to cooperate with the police or other law enforcement authorities in the investigation of suspected illegal activities. Under some circumstances students being interviewed/questioned by law enforcement authorities at school may find that they are suspects in the investigation. Students are entitled to certain rights when questioned by law enforcement authorities and may also have a legal obligation to cooperate.

The school Administrator shall make every effort to contact the parent(s)/guardian(s) for the student before the interview begins. The student must properly identify him/herself to law enforcement authorities. The parent(s)/guardian(s) may notify the school Administrator that they do not wish to have the student interviewed unless they are present. The school Administrator shall notify the student and the law enforcement authorities of the parent(s)/guardian(s)' desire and appropriate arrangements shall be made agreeable to all parties.

**In the event that the interview proceeds on school premises, the administrator must:**

1. Ensure the student has been advised of his/her rights
2. Be present during the entire period of questioning
3. Not enter into questioning on behalf of law enforcement authorities

The Administrator will not be the student's defender or accuser. Students have the right to be informed if they are under arrest when questioned. If the student is unclear about this he/she may ask to resume his/her regular schedule. If law enforcement authorities deny permission, then the student should consider him/herself as actually under arrest.

Students who believe themselves under arrest or suspects in an investigation may freely invoke their constitutional rights against self-incrimination and against illegal search and seizure and are entitled, if requested, to the presence of legal counsel while being questioned.

School Administrators will be present when interviews by social workers or law enforcement officers are conducting investigations on school premises regarding suspected child abuse or neglect.

In all cases, school administrators are expected to extend courtesy and reasonable cooperation to law enforcement authorities, including an effort in the event of disputes, to find alternative means of accommodations; such as arranging for an interview outside of school time and off school premises.

**ANTI-BULLYING, HARASSING OR INTIMIDATION POLICY**

Bullying is not acceptable and will not be tolerated at Washington Park Community School or any school-sponsored event or activity. According to section 3313.666 of the Ohio Revised Code, "harassment, intimidation or bullying" means any intentional written, verbal or physical act that a student has exhibited toward another student more than once. Also, the behavior (1) causes mental or physical harm to the other student and/or (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

All incidents should be reported to any staff member. The staff member will then inform the appropriate school administrator immediately. The report will be investigated and all students involved will be interviewed. Parents will be notified of the incident when appropriate. They will also be given the results of the interviews and investigation at this time. Disciplinary actions will be taken if deemed appropriate, which could include suspensions and/or recommendations for expulsion.

**SEXUAL AND OTHER FORMS OF HARASSMENT**

Washington Park Community School recognizes the right of students and employees to work in a pleasant environment free of harassment and discrimination. Therefore,

Washington Park Community School strictly prohibits any student or employee from harassing another employee, student or visitor to the school with regards to religion, sex, race, color, disability or place of origin. Harassment includes but is not limited to verbal abuse, physical abuse, mental abuse, cyber-bullying, violence within a dating relationship and sexual harassment.

Any student or employee who believes he or she is a victim of harassment or has witnessed harassment should contact an administrator immediately. If a school administrator is the alleged source of harassment, the student or employee should inform a Board member.

Every effort will be made to conduct an investigation of the harassment as soon as practical after notification of the situation. Any student or employee involved in the investigation is required to cooperate. A student or employee who has had harassment allegations brought against him or her may be suspended without pay while an investigation is being conducted.

A student or employee who has been found guilty of harassment charges against another employee, student or visitor to the school, will be disciplined and may be expelled (student) or terminated (employee).

### **PLAYGROUND RULES**

1. **No** student leaves the playground without permission.
2. SLIDE- Up the ladder. Down the slide sitting feet first. **No climbing up the slide.**
3. BALLS- Only “Nerf” type allowed. Monitors will retrieve “out of bounds balls.”
4. FOOTBALL- **“Touch”** only. NO TACKLE!
5. JUMP ROPES- For jumping only.
6. NOT PERMITTED ON PLAYGROUND AT ANYTIME:
  - A. Throwing of dirt, stones, mulch and snow
  - B. Bad language
  - C. Bullying
  - D. Toys
  - E. Eating or drinking
7. No Tag on playground equipment
8. LINE UP IMMEDIATELY WHEN CALLED

### **PLAYGROUND DISCIPLINE PROCEDURES:**

1. Verbal reprimand
  - a) “Time Out”
  - b) Removed from playground

## **INTERNET POLICY**

Students at Washington Park Community School now have the ability to access the Internet in their classrooms. Although most of the internet is suited for viewing by children and young adults, there are several locations on the internet that are not. We will make every effort to ensure that your child does not view inappropriate material, however even with the filters and blocks, students might still be able to access inappropriate material. Classroom internet is for **educational purposes only**. Outlined below are the acceptable practices that all students and staff members must adhere to in order to use the internet here at Washington Park Community School.

All students that wish to use the internet will need to have a signed **Student Agreement and Parent Permission Form for Electronic Information Access** on file in the school office.

### **INTERNET MULTI-MEDIA ACCEPTABLE GUIDELINES OF USE**

Washington Park Community School offers student's access to the Internet for educational purposes and preparation of the students for life and work in the 21<sup>st</sup> century. Students are expected to follow all guidelines; unacceptable use of the internet will result in termination of internet access, in whole or part, as well as other disciplinary or legal actions.

**Acceptable uses** of the Internet include participation in collaborative efforts, accessing real-time data and unique resources, publishing information and resources, and conducting research.

**Unacceptable uses** include, but are not limited to: accessing material that is profane or obscene; suggesting illegal acts and/or advocating violence or discrimination; using access to commit chain letters or personal contact information; participating in relayed internet chats; news groups or mailing lists; granting access to unauthorized persons; intentionally failing to notify a teacher or administration when a student tries to access restricted information; agreeing to meet someone online; disruption of access to other users; causing damage or changing the standard operating function of the technology; use of obscene, vulgar, or threatening language; harassing others; posting defamatory information; disregarding copyright laws of owners; causing or permitting protected material to be uploaded or broadcast in any way without written permission of the owner and school; posting items without adult or teacher consent; downloading large files; buying or selling any product or service; by-passing internet filters; using the internet without authorization of school personnel.

It is important to remember that the use of the internet is a privilege not a right. This privilege will be revoked if a student or staff member uses the internet in ways that are described under the **unacceptable uses** section. All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal law and violations can lead to prosecution.

### **ACCIDENT/INJURY/ILLNESS PROCEDURES**

Any injured student receives standard first aid from the staff member who is supervising the child. If a child receives an injury at school that is more serious than a minor cut, bump or nosebleed, the school's first course of action, after providing first aid, will be to contact the parent. The parent's instructions will be followed. If the parent/guardian cannot be reached by phone, the school will contact the next person listed on the child's emergency medical form.

The Newburgh Heights Fire Department Rescue Squad will handle **a child who is seriously injured**. The school Administrator will stay with the child during **transportation to the nearest hospital**. During a life-threatening situation, the rescue squad may be called prior to the parent.

### **Student Illness**

The following guidelines have been approved by the Board of Directors to assist school staff when making decisions regarding sending a student home from school for health concerns.

- The Ohio Department of Health's Communicable Disease Chart must be posted in a convenient place in the school (clinic/office).
- Students are to be excluded from school for the following reasons:
  - Vomiting/diarrhea in school or report of at home. Must have no vomiting/diarrhea within 24 hours of returning to school.
  - Temperature of 100° or higher in school or at home within the last 24 hours **without anti-fever medication**
  - Strep is suspected, but results of a throat culture has not been received
  - Positive throat culture for strep throat. Student may return to school after 24 hours of antibiotic treatment if the student's condition is improved with no fever, fatigue, etc.
  - Symptoms of acute illness such as persistent cough, runny nose with body aches
  - Presence of lice/nits in hair
  - Pus-like drainage from the eyes
  - Severe headache, severe earache, severe or persistent abdominal pain
  - A rash suspected to be contagious
  - Wheezing/coughing episode in an asthmatic which is not relieved by prescribed medication
  - Injuries that require medical attention
  - Severe emotional concerns

It is the responsibility of the parent/guardian to make arrangements for child care in the event a child would develop signs of communicable disease or other illness/injury that prevent the child from functioning in class. Therefore, if a student is ill or injured and needs to leave school, the parent must make the necessary arrangements to provide care for their child outside the school setting. Students who are sent home with a fever, diarrhea, vomiting, etc. **must remain symptom free for 24 hours** before returning to school. Parents will be notified and students must be picked up if they return before the 24 hour mark. Students diagnosed with a contagious disease must remain out of school until a doctor writes a return to school note.

### **IMMUNIZATIONS**

All students are required to have **written proof on file** that they have been immunized against Diphtheria, Tetanus, Pertussis, Poliomyelitis, Measles, Mumps, Rubella, Hepatitis B and Varicella (Chicken Pox) as set forth in Section 3313.671 of the Ohio Revised Code, unless specifically exempt for medical or other reasons. Students who have had the actual Chicken Pox disease are not required to have the vaccine, but we must have written proof from a physician. However, if there is a chicken pox epidemic in the school's population, the administration may deny admission to a student otherwise exempted from the chicken pox immunization requirement. The administration shall prescribe methods whereby the academic standing of a student who is denied admission during a chicken pox epidemic is preserved.

**One dose of Tdap or Td vaccine** shall be required prior to entry into the 7<sup>th</sup> grade. This is intended to be a booster for all students who have completed the required doses of the initial series of DTaP/DT/Td vaccine. **Students may not enter 7<sup>th</sup> grade without this vaccine.**

**Students who are not in compliance with all immunizations, no later than the fourteenth day after admission, will be excluded from school attendance.**

### **PHYSICALS**

A physical examination is strongly recommended for all new students to ensure that the student is able to take maximum advantage of the school's educational opportunities.

The school office will provide a Health History form to be completed by a parent/guardian and a Physical Examination form to be completed by the student's healthcare provider at the time of your child's physical. Please return signed/completed forms to the school office as soon as possible.

### **MEDICATION**

Many students require the use of medication in the treatment of disabilities or illnesses. When possible, **administration of medication at home is strongly encouraged**. When it is necessary for a student to take medication at school because no alternative is

possible, the following guidelines based on the Ohio Revised Code and the school district policy will be followed:

1. A “Medication Request Form” must be completed for each prescription and over-the-counter medication and signed by the student’s physician/licensed prescriber and be delivered to the school office before medication will be administered to a student. This includes over-the-counter medications as well as prescription medications.
2. Parent/guardian must sign the parent section of the request prior to medication administration.
3. Parent/guardian shall agree to:
  - Deliver medication to school; **no student shall carry medication in backpacks, pockets or in hand.** An exception may be made for emergency medications that the physician has designated may be carried by the student (i.e. Asthma inhalers /Adrenalin.)
  - Notify the school if there is a change of prescribing physician.
  - Submit a revised request completed and signed by the physician who prescribed the medication if any information on the original request changes.
4. Notes from parents/guardians will not be accepted in lieu of physician’s request.
5. New request forms must be submitted each school year and may be obtained in the school office.
6. Medication must be received in the container in which it was dispensed by the pharmacist and labeled with:
  - Student’s name
  - Name of medication
  - Dosage and route of administration
  - Time of administration
  - Physician’s name
  - Pharmacy name and phone number
7. Upon request, the pharmacist will divide medication into separate containers for home and school. Medication sent to school in any other container will not be administered.
8. Over-the-counter medication must be in the original container and be clearly marked with the student’s name.
9. Empty medication bottles will be sent home with the student and parent/guardian will be notified of the need for more medication. **Parent/guardian will deliver replacement medication to the school office. Medication will not be accepted from students.** All students are responsible for coming to the school office at the scheduled time to receive their medication.



10. Medication will be administered by designated school personnel who have received Ohio Department of Health approved medication administration training from the school nurse.
11. Medication will be administered according to the school medication procedure, which provides for safe administration and storage of all medications.
12. A medication record will be kept on each student and will become part of the student's confidential school health record.
13. The school nurse will act as a consultant, and will be contacted when there are any questions about the medication, its administration or side effects. No medication will be administered at school if there are any unanswered questions.

### **SELF-ADMINISTRATION OF ASTHMA INHALERS**

Ohio House Bill 121 allows children to carry their own inhalers for asthma rescue. This law was enacted to ensure the safety of students who experience asthma related distress during the school day. In the past, students were required to travel to the school office/clinic to obtain their inhaled medication when they experienced asthma symptoms.

If the following criteria are met, a student may carry and use their inhaler at school and school-related events:

- Permission from the student's healthcare provider to carry and use the medication must be given to the school nurse/building administrator.
- The school nurse/building administrator must receive:
  - Name of medication
  - Dose
  - Start and end date
  - Indications for use of inhaler
  - Written instructions of what to do if the drug fails to reduce symptoms
  - Emergency phone numbers to contact the Physician and family
  - Adverse Reactions that can be expected if another student uses the inhaler
- According to this law the responsibility for asthma rescue is with the student.
- Students who are not able to assume this responsibility should not be allowed to carry their own medication. The asthma medication for these students should be managed and monitored by the school nurse or designated/trained staff.
- If a student will carry their own asthma inhaler, parents must educate and re-educate about the proper use of the inhaler including frequency and amount of medication. They should instruct their child to inform a responsible adult when they use their inhaler.
- A responsible adult should be aware when a student uses his/her inhaler. Frequent use of the inhaler may indicate a problem and should be reported to the parent/guardian, school nurse and building administrator.

- The school nurse will perform follow-up assessment to ensure the safety and proper administration of the inhaler by the student.

### **SELF-ADMINISTRATION OF EMERGENCY EPINEPHRINE**

Ohio Revised Code 3313.718 allows children to carry their own Epi-Pen/Twinject for severe allergy exposure or symptoms. This law was enacted to ensure the safety of students who experience severe allergy related distress during the school day. In the past, students were required to travel to the school office/clinic to obtain their emergency injectable medication if exposed to an allergen or experiencing symptoms of life-threatening anaphylactic shock.

A special request form is available in the school office if a child needs to carry this emergency medication.

Parents must communicate with and meet with the school nurse if their child has a severe allergy (usually to food or insect stings). An Emergency Healthcare plan will be developed to ensure the safety and well-being of the child.

3313.718 Possession and use of epinephrine auto injector to treat anaphylaxis.

(A) As used in this section, “prescriber” has the same meaning as in section [4729.01](#) of the Revised Code.

(B) Notwithstanding section [3313.713](#) of the Revised Code or any policy adopted under that section, a student of a school operated by a city, local, exempted village, or joint vocational school district or a student of a chartered nonpublic school may possess and use an epinephrine auto injector to treat anaphylaxis, if all of the following conditions are satisfied:

- (1) The student has the written approval of the prescriber of the auto injector and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student. The prescriber’s written approval shall include at least all of the following information:
  - (a) The student’s name and address;
  - (b) The names and dose of the medication contained in the auto injector;
  - (c) The date the administration of the medication is to begin;
  - (d) The date, if known, that the administration of the medication is to cease;
  - (e) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the auto injector appropriately and has provided the student with training in the proper use of the auto injector;
  - (f) Circumstances in which the auto injector should be used;
  - (g) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication

or the medication does not produce the expected relief from the student's anaphylaxis;

- (h) Any severe adverse reactions that may occur to the child using the auto injector that should be reported to the prescriber;
  - (i) Any severe adverse reactions that may occur to another child, for whom the auto injector is not prescribed, should such a child receive a dose of the medication;
  - (j) At least one emergency telephone number for contacting the prescriber in an emergency;
  - (k) At least one emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency;
  - (l) Any other special instructions from the prescriber.
- (2) The school principal and, if a school nurse is assigned to the student's school building, the school nurse has received copies of the written approvals required by division (B) (1) of this section.
  - (3) The school principal or, if a school nurse is assigned to the student's school building, the school nurse has received a backup dose of the anaphylaxis medication from the parent, guardian, or other person having care or charge of the student or, if the student is not a minor, from the student. If these conditions are satisfied, the student may possess and use the auto injector at school or at any activity, event, or program sponsored by or in which the student's school is a participant.

(C) Whenever a student uses an auto injector at school or at any activity, event, or program sponsored by or in which the student's school is a participant or whenever a school employee administers anaphylaxis medication to a student at such times, a school employee shall immediately request assistance from an emergency medical service provider.

(D)

- (1) A school district, member of a school district board of education, or school district employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a district employee's prohibiting a student from using an auto injector because of the employee's good faith belief that the conditions of division (B) of this section had not been satisfied. A school district, member of a school district board of education, or school district employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a district employee's permitting a student to use an auto injector because of the employee's good faith belief that the conditions of division (B) of this section had been satisfied. Furthermore, when a school district is required by this section to permit a student to possess and use an auto injector because the conditions of division (B) of this section have been satisfied, the school district, any member of the school district board of education, or any school district employee is not liable in damages in a civil action for injury,

death, or loss to person or property allegedly arising from the use of the auto injector by a student for whom it was not prescribed. This section does not eliminate, limit, or reduce any other immunity or defense that a school district, member of a school district board of education, or school district employee may be entitled to under Chapter 2744. or any other provision of the Revised Code or under the common law of this state.

- (2) A chartered nonpublic school or any officer, director, or employee of the school is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a school employee's prohibiting a student from using an auto injector because of the employee's good faith belief that the conditions of division (B) of this section had not been satisfied. A chartered nonpublic school or any officer, director, or employee of the school is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a school employee's permitting a student to use an auto injector because of the employee's good faith belief that the conditions of division (B) of this section had been satisfied. Furthermore, when a chartered nonpublic school is required by this section to permit a student to possess and use an auto injector because the conditions of division (B) of this section have been satisfied, the chartered nonpublic school or any officer, director, or employee of the school is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from the use of the auto injector by a student for whom it was not prescribed.

### **BLOODBORNE PATHOGEN PROGRAM**

Washington Park Community School is subject to Federal and State regulations to restrict the spread of Hepatitis B, C and HIV in the workplace. These regulations are designed to protect employees of the school who are, or could be exposed to blood or other contaminated bodily fluids while performing job duties.

We are committed to taking the necessary precautions to protect both students and staff.

One mandated procedure requires that the school to request the person who was bleeding at the time of an exposure gives consent to be tested for HBV, HCV and HIV. The law does not require parents/guardians to grant permission for the examination of their child's blood, but it does require the school to request the consent. The parent/guardian must complete either a form to consent or refuse to consent for the blood tests.

The school must notify parents/guardians of this requirement in advance of any possible exposure. If an incident of exposure to blood does occur, the reason for the request is already known. These are serious diseases and through proper precautions and cooperation, they can be prevented from spreading.

## **FOOD ALLERGY POLICY**

### **Intent**

Washington Park Community School is committed to the safety and health of all students and employees. In accordance with this and pursuant to Ohio Revised Code (ORC 3313.719), the purpose of this policy is to:

- Provide a safe and healthy learning environment for students with food allergies;
- Reduce the likelihood of severe or potentially life-threatening allergic reactions;
- Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction; and
- Protect the rights of food allergic students to participate in all school activities.

### **Rationale**

The prevalence of food allergies may be increasing, affecting as many as 8% of children nationwide. Food allergies result in about 30,000 emergency room visits and claim about 150 lives every year, with children and young adults being at greatest risk for having a fatal reaction. Nearly every school has students who have this severe, sometimes life-threatening condition, some of them undiagnosed. Schools are considered high risk areas for students with food allergies, with **most incidents of accidental exposure occurring in schools**. While schools may not be able to totally prevent allergic reactions, they can dramatically reduce both the likelihood of such reactions occurring and the severity of consequences if they do occur. Effective prevention and treatment plans, proper procedures, well-trained staff and clear communication can save lives.

The level of sensitivity and the types and severity of reactions vary considerably among individuals with food allergies. Therefore, the school's approach to preventing and treating food allergies must be tailored to those individual's needs. At the same time, an undiagnosed student may experience an allergic reaction to food for the first time while at school and any allergic reaction can turn life-threatening. Therefore the school's approach must also be comprehensive.

### **Definitions and Background Information**

*Anaphylaxis* is an acute allergic reaction that affects more than one system of the body. It is a life-threatening event. If someone exhibits difficulty breathing, a drop in blood pressure, or symptoms in more than one body system (cutaneous, respiratory, gastrointestinal, or cardiovascular) after possible exposure to an allergen, it should be considered anaphylaxis. Medical attention and treatment should be sought immediately.

*Emergency Health Care Plan (EHCP)* means a set of procedural guidelines that provides specific directions about what to do in a particular emergency situation.

Epinephrine (also known as adrenaline) is the treatment of choice to prevent or treat anaphylaxis. It can help reverse the symptoms and prevent progression to other symptoms. It should be given immediately. A delay in treatment with epinephrine can be fatal.

Epinephrine auto-injector (sometimes called EpiPen) is a device that is used for the automatic injection of epinephrine into the human body.

Food allergy is an abnormal, adverse reaction to a food that is triggered by the body's immune system. The immune system responds to an otherwise harmless food as if it was harmful, resulting in the release of various chemicals, including histamines. The most common food allergies are to **peanuts, tree nuts, milk, soy, eggs, fish, crustacean shellfish, and wheat.**

Food allergy symptoms are manifestations of the allergic reaction in various parts of the body. Symptoms may affect the:

- **Cutaneous system** (skin inflammation, tingling, itching, hives, rash, swelling of the lips, tongue and/or throat);
- **Respiratory system** (runny or stuffy nose, sneezing, coughing, wheezing, difficulty breathing);
- **Gastrointestinal tract** (abdominal cramps, vomiting, diarrhea); and
- **Cardiovascular system** (drop in blood pressure, dizziness, lightheadedness, heartbeat irregularities, fainting, shock).

Symptoms can **begin immediately upon, or up to two hours after,** exposure to an allergen. Some individuals exhibit initial symptoms followed by a second phase of symptoms two to four hours later. If more than one system is affected, it is considered anaphylaxis.

Individual Health Care Plan (IHP) means a comprehensive plan for the care of children with special health care needs, including food allergies. IHPs may include both preventive measures and treatment options.

### **Individual Health Care Plans and Emergency Health Care Plans**

At Washington Park Community School, an Individual Health Care Plan and an Emergency Health Care Plan shall be developed for each student identified with any food allergy with potentially serious health consequences. The school nurse will develop the IHCP and EHCP in collaboration with the student's health care provider, the parents/guardians of the student, and the student (when appropriate). This shall be done prior to entry into school or immediately thereafter for students previously diagnosed with an allergy; it should be done immediately at the diagnosis for students already enrolled who are newly diagnosed with an allergy. The plan should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure.

Depending on the nature and extent of the student’s allergy, the measures listed in the IHP may include, but are not limited to:

- Posting additional signs (e.g. in classroom entryways);
- Prohibiting the sale of particular food items in the school;
- Designating special tables in the cafeteria;
- Prohibiting particular food items from certain classrooms and/or the cafeteria;
- Completely prohibiting particular food items from the school or school grounds;
- Educating school personnel, students, and families about food allergies; and/or
- Implementing particular protocols around cleaning surfaces touched by food products, washing of hands after eating, etc.

These measures shall be taken in accordance with the Washington Park Community School health and wellness policy and food safety policy. Plans shall also be developed for each staff member with a serious allergy.

### **School Protocol**

At Washington Park Community School, the principal/school administrator, in coordination with the school nurse, shall implement a protocol, consistent with this policy and with the IHPs and EHCPs, providing food allergic students with protections while they are attending school or participating in school-sponsored activities. The protocols shall be reviewed and updated at least annually, as well as after any serious allergic reaction has occurred at school or at a school-sponsored activity.

### **Posting of Signs**

At Washington Park Community School, signs shall be posted in a conspicuous place at every point of entry and within the cafeteria facility, advising that there are students with allergies to peanuts/tree-nuts. The exact wording on the sign may vary, in accordance with the measures contained within students’ IHPs and the school protocol.

### **Staff Training**

At Washington Park Community School, the principal/school administrator shall identify school personnel who might be involved in managing an emergency in the school, including anaphylaxis. Training shall be provided for these personnel on the signs and symptoms of anaphylactic shock, proper epinephrine auto-injector administration, adverse reactions, accessing the “911” emergency medical system, and preparation for movement and transport of the student. At all times during normal school hours at on-site school-sponsored activities, at least one person other than the licensed school nurse must be trained and be responsible for the administration of the epinephrine auto-injector, subject to Good Samaritan provisions. These personnel shall review emergency protocols on an annual basis.

If trained school personnel are not available, any willing person may administer the epinephrine auto-injector. Good Samaritan provisions apply.

### **Communication**

At Washington Park Community School, the principal/school administrator shall ensure that all school employees and other adults – including, but not limited to, school nurse, classroom teachers, specialty teachers, aides, student teachers, substitute teachers, food service staff, custodial staff, playground monitors– who may be involved in the care of a student diagnosed with a peanut/tree-nut allergy shall be informed of the IHP and the EHCP, as appropriate. These individuals should understand and consistently follow plans and protocols, be able to recognize symptoms of an allergic reaction, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student’s snacks and meals, educational tools, arts and crafts projects, or incentives.

Parents/caregivers will be informed by the school about their rights and responsibilities regarding IHPs and EHCPs for food allergic students. They will be given clear guidance to help them follow the measures stipulated in these plans (e.g. avoiding peanut/tree-nut-based products in snacks or lunches).

The principal/school administrator shall work with the transportation providers for field trips to ensure that buses are equipped with required communication devices and that drivers are properly trained to recognize symptoms of allergic reactions and know what to do in case of an emergency. A no eating policy should be enforced with appropriate exceptions made to accommodate diabetic students and others with special needs.

### **Self-Management**

In Washington Park Community School, each student at risk for anaphylaxis shall be allowed to carry an epinephrine auto-injector with him/her at all times, if appropriate. If this is not appropriate, the epinephrine auto-injector shall be kept in a conspicuous place in the classroom, cafeteria, physical education facility, health room and/or other areas where it is most likely to be used, with reasonable safeguards in place to ensure its safekeeping. A medically identified student may self-administer the epinephrine auto-injector, if appropriate.

### **Emergency Protocols and Standing Orders**

At Washington Park Community School, the school nurse shall prepare and update, as appropriate, but at least on an annual basis, written emergency protocols in the event of injuries and acute illnesses, including anaphylaxis. The Ohio Department of Public Safety’s “Emergency Guidelines for Schools” will be used as the school’s emergency protocols. The school nurse shall also review at least annually the procedures for addressing incidents of anaphylaxis and the use of the epinephrine auto-injector. Such procedures must include accessing the community’s emergency medical system (i.e.



“911”) and prompt transportation by a licensed ambulance/rescue service to an acute care hospital for medical evaluation and follow-up. Such procedures must also stipulate that the epinephrine auto-injector be used only upon the student for whom it was prescribed.

In the event of an episode of anaphylaxis, the principal/school administrator shall verbally notify the student’s parents/guardians as soon as possible or delegate someone to notify them. Following the episode, the school nurse shall complete a written report and file it in the student health record.

### **Allergy Bullying**

All threats or harassment of students with food allergies will be taken very seriously and will be dealt with in accordance with the Washington Park Community School bullying policy and pursuant to Ohio Revised Code, Section 3313.666

### **Evaluation and Review**

This policy shall be reviewed and updated on a regular basis, particularly after a serious allergic reaction has occurred at a school or at a school-sponsored activity.

### **Confidentiality**

Pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504), the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other statutes and regulations, the confidentiality of students with food allergies shall be maintained, to the extent appropriate and as requested by the student’s parents/caregivers.

### **Legal Reference**

Ohio Revised Code Sec. 3313.719  
Americans with Disabilities Act (ADA)  
Individuals with Disabilities Education Improvement Act of 2004 (IDEA),  
Section 504 of the Rehabilitation Act of 1973 (Section 504),  
Family Educational Rights and Privacy Act (FERPA),  
Health Insurance Portability and Accountability Act of 1996 (HIPAA)

## **HANDWASHING POLICY**

**It is well known that frequent and adequate hand washing will reduce the transmission of communicable disease. In light of this fact, Washington Park Community School has implemented the following building-wide hand washing policy. This policy is based upon the recommendations of the Ohio Department of Health.**

Hand washing shall be required to occur after:

- Using the toilet
- Cleaning toilets and bathrooms
- Handling animals
- Cleaning up after vomiting or fecal accident
- Cleaning and sanitizing environmental surfaces
- Eating and drinking

Hands should also be washed before

- Preparing or handling food
- Eating food

Hand washing facilities shall be maintained in good repair and will be properly supplied to encourage hand washing by students and staff as recommended in the Ohio Department of Health's school inspection guide manual:

- Hot and cold water shall be available at all rest rooms
- Soap and paper towels shall be available at all sinks
- Sinks will be properly supplied with cleaning supplies
- Hand washing posters shall be visibly posted by all sinks
- Hand sanitizer shall be available in classrooms.

In order to reduce absenteeism from communicable diseases staff will:

- Teach students proper hand washing techniques annually with frequent reinforcement.
- Teach students about how germs are spread
- Encourage students to wash their hands
- Encourage students to use hand sanitizer when hand washing is not possible and to wash hands as soon as possible after coughing, sneezing, blowing nose.
- Clean and sanitize classroom environmental surfaces on a daily basis.
- Clean and sanitize doorknobs, handrails and water fountains on a daily basis (custodial/cleaning)

### **HEAD LICE POLICY**

The State of Ohio affords the right for school districts to implement policies that protect the general health and welfare of the student population as well as our staff. Therefore, the Board of Directors of Washington Park Community School has adopted the following Head Lice Policy:

Once it is determined that the student has contracted head lice, the parent/guardian will be notified and must come in to pick up their child. The child must have proper treatment, be nit free and pass a head inspection by a school staff member or school nurse before they are readmitted to school. A parent/guardian must accompany the student on their return to school in order to assure that the student passed the head inspection and is going to be readmitted to school.

A student's attendance should be minimally affected (the day of exclusion and possibly one more day) if treatment is done immediately according to recommended procedures.

If a student encounters chronic occurrences of Head Lice within the school year, the following suspension schedule will be enforced:

6 Occurrences	1 day of out-of-school suspension
7 Occurrences	2 days of out-of-school suspension
8 Occurrences	3 days of out-of-school suspension
9 Occurrences	4 days of out-of-school suspension
10 Occurrences	5 days of out-of-school suspension

After the 10<sup>th</sup> occurrence, the student may be recommended for expulsion.

### **SUICIDE PREVENTION POLICY**

The Washington Park Community School in recognition of the need to protect the health, safety and welfare of its students, to promote healthy development, to safeguard against the threat or attempt of suicide among school aged youth, and to address barriers to learning, hereby adopts this policy. This policy corresponds with and supports other federal, state and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury. Students who are in need of intervention will be referred to the administration.

All staff members are responsible for safeguarding the health and safety of all students. All staff members are expected to exercise sound professional judgment, err on the side of caution and demonstrate extreme sensitivity throughout any crisis situation. All school personnel should be informed of the signs of youth depression/suicide. Any staff member who is originally made aware of any threat or witnesses any attempt towards self-harm, that is written, drawn, spoken or threatened, will immediately notify the Director of Education or their designee. Any threat in any form must be treated as real and dealt with immediately. No student should be left alone, nor confidences promised. Thus, in cases of life threatening situations a student's confidentiality will be waived. Our district's suicide crisis response procedures will be implemented. The entire policy may be viewed in the main school office.

#### **Definitions:**

\***Suicidal Crisis-** A situation where suicidal ideation and/or behavior occurs.

**\*Suicidal Gesture-** An act of bodily harm or intended bodily harm with the expressed intent of suicide.

**\*Suicidal Ideation-** (Specific) Thoughts and feelings which, when expressed, communicate a plan for self-harm resulting in death.

**\*Suicidal Ideation-** (Non-specific) Thoughts and feelings which communicate no specific plan but do express a desire to harm self resulting in death.

Parents will be contacted regarding the crisis and a course of action will be discussed. It will include obtaining an evaluation for the student from a qualified mental health professional within 24 hours, in order to ensure the safety of the student.

Document must be presented to the school or a phone call from the mental health provider to the appropriate school Administrator.

Outside agencies such as Mobile Crisis Intervention, Children's Services or the Newburgh Heights Police or Fire Departments will become involved in the crisis when necessary.

### **CHILD ABUSE AND NEGLECT**

School employees are mandated reporters of known or suspected child abuse and neglect. Therefore, all staff members will receive required training and must follow Ohio Revised Code regulations and the school's procedure regarding the reporting of child abuse and neglect. Mandated reporters must report both known and suspected child abuse and/or neglect to Children's Services or the police department.

### **PARENTAL INVOLVEMENT POLICY**

The administration and staff at Washington Park Community School believe that the only way a school can be truly effective is to work as a team. This team consists of strong leadership, highly qualified teachers, and active and involved parents. Outlined below are several key components that all parents are expected to try and implement with their children on a frequent basis. This Parent Involvement Policy is an integral part of our School Improvement Plan and will assist in the development of your child. When schools work as a cooperative team, all children can succeed.

#### **Washington Park Community School Responsibilities**

Washington Park Community School will:

- Involve parents in the joint development of the plan, process of school review, and process of improvement of the school by conducting an annual evaluation survey.
- Provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement.

- Improve school performance by helping the families learn how and when to assist their children in classroom learning activities and provide techniques, strategies, and skills to use at home. This will be served through the distribution of reading material, websites, and scheduled parent/helper visits to the classrooms to aid in instruction.
- Coordinate and integrate educational strategies of Direct Instruction and Saxon Math to improve student performance off all students.
- Involve parents in school activities through the Washington Park PTO.
- Explain the requirements and the rights of the parents to be involved in a timely manner through the distribution of the *Washington Park Community School Title I Parent Resource Guide*. This guide will include: description of parents rights, scheduled meetings, parent/teacher conferences, quarterly report cards, bi-quarterly interim progress reports, description and explanation of the curriculum to be used, and proficiency levels that students are expected to meet.
- Respond to any parent suggestions as soon as practicably possible.
- Distribute a School-Parent Compact, which is a written agreement of what schools and parents are each supposed to do to help students achieve, to all students serviced in Title I Programs within the first 30 days of school. This compact will outline the responsibilities the classroom teacher and parent will share in order to provide the best possible learning environment for all students.

If parents are dissatisfied with the policy, Washington Park Community School shall submit any parent comments with their plan to the State Educational Agency (SEA)/State Department of Education.

### **Teacher- Parent Compact for Students**

The School jointly develops a school-parent compact that outlines how parents, the entire school staff, and students share the responsibility for improved student achievement, as well as the means by which the school and parents will build a partnership to achieve this end. Student success can only be achieved when schools and parents work cooperatively.

#### **Teacher Responsibilities:**

- 1) Have all students performing at grade level by providing high academic standards through the implementation of Direct Instruction**
  - a. Continual student assessment and evaluation.
  - b. Proper placement of students in instructional groups to promote skill mastery.
  - c. Provide supplemental materials for students in order to meet their individual needs.

**2) Maintain close contact with parent/guardian as to student progress**

- a. Parent-teacher conferences at least annually, during which the compact will be discussed as it relates to the individual child's achievement.
- b. Frequent reports to parents on their child's progress through interim progress reports, report cards, and check sheets
- c. Provide opportunities for parents to volunteer and participate in their child's class and observe classroom activities.

**3) Continue personal professional growth and development**

- a. Attend workshops and in-service meetings provided both in and out of the school
- b. Analyze research and new techniques of instructional delivery methods
- c. Implement new, research based methods in to classroom when appropriate
- d. Explore new information regarding curriculum, character, and citizenship

**4) Develop and implement an effective Behavior Management plan for the classroom.**

- a. Base management plan on research and use of effective strategies
- b. Keep plan in line with the rules, goals, and beliefs of Washington Park Community School
- c. Maintain open communication with parents/guardians regarding student behaviors.

**Parent Responsibilities:**

**1) Support the educational beliefs and goals of the school**

- a. Regular communication with classroom teachers.....(Teacher/Parent Check Sheet)
- b. Observations of classroom instruction.....(Visitor Log)
- c. Participation in parent/teacher conferences.....(Twice a year)
- d. Working with students at home on identified needs.... (Teacher /Parent Check Sheet)
- e. Monitor all homework and make sure of its completion and submission on a regular basis. (Teacher/Parent Check Sheet)

**2) Promote and support the mission of Washington Park Community School within the community.**

- a. Attend scheduled informational meetings.
- b. Communicate frequently with staff and administration regarding perceptions, needs, or issues of conflict.

- c. Read all informational materials published and distributed throughout the community by the school.
- d. Participate in the parent/teacher organization

**3) Aid the students in their educational growth and citizenship**

- a. Volunteer to participate in organized school programs
- b. Coordinate or suggest fundraising or collection activities to enable students to help others
- c. Support and encourage students in their endeavors to become caring, informed, and respectful citizens of the community
- d. Promote the involvement of outside resources through written and/or verbal communication
- e. Monitor student attendance to insure that the rate will not drop below 94%.
- f. Complete 3-5 lessons a month from teacher supplied materials that reinforce concepts learned in the classroom

**SPECIAL EDUCATION SERVICE DELIVERY PLAN**

**General Education with Consultation.**

The student is served in the general education classroom without any accommodations or modifications to the curriculum, instruction, testing or grading. The service provider is responsible for consulting with general education teacher and monitoring the student's progress according to the IEP.

**General Education with Consultation/Accommodations.**

The student is served in the general education classroom with consultation and support from the special education teacher. The general education teacher is responsible for direct instruction, testing, grading and behavioral management as specified in the IEP. The special education teacher support may include assisting the general education teacher with the design and preparation of materials, adaptations and accommodations. The special education teacher is responsible for monitoring the student's progress on IEP goals.

**General Education with direct special education support in the general education classroom.**

The student receives special education support for the general education curriculum in the general education setting. The special education teacher, support service provider, or trained paraprofessional will be in the general education classroom to provide direct instruction, instructional support, or other assistance to the student or a group of students, through models such as collaborative or co-teaching. The special education teacher/service provider is responsible for monitoring the student's progress on IEP goals.

**General Education with direct special education support outside the general education classroom.**

The student receives special education support for the general education curriculum outside the general education setting. When the services cannot be appropriately provided in the general education setting, the student may receive selected services or all services he/she needs in a separate educational setting (including, but not limited to special classes, special schools, home instruction and instruction in hospitals and institutions). The special education teacher/service provider is responsible for monitoring the student's progress and IEP goals.

**Notes:**

- Students may receive different services at multiple points based on the IEP.
- The district will provide access for all eligible individuals based on their IEP. Services may be provided within the school, or through contractual agreement with other districts and/or agencies.
- A student/special education teacher ratio of 14:1 will be maintained at all times.

**VISITORS AND CLASSROOM VISITS**

All visitors must sign in at the main office prior to going to the classroom or lunchroom. They will be given an identification badge to wear for the duration of the visit. For the safety of our students and staff, it is important for us to be able to identify all visitors to our building.

When a parent wishes to visit their child's classroom or meet their child for lunch, the following procedure must be followed: Visits should be pre-arranged through the teacher and will last thirty (30) minutes in length.

**PARENT-TEACHER CONFERENCES**

We will officially hold parent-teacher conferences twice during the school year, once in the Fall and once in the Spring. Parents will receive an appointment prior to the conference dates. Parents/Guardians may contact teachers and administrators anytime throughout the year to schedule a conference when necessary.

**CLASSROOM PARTIES**

In line with the vision of the school and in order to maximize student learning and time on task, classroom parties will be at the discretion of the classroom teacher/administrator.

If a parent or guardian would like to celebrate a child's birthday, he or she may send a wrapped treat (in-line with the school wellness policy) to school for each class member. The treats will be distributed at the end of the school day. **Please consider bringing a healthy, low sugar snack.**



### **VIEWING STUDENT RECORDS**

In compliance with all provisions of State and Federal law, parents may view their child's school records. Please call the school's office to arrange an appointment.

### **LUNCH PROGRAM**

Washington Park Community School participates in the National School Lunch Program. The National School Lunch Program mandates that in order for your child to participate in the lunch program, the parent/guardian must complete, sign, and return to the school office a Free and Reduced Price School Meals Application each school year. The information contained in the application helps us determine the cost of your child's lunch. Meal applications are available through the school office.

“In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the government. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer”.

All students are provided a breakfast free of charge from the school. However, students must be in school by 8:30 a.m. in order to receive their breakfast. Students who arrive after 8:30 a.m. will not have access to a breakfast for the day.

All students ordering a school lunch must complete a monthly lunch form even if you qualify for free or reduced lunch. Forms must be turned into the school office by the assigned date. If the lunch form is not returned by the assigned date, lunch will not be ordered for your student until it is returned. A school lunch will be provided for students who do not have a lunch when possible. Only a certain amount of lunches are ordered for each day from an outside agency. When students are given a school lunch they will be charged for the price of the meal. Parents/guardians must pay these lunch fees. If fees are not paid Washington Park Community School has the right to withhold report cards or records until the fees are paid.

Parents/guardians must provide lunches and juice or milk for their child if a school lunch has not been purchased. Milk is available for purchase if necessary. Per the school wellness policy, students are **NOT ALLOWED TO BRING POP, COFFEE OR ENERGY DRINKS** for lunch or to school. Students are also **NOT ALLOWED TO CHEW GUM** at any time during the school day.

### **FIELD TRIPS/NON-CLASSROOM LEARNING OPPORTUNITIES** **(SCHOOL SPONSORED EVENTS)**

Each classroom may take, but are not required to take no more than one field trip during a given school year.

All field trips must be tied in to an area of the school's curriculum/course of study. No field trip will interfere with math and reading lessons on a daily basis. Properly planned and executed field trips should:

1. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the School;
2. Arouse new interests among Student;
3. Help Students relate school experiences to the reality of the world outside of School;
4. Bring the resources of the community- natural, artistic, industrial, commercial, governmental, educational -within the Student's learning experience;
5. Afford Students the opportunity to study real things and real processes in their actual environment.

The classroom teacher will notify students/parents of upcoming field trips/school sponsored events. Field trips/non-classroom learning opportunities which are school sponsored events are to benefit our students. Students must adhere to classroom and school rules in order to attend trips/school sponsored events. Teachers have the right to deny students the opportunity of going on field trips/school sponsored events due to behavior, missing work etc. The teacher will notify parents/guardians if a child will not be participating in a class trip.

The school will maintain accurate attendance for all students participating or not participating in the field/school sponsored event. Attendance will be taken as routinely done on a daily basis. Teachers will take attendance at the beginning of the activity and at the end of activity before returning to school if the activity is conducted off-site. Teachers will ensure all students participating are in attendance. If there is an issue with a missing student, the teacher will contact the school administration immediately. For students who attend school on this day and are not participating in the field trip/school sponsored event, they will be counted on the attendance with the classroom. The students will then be placed with an administrator for the duration of the day. Once the student's class returns to school, the student will be returned to the classroom. Administration will keep a list of students who will be placed in an administrator's office for the day.

**No child may attend a classroom field trip/school sponsored event without written permission from a parent/guardian. Verbal permission either in person or over the phone will not be accepted.**

The school will provide transportation to and from the field trip. **Students must remain with the class for the duration of the field trip which includes travel time. No student will be transported in staff or parent/guardian vehicles.**

### **HIGH SCHOOL SHADOWING FOR EIGHTH GRADERS**

Any Eighth grader who wishes to shadow at a high school **must obtain prior consent and a form** from the school office. A day of shadowing is considered an excused absence. Parents/guardians must follow the absence guidelines by calling into the office of the day of the absence and submitting a note. Parents/guardians assume all responsibility for transportation to and from the high school on the day of the visit. Students are expected to adhere to the behavior and dress code policies of the school they are visiting.

### **SELLING ITEMS**

Students are prohibited from selling any items on school property, including the school bus, unless they have the permission from the Director of Operations.

### **HIRING OF PARENTS/GUARDIANS/RELATIVES**

The Board of Directors has determined that Washington Park Community School may employ a parent/guardian, immediate family member, or grandparent, of any student attending Washington Park Community School. Candidates must complete an Employment Application, possess and provide proof of a High School Diploma, and pass a Criminal Background check (BCI and FBI). Qualified candidates for vacant positions will be selected through a lottery process and will begin employment upon approval of the Board of Directors.

### **VOLUNTEERING IN THE SCHOOL**

Washington Park Community School appreciates volunteers in school activities. However, the school may require a background check of volunteers at any time. This also pertains to any visitor or guest at the school who interacts with students in an unsupervised manner.

### **PARTICIPATION IN PUBLIC MEETINGS**

Parents or guests of the Board of Directors meetings will be given an opportunity to speak during Open Session (20 minutes) or they may submit a question or issue in writing to the President of the Board of Directors. The question or issue must be written

and submitted to the President of the Board of Directors at least one week prior to a regularly scheduled Board meeting. Board Meetings are conducted every other month on the first Thursday of that month. A schedule of Board Meetings is posted in the front lobby.

**THANK YOU FOR CHOOSING  
WASHINGTON PARK COMMUNITY SCHOOL!**