Elementary Handbook
2015-16

For Parents of Dublin City Schools Elementary Students

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Welcome!

Dear Students and Parents,

Welcome to Dublin City Schools! This handbook was written to help you understand the procedures and programs at your school. Please read it together and discuss. If you have any questions, please talk with your teacher or principal. We wish you a most successful school year.

We are so glad you are here!

Sincerely,
The Dublin Elementary School Principals

Dublin City Schools Mission Statement

We believe that all students can and must learn at high levels of achievement. It is our job to create an environment in our classrooms that results in this high level of performance. We are confident that, with our support and help, students can master challenging academic material and we expect them to do so. We are prepared to work collaboratively with colleagues, students, and parents to achieve this shared educational purpose.

Dublin Elementary School Philosophy

We believe that the purpose of the Dublin Elementary Schools is to foster the physical, social, emotional, and intellectual development of individuals in order that they may function as productive members of society. The primary goal is to help develop each child to the limits of his/her potential. We recognize that each child is unique and that a variety of programs and methods is needed to meet the needs of each student.

In order to reach these goals, the elementary staff will work to:

1. Consider each child's ability, interest, and achievement when planning instruction and assessment.
2. Provide a differentiated learning experience based upon each student's needs.
3. Plan and deliver meaningful instruction that will prepare each child for the next steps in the educational journey.
4. Support students in maintaining curiosity, enthusiasm, and zest for life and learning.
5. Work closely with colleagues and education leaders to ensure a team-based approach to educating each child.
6. Maintain and enrich parent-teacher relationships.
7. Use a variety of techniques in instruction and assessment.
8. Teach each child to accept the responsibilities of citizenship by providing instruction on the rights, duties, and obligations of a citizen in a democratic society.
9. Encourage creativity in all areas of study.
10. Help each child accept the strengths and weaknesses of others and learn to work cooperatively with classmates.

Elementary School Belief Statements

Environment
We believe in creating a safe and caring environment that maximizes student achievement.

Professional Learning Communities
We believe in working collaboratively with other experts in the field of education as a way to share knowledge, ideas, and skills.

Relationships
We believe that relationships are the cornerstone of all learning.

Technology
We believe that students should be able to access the world through innovation and the tools of technology.

Resources
We believe the equitable allocation of resources based on student needs optimizes student success.

High Expectations
We believe all students can develop into critical thinkers and problem solvers, and we believe all students can communicate in a meaningful way.

Achievement
We believe a strong foundation of learning enables students to reach high levels of achievement and growth.

Equity
We are committed to providing an appropriately equitable educational experience for each child.

Community
We believe the partnership between school, home, and community is an essential element of school success.

Support
We believe in providing a continuum of support for all students to achieve at their highest level.

Learning Characteristics
We believe that all students will develop talents and skills that prepare them to succeed in an ever-changing environment.

Leadership
We believe that all students have the capacity for leadership.

Citizenship
We believe that all students should develop a socially conscious understanding of the world and know the importance of contributing to society in a meaningful and positive way.

Board of Education

Ms. Lynn May (President)	889-6175
Mr. Stu Harris (Vice President)	659-0905
Mr. Scott Melody	763-1959
Mr. Chris Valentine	370-6147
Mr. Rick Weininger	467-9767

Your Board of Education is comprised of five members, elected to a term of four (4) years by the residents of the school district. Dates, times, and locations of the regular meetings of the Board of Education are set at the organizational meeting in January. See the District's web site, www.dublinschools.net for dates, times, and locations of board meetings. All community members are invited to attend.

Administrative Team

Dr. Todd Hoadley	Superintendent
Mr. Steve Osborne	Treasurer
Ms. Jill Abraham	Director of Elementary Education

Administration Building
7030 Coffman Road
Dublin, OH 43017
(614) 764-5913

Elementary Schools

Mary Emma BAILEY ELEMENTARY
4900 Brandonway Drive
Dublin, OH 43017
(614) 717-6611
Principal: Mr. Tyler Wolfe
Administrative Intern: Mr. Gabe Hoover

Albert CHAPMAN ELEMENTARY
8450 Sawmill Road
Powell, OH 43065
(614) 761-5864
Principal: Mr. Scott Zeoli
Administrative Intern: Ms.Blair Mallot

Daniel WRIGHT ELEMENTARY
2335 West Case Road
Columbus, OH 43235
(614) 538-0464
Principal: Mr. Brian Blum
Assistant Principal: Mr. Lucas Bauer

DEER RUN ELEMENTARY
8815 Manley Road
Dublin, OH 43017
(614) 764-5932
Principal: Ms. Susann Wittig
Administrative Intern: Ms.Brittany Saffel

Eli PINNEY ELEMENTARY
9989 Concord Road
Dublin, Ohio 43017
(614) 798-3570
Principal: Mr. Troy Ehrsam
Administrative Intern: Ms. Lauren Barr

GLACIER RIDGE ELEMENTARY
7175 Glacier Ridge Boulevard
Dublin, OH 43017
(614) 733-0012
Principal: Mr. Peter Kurty
Administrative Intern: Ms. Sarah Wilcox

GRIFFITH THOMAS ELEMENTARY
4671 Tuttle Crossing Blvd.
Dublin, OH 43016
(614) 764-5970
Principal: Ms. Jennifer Davis
Assistant Principal: Ms. Melissa Klosterman-Lando

INDIAN RUN ELEMENTARY
80 West Bridge Street
Dublin, OH 43017
(614) 764-5928
Principal: Ms. Jennifer Schwanke
Assistant Principal: Ms. Lauren DeMars

OLDE SAWMILL ELEMENTARY
2485 Olde Sawmill Blvd.
Dublin, OH 43016
(614) 764-5936
Principal: Ms. Martha Barley
Administrative Intern: Ms. Rachel Gearhart

RIVERSIDE ELEMENTARY
3260 Riverside Green Drive
Dublin, OH 43017
(614) 764-5940
Principal: Ms. Staci Lutz
Administrative Intern: Ms. Jennifer Wilkinson

SCOTTISH CORNERS ELEMENTARY
5950 Sells Mill Drive
Dublin, OH 43017
(614) 764-5963
Principal: Ms. Janet Rinefierd
Administrative Intern: Ms. Amy Simmons

WYANDOT ELEMENTARY
5620 Dublinshire Drive
Dublin, OH 43017
(614) 761-5840
Principal: Ms. Heather Habrecht
Administrative Intern: Mr. Michael Blake

TRANSPORTATION
6371 Shier-Rings Road
Dublin, OH 43016
(614) 764-5926
Supervisor: Mr. Jeff Cosby

Dublin City Schools | 2015-2016 CALENDAR

Revised 6/26/14

AUGUST 2015

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	**24**	**25**	**26**	**27**	**28**	29
30	31					

24, 25 Work days for staff
26 First day for students
26-28 Kindergarten phase in days

SEPTEMBER 2015

S	M	T	W	Th	F	S
		1	**2**	3	4	5
6	***7***	8	9	10	11	12
13	**14**	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 First day for preschool
7 *No School, Labor Day*
14 Dublin City Schools Family Night

OCTOBER 2015

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	**29**	***30***	31

29 End of first nine weeks
30 *No School, Teacher conference time or conference comp time*

NOVEMBER 2015

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	**12**	***13***	14
15	16	17	18	19	20	21
22	23	24	***25***	***26***	***27***	28
29	30					

12 End of first elementary trimester
13 *No School, Elementary Teacher Work Day, MS/HS Teacher Professional Development Day*
25-27 *No School, Thanksgiving Break*

DECEMBER 2015

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	***21***	***22***	***23***	***24***	***25***	26
27	***28***	***29***	***30***	***31***		

21-31 *No School, Winter Break*

JANUARY 2016

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	***11***	12	13	**14**	***15***	16
17	***18***	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 *No School, Winter Break*
14 End of first semester
15 *No School, Elementary Teacher Professional Development Day, MS/HS Teacher Work Day*
18 *No School, MLK Jr. Day*

FEBRUARY 2016

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	***15***	16	17	18	19	20
21	22	23	24	**25**	***26***	27
28	29					

15 *No School, Presidents' Day*
25 End of second elementary trimester
26 *No School, Elementary Teacher Work Day MS/HS Teacher Professional Development Day*

MARCH 2016

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	**18**	19
20	***21***	***22***	***23***	***24***	***25***	26
27	28	29	30	31		

18 End of third nine weeks
21-25 *No School, Spring Break*

APRIL 2016

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	**21**	22	23
24	25	26	27	28	29	30

21 Dublin City Schools Family Night

MAY 2016

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	**26**	27	28
29	***30***	**31**				

26 Last day for preschool
30 *No School, Memorial Day*
31 Senior Do Not Attend

JUNE 2016

S	M	T	W	Th	F	S
			1	2	3	**4**
5	**6**	***7***	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

4 Graduation
6 Last day for students & staff
7 *No School, Teacher conference time or conference comp time*

If the district misses more than six (6) days of school, contingency days will be used beginning June 7.

Graduation June 4, 2016
Commencement Ceremonies TBD

BE SURE TO CHECK OUR WEBSITE FOR CALENDAR UPDATES!

School Hours

		Two-Hour Delay
9:00 a.m.	Students may enter buildings and go to classrooms	*11:00 a.m.*
9:10 a.m.	Classes begin	*11:10 a.m.*
3:40 p.m.	Dismissal	*3:40 p.m.*
9:10 a.m.	AM Kindergarten classes begin	*No a.m. Kindergarten*
11:50 a.m.	AM Kindergarten dismissal	
1:00 p.m.	PM Kindergarten classes begin	*1:00 p.m.*
3:40 p.m.	PM Kindergarten dismissal	*3:40 p.m.*
9:10 a.m.	Extended ELI classes begin	*11:10 a.m.*
3:40 p.m.	Extended ELI dismissal	*3:40 p.m.*
11:40 a.m.	1-hour ELI classes begin	*Canceled*
1:10 p.m.	1-hour ELI dismissal	*Canceled*
8:45 a.m.	AM Preschool classes begin	*No a.m. Preschool*
11:15 a.m.	AM Preschool dismissal	
12:45 p.m.	PM Preschool classes begin	*12:45 p.m.*
3:15 p.m.	PM Preschool dismissal	*3:15 p.m.*

There will be no District staff supervision of students until 9:00 a.m. or after 3:40 p.m. However, the Dublin Latchkey program is an option for parents who need supervision for their child. Dublin Latchkey operates independently from Dublin City Schools as a non-profit organization, though they do utilize the facilities of Dublin City Schools. Dublin Latchkey can be reached at (614) 793-0871.

The School Day

Arriving at School

Buses
Students are eligible for busing if they live one mile beyond the location of the child's elementary school. If a student is eligible for busing, the bus number, pickup/drop-off times, and the location of the bus stop will be listed on the Parent Dashboard.

Note that regardless of their residence, AM kindergarten students are bused home from school; PM kindergarten students are bused to school.

Walking, riding bikes, or arriving by parent drop-off
There are certain expectations for students who choose to walk, ride bikes, or be dropped off by a parent or guardian.

1. In the morning, students should not arrive before 9:00 a.m. Students will not be permitted to enter the building until 9:00 a.m.
2. At some Dublin Elementary Schools, crossing guards will be on duty before school at 8:55 a.m. and after school at 3:35 p.m. to help students safely cross intersections. Students should not pass these positions unless a crossing guard is on duty.
3. Students should cross the street only at corners and after looking both ways. Please note that there are no mid-day crossing guards for kindergarteners.
4. For safety reasons, students are not permitted to rollerblade or skateboard on school property. Bikes are permitted and can be secured in the bike racks outside the school.
5. Parents should take the time to review basic safety rules with their children, particularly regarding any interactions with strangers on their way to and from school.
6. If a parent plans to bring a child to school, we encourage you to check with your individual school to determine drop-off procedures.

Breakfast/Lunch
Dublin Elementary Schools participate in the National School Lunch Program (NSLP) and the National School Breakfast Program (NSBP), which are governed by the USDA. The breakfast and lunch programs base choices on the 2010 Dietary Guidelines for Americans. The new Dietary Guidelines for Americans, 2010, focuses on balancing calories (fewer calories taken in and more burned with physical activity), and encourages Americans to consume more healthy foods like vegetables, fruits, whole grains, fat-free and low-fat dairy products, a variety of seafood, and to consume less sodium, saturated and trans-fats, added sugars, and refined grains. You can find further information on menu, nutrition, payment options, and free/reduced meals by going to the Dublin City Schools home page (http://www.dublinschools.net) and following the Departments link to Food Services.

If your child wishes to purchase lunch, you may put money on your child's lunch account on-line by going to our district web site (www.dublinschools.net) and clicking "Online Meal Payment." You may also send money into the school with your child, and it will be added to the account by the kitchen staff.

Students may also pack a lunch and purchase milk from the cafeteria.

Dress Code

Dublin students have considerable choice in their style of dress and appearance. Student appearance reflects an attitude of pride in self, school, and community. However, there are some parameters we expect our students to follow:

1. Clothing should be neat, clean, and modest.
2. Low-cut tops, see-through blouses, midriff tops, tank tops, spaghetti straps, very short skirts/shorts should be avoided.
3. Items that could be frightening, such as accessories including chains and/or studded accessories, are not permitted.
4. Clothing with writing and/or symbols that advertise or promote activities against school regulations is not permitted. For example, words or symbols that are obscene or suggestive of obscenity, alcohol, substance abuse or an unhealthy attitude toward school are not permitted.
5. Hats or other non-religious head coverings are not permitted to be worn in the building unless they are for a specific purpose approved by the principal.
6. Oversized clothing that is excessive or compromises the safety of students is not permitted.
7. Appropriate footwear will be worn at all times, i.e., no stacked heel shoes, no floppy sandals, no shoes with built in skates, etc.

Note: Individual exceptions to the dress code are acceptable if authorized by the building principal or designee.

In addition, it is very important that students are dressed appropriately for the weather. During the winter months, we do our best to continue with outdoor recess, but it is important that students come with the appropriate hats, coats, and gloves.

There are times we must have recess indoors. The following guidelines help us determine if recess will be indoors or outdoors (all temperatures include the wind chill effect):

- 20 degrees or below – all recess will be indoors.
- 21-25 degrees – students will be allowed one short (15 minutes) recess outdoors, with lunch recess indoors.
- 26 degrees and warmer – all recess will be outdoors.

Care of Property

The Board of Education believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

The Board charges each student with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.
Students who cause damage to school property shall be subject to disciplinary measures. The District may report to

the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature. Further, the Board authorizes the imposition of fines for the loss, damage, or destruction of school equipment, library materials, textbooks, or damage to school buildings.

Personal Property at School

At times, a student may bring personal property to school to share with friends or to use in the classroom. The Board assumes no responsibility for any personal property brought to school. Each school has a Lost and Found that students and parents should check for any lost items. Unclaimed items are given to charity on a regular basis.

Parents are encouraged to clearly mark their children's coats, rainwear, sweaters, hats, gloves, boots, lunch boxes, backpacks, and other personal items so that they may be easily identified and may be easily returned if they are, in fact, misplaced.

Technology

Personal Communication Devices

Possession and/or use of a personal communication device (PCD) by a student while at school during the school day is a privilege that may be forfeited by any student who fails to abide by the terms of Policy 5136, or otherwise engages in abuse of this privilege.

The following items are considered personal communication devices:
Computers
Tablets
Electronic readers
Cell phones and smartphones
Pagers
Various web-enabled devices

Because the elementary years are a crucial time for students to develop important social skills that will allow them to interact with peers and adults, we limit use of PCDs at school. Unless approved by a supervising teacher, an administrator, or an IEP team, students are prohibited from using PCDs or having them powered on during the school day. The device must be turned completely off and thus unable to receive, send, capture, or record any communication, visual image, sound, text message or other information. This includes lunch periods, transition periods, and recess.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicle if permitted by the bus driver, classroom teacher, or school support staff.

The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its District grounds.

Using a PCD in an unauthorized manner or in violation of Policy 5136 or this guideline may result in additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the PCD (in which case, the device will only be released/returned to the student's parent/guardian, unless the violation involves potentially illegal activity, in which case the PCD may be turned-over to law enforcement).

Electronic Equipment

While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can be disruptive. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program at school. For that reason, students shall not use or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal, the classroom teacher, or advisor/coach. Examples of this include:

- Lasers, laser pens, or pointers
- Electronic games and toys
- Cameras

- Laptops
- Personal digital assistants
- Portable CD players with headphones
- GPS devices
- Gaming devices

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g., shining a laser in the eyes of another student). Further, at no time may a camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. More information can be found by referencing Policy 5517.01.

Attendance

Daily Student Attendance
Dublin City Schools have a commitment to provide a formal quality education to its students. To achieve this goal, students must consistently be in attendance at school. Chronic absences or tardiness disrupts the learning process, and makeup work is not a sufficient substitute for physical attendance at school. For that reason, it is important that the school and home come together as partners to assure students achieve high attendance.

Compulsory Attendance
Section 3321.04 of the Ohio Revised Code provides that every parent or guardian must enroll a child in their care full-time in a school that conforms to the minimum standards prescribed by the State Board of Education. Such attendance must begin within the first week of the school term or within one week of the date on which the child begins to reside in the district.

The Ohio Revised Code classifies absence from school as excused or unexcused. The statutes governing school attendance are very specific and leave limited options for school authorities to excuse children from school. The following conditions constitute reasons for excused absence from school:

1. Personal illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Observation or celebration of a religious holiday
6. National "Take Your Child to Work Day"
7. Travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
8. Other cause as may be acceptable to the Superintendent or designee

All other conditions for absence are considered unexcused.

It is the responsibility of the school, not the parent or guardian, to determine whether an absence is excused or unexcused.

In keeping with State Laws and Board policy, please note the following items:

- Notification letters will be sent to parents when a child is absent for 5 consecutive days, or 7 unexcused days in a semester.
- If a child misses 7 consecutive days or 10 unexcused days in a semester, the school may request a meeting with the parent/guardian to discuss the absences and make a plan for attendance.
- At the discretion of the principal, a referral to the truancy office at the Educational Service Center may be made if a student misses 10 consecutive days or 15 unexcused days in a semester.

Absences
If a student is absent from school, a parent must call the school attendance office within one hour of the start of the school day to report his/her child's absence from school. If the parent does not contact the school, the school will make every reasonable attempt to contact parents.

Additionally, students must bring written notification of the absence from the parent on the day of his/her return. Failure to supply written documentation of the absence will result in an unexcused absence and the student may be considered truant. Additionally, once a student accumulates ten days of absence in the school year, a doctor's note may be required to classify the absence as excused.

Extended Vacations/Extended Student Absence During the School Year
Students are permitted to go on vacation during the school year without penalty. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year because of company (industry) policies and the desire to enjoy that time as a family.

A. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal or his/her designee. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.
B. The student may be given approximate assignments and materials and pages to be completed.
C. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

Truancy
Truancy is defined as a deliberate, unauthorized absence from school. State law classifies truancy as follows:

1. "Habitual truant" is defined as a school-age child who is absent from school without legitimate excuse for five or more consecutive days, seven or more days in a school month, or 12 or more school days in a school year (RC§2151.001(B)). Note that a school month is defined as four school weeks (RC§3313.62).
2. "Chronic truant" is defined as a school-age child who is absent from school without legitimate excuse for seven or more consecutive days, ten or more days in a school month, or 15 or more school days in a school year (RC§2151.011(B)). Note that a "school month" is defined as four school weeks (RC§3313.62). Unexcused absences and/or truancies may also result in a loss of privileges and/or driving privileges.

Habitual or chronic truancy will be reported to the appropriate state agencies as lack of compliance with compulsory attendance policies.

Tardy
When a child leaves early or arrives late to school, s/he will be considered tardy. Tardiness for reasons other than those listed as excused (above) will be considered unexcused.

Arriving late: If a student is late to school, s/he must report directly to the office. A student will be considered tardy if s/he arrives at school up to 90 minutes after the regular school day begins. If a student misses 91 to 240 minutes of school, s/he will be counted absent for one/half day.

Leaving Early: Students who have a reason to leave school during the day will be considered tardy. If picking up a child early, parents must come into the school office and sign out the child.

If a student comes to school and goes home ill, but did not stay at school for at least 90 minutes, s/he is counted absent one full day. If a child has attended school for over 90 minutes before leaving with an illness, s/he is counted absent one half day.

Prearranged Absences
If a child is going to be absent from school for foreseeable reasons, parents must complete a Prearranged Absence form. These forms may be picked up in the office at least 3 days in advance of the absence and signed by the

teachers and parents. In an effort to clarify our position on vacationing and/or removing a student from school while classes are in session, Dublin City Schools has adopted the following policy:

1. A parent shall notify the school at least 3 days prior to the first day of absence indicating the dates the child will not be attending school. The reason for the absence will be stated.
2. Parents complete a Prearranged Absence Form (5200 F3).
3. Teachers sign the form and return it to the attendance office.

Long-Term Student Absence for Travel

The Dublin Board of Education recognizes that in exceptional circumstances, a student may need to be absent from school for an extended period of time. Ohio has specific compulsory attendance regulations, and Dublin City Schools must comply with those state statutes. Ohio Revised Code Section 3321.02 states that "every child actually a resident in the state shall be amenable to the laws relating to compulsory education, and neither he nor the person in charge of him shall be excused from the operations of the sections or the penalties under them on the grounds that the child's residency is seasonal, that the parent of the child is a resident of the other state, or that the child has attended school for the legal period in another state." The parent of a child of compulsory school age who is not employed under the age and schooling certificate must send said child through school or special education program that conforms to the minimum standards prescribed by the State Board of Education, for the full time the school or program attended is in session, which shall not be for less than thirty-two weeks per school year. Such attendance must begin within the first week of the school term or program, or within one week of the date of which the child begins to reside in the district, or within one week after his withdrawal from employment." (O.R.C. 3321.04)

The following procedures apply to long-term absences:

1. Any student absent for more than twenty (20) days in a school year will find that attendance records become a significant factor in a promotion or retention decision at the close of the school year.
2. Should a child be absent from school for thirty (30) days, the principal may make a referral to the appropriate social agency that may bring charges of parental neglect against the parents or guardians.
3. All absences including illness, truancy, vacation, family or personal business, or appointments to the doctor or orthodontist will be counted in the attendance tally.

Therefore, if parents are going to remove students from school for travel purposes or visitation of families in other states or countries for extended periods of time, they must follow these procedures:

A. Notify the student's school of attendance in writing of their intent to remove their child from school for any period beyond twenty (20) days.
B. When possible, the parent/guardian must show good and sufficient cause in advance to remove the child from school. This notification should occur two (2) weeks prior to the student's departure.

If the parent does not comply with this policy, the school district may be obligated to report the parent/guardian to the appropriate state agencies and file charges for lack of compliance with the compulsory education rules.

Entrance Age Requirements

The Board of Education establishes the following entrance age requirements for students. These requirements are consistent with current statute; further, they reflect sound educational practice because they ensure that all students receive an education appropriate to their age, social development, and physical growth.

Kindergarten

A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before September 30th of the year in which s/he applies for entrance. The Board may admit a younger child to kindergarten if the child satisfies the Early-Entrance criteria established by the Board of Education.

The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District if s/he was properly enrolled in a public or chartered nonpublic school kindergarten before transferring to this District.

First Grade

A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before September 30th of the year in which s/he applies for entrance and has completed the kindergarten program of this District or an equivalent

program elsewhere and has been recommended by the teacher for advancement to the first grade. The Board may admit to first grade a younger child who has successfully completed kindergarten if the child satisfies the Early-Entrance criteria established by the Board of Education.

Each child entering the District's kindergarten or first grade program for the first time will be screened by District employees for medical or health problems as well as those related to hearing, vision, speech and communications.

Equal Education Opportunity
The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students, regardless of race, color, disability, religion, sex, ancestry, age, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district.

Any person who believes that the school or any staff person has discriminated against a student has the right to file a complaint. A formal complaint can be made in writing to the school district's Civil Rights Coordinator or District Section 504/ADA Compliance Officers at: 7030 Coffman Road, Dublin, OH 43017; Phone: (614) 764-5913.

Stephanie Armbruster, Coordinator of Human Resources, is the district's Civil Rights Coordinator.
The following individuals serve as the District Section 504/ADA Compliance Officers:
Christopher Ondrus (elementary and secondary schools) ondrus_christopher@dublinschools.net
Jill Abraham (elementary schools) abraham_jill@dublinschools.net
Craig Heath (secondary schools) heath_craig@dublinschools.net

Any complaint will be investigated and a response, in writing, will be given to the concerned person within 15 days. The Civil Rights Coordinator and District Section 504/ADA Compliance Officers can provide additional information concerning access to equal education opportunities. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

Student Support

Support Services

Dublin City Schools offers many services to ensure equal opportunity for all children, including enrichment services, early childhood education, academic intervention, Title I math, reading support programs, services to support English language learners, home instruction, special education, and related services such as speech and language therapy, physical therapy, occupational therapy, adapted physical education services, psychological services, and transportation. Support is also available through our school counselors, school nurses, social services, and alternative education opportunities.

For more information about these services, please visit the Department of Student Services and the Department of Learning and Teaching web pages on the district website at www.dublinschools.net.

Child Find – Help Dublin Schools Identify Children with Disabilities, Including Students Eligible for Protection Under Section 504
Child Find is the process of locating, evaluating, and identifying children with disabilities who may be in need of special education and related services and/or may be entitled to protection from discrimination based on his/her disability. Parents, relatives, public and private agency employees, childcare providers, physicians, and concerned citizens are encouraged to help the school district find any child, age birth – 21, who may have a disability and is in need of special education and related services. If you suspect a child may have a disability, help is available. Contact the Dublin City Schools Department of Student Services at 7030 Coffman Road in Dublin, phone 614-764-5913, or visit www.dublinschools.

Student Success Team
The Dublin City School District endorses the use of building level Student Success Teams (SST). A Student Success Team is a resource for both general and special education staff, parents, and students that will help provide thoughtful reflection on the implementation of best practices, educational environment, alternative strategies,

extensions of curriculum and/or focused interventions in order to teach new skills and develop success in learning. It is also a system designed to support monitoring progress as the team tests various hypotheses about how a student learns most efficiently. The positive, problem solving nature of the teaming process is meant to help students, parents, and staff build an expanding tool box of ideas to address current and future problems.

Gifted Education and Services

Dublin City Schools complies with the Ohio rules regarding gifted education and the identification of students. For further information on the district's gifted services, identification, and procedures, please visit our district gifted website (http://www.dublinschools.net/gifted.aspx) or call the Gifted Services Department at 614-760-4350.

Individuals with Disabilities Education Improvement Act and Section 504/ADA

The Dublin City School District provides a variety of special education programs and related services to students identified with disabilities through an evaluation process as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). Free assessment is available to families to determine whether or not a disability exists. If a disability listed in the IDEIA is identified, the child can begin receiving the appropriate special education and related services through an Individualized Education Program. Parents are encouraged to be an active participant in the process.

A preschool child, age 3 through 5, with a disability is a child who has one of the following disabilities, as defined in rule 3301-51-01 of the Administrative Code: autism, intellectual disability, deaf-blindness, deafness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual disability, or developmental delay.

A school age child, age 5 through 21, with a disability is a child identified with one or more of the following conditions: autism, cognitive disability, deaf-blindness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment.

Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) provide that no individual will be discriminated against on the basis of a disability. An individual with a disability means a person who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such an impairment; or has been regarded as having such an impairment. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities. In addition to the District Section 504/ADA Compliance Officers, the Board has also assigned building principals to serve as Building Section 504/ADA Compliance Officers. They are responsible for arranging annual reviews and three-year eligibility meetings, and for investigating at the first step any student or parent complaints of an alleged violation, misapplication or misinterpretation of Section 504/ADA.

To inquire about the procedures or programs you may contact your building principal or the Department of Academics and Student Learning office at 764-5913.

School Safety

Student safety is the upmost priority for Dublin City Schools. The following procedures are in place to ensure student safety and effective, efficient communication to parents in the case of an emergency.

Parent Notification System

The district's parent notification system will be used in emergency situations and will not replace TV, radio, the district's web site, or the subscription email system. The system is voice activated and the recording will start when a phone is answered OR when the call is dropped into voice mail. If neither of these takes place, the system will continue to try to reach a voice for a short period of time and you may receive multiple calls in these cases. If you have caller ID, the incoming number you will see is 764-5913. If you miss the call, please do not dial this number. Listen to your voice mail message, check our web site, watch your TV, listen to your radio, or wait for the automated call to come through again. You will receive the information quicker through one of these electronic

methods than waiting for someone to answer your phone call. Parents will have the opportunity to control their contact information through the Parent Dashboard.

Emergency Early Dismissal
At the beginning of each year, parents will be asked what plan is in place for their child in the unlikely event that school is dismissed early because of an emergency. In addition, parents are encouraged to discuss this plan with their child. Emergency early dismissals will be communicated through the Parent Notification System as outlined above.

Emergency Procedures — Fire/Tornado/School Safety Drills
Each Dublin City School has thorough plans in place in the event of an emergency. These plans are filed with local and state emergency and government offices annually, and school officials conduct periodic safety drills to ensure students and staff are knowledgeable of emergency practices.

Fire: Each elementary school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed during a fire drill will be provided and practiced by students with their teachers, who will be responsible for the safe, prompt and orderly evacuation of the building.

Tornado: Tornado drills will be conducted during the tornado season using the procedures prescribed by the state of Ohio.

Safety: School safety drills will take place at intervals throughout the year. Staff provides students with strategies to utilize in the event there is an unsafe situation or individual in the school setting. As is any other emergency, students, staff, and guests will be expected follow the directions of the school officials.

Video Surveillance & Electronic Monitoring
In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct.

For additional information please reference Board of Education Policy #7440.01 and Administrative Guideline #7440.01 – Video Surveillance and Electronic Monitoring.

Student Success: School and Home Working Together

School Begins at Home
A positive, supportive home environment is important for children to experience success at school. Here are several suggestions for how you can prepare your child for a successful school experience.

1. Good nutrition maximizes your child's day at school. Please provide your child with a nourishing breakfast and lunch.
2. Ensure that your child arrives to school on time in clothing appropriate for the weather.
3. Teach your child to follow behavior expectations of teachers and staff. All teachers and staff (including secretaries, custodians, aides, and cooks) have authority and are responsible for the safety and success of children.
4. Talk with your child about treating other children in the same manner as she or he wishes to be treated (avoid name calling, arguing, etc.).
5. Together with your child, discuss the information in this handbook so that she or he clearly understands what is expected from him or her at school.
6. Be involved and supportive with any homework assigned.
7. If possible, be an active member of your school community. There are various opportunities to be involved, including membership in the Parent-Teacher Organization or volunteering in your child's classroom.
8. Above all else, tell your child when she or he is doing a good job in school — praise him or her for good efforts and good behavior at school. We will do the same at school.

Elementary school should be a wonderful experience for your child, but it does take effort on the behalf of teachers, students, and parents.

Wellness
Dublin elementary schools take an active role in promoting, supporting, and modeling healthy eating habits for our students. As a result, we have revised some of our former school practices regarding the distribution of edible treats to celebrate student birthdays or special events throughout the school year.

- Each school has committed to a non-edible treat practice regarding birthdays or special events specific to individual students or classes of students. This means that students ***will not*** bring in food items for birthday treats or to celebrate events such as moving, etc. Instead, each school can help identify how to celebrate special events in ways that do not involve edible treats.

- Annual **school wide celebrations** will continue to promote healthy eating as well by providing nutritional snack options such as fruits and vegetables. Schools will limit sweet treats for school wide events to one item per student.

Children embrace being recognized by their peers and teachers for special occasions. We invite the Dublin school community to join us in our efforts to promote healthy and nutritious habits in our students.

Study Habits
During conferences, many parents ask, "How can I help my child complete his homework?" or "Is it better for my child to work on his homework right after coming home from school or later in the evening?" The best reply to this question is, "What is best for your child?" Teachers and parents can work together to develop a plan that ensures successful homework habits. This plan may include:

- A consistent, scheduled time of day to complete schoolwork at home.
- A work environment free of distraction, with the appropriate supplies available at all times.
- Developing a plan each day for how to prioritize any assignments.
- If there is no assigned homework, parents should encourage students to read independently.

Homework is intended to offer additional practice on content that was covered in class. Homework is not heavily graded. If your child is spending an excessive amount of time on homework and is becoming frustrated, contact his or her teacher to discuss the situation.

Reporting Pupil Progress
Student academic progress will be reported to parents on a consistent interval throughout the year. Parent conferences and progress reports will serve to keep parents informed of pupil progress as well. Parents are urged to contact their child's teacher if concerns arise.

ProgressBook is a web-based program that is available to keep parents informed on their child's academic progress. It provides a comprehensive approach for monitoring student progress. One of the most powerful features of ProgessBook is its ability to enhance ongoing communication between parents and teachers. To learn more about ProgressBook, please speak to your child's teacher.

Parent-teacher conferences are scheduled twice each year to provide the staff with time to meet with parents after school and in the evening. Please contact your principal or teacher to arrange conferences.

Grading Scale (4th and 5th Grades)

A	=	93-100
A-	=	90-92
B+	=	87-89
B	=	83-86
B-	=	80-82
C+	=	77-79
C	=	73-76
C-	=	70-72
D+	=	67-69
D	=	63-66
D-	=	60-62
F	=	59-Below

Test Security/Standardized Tests

Dublin City Schools administers state and national standardized tests, which include, but are not limited to, the Ohio Achievement Assessments, PARCC, the MAP, CogAT, and Naglieri. Students are not permitted to review any portion of a state or national assessment at any time prior to the test administration. In order to ensure fairness and reliability of the test scores, students are not permitted to discuss test questions or share any information regarding the content of these tests at any time. Any student who shares information in regard to state or national assessments will be subject to disciplinary action.

The district assessment calendar is available by visiting Dublinschools.net, clicking on "District Information," and then choosing the "District Academic Data" link.

Promotion and Retention in the Dublin City Schools

The decision to promote or retain a student is always made after consideration of what is best for the student. The first consideration for student retention is whether the student is able to meet at least minimum levels of knowledge and skills at this grade level, or minimum goals prescribed on the Individualized Educational Program. However, academics are not the sole factor in the determination of retention. The student's age, maturity level, emotional and social criteria, and attendance must also be considered on an individual basis. Retention shall occur only if it is viewed as an opportunity for student growth. If deemed necessary, it should occur as early as possible in a student's educational program.

Promotion and Retention in Third Grade

Any student who does not attain at least a score in the range designated by the state on a state-approved reading assessment by the end of the third grade shall not be promoted to fourth grade unless the student is excused from taking the assessment pursuant to R.C. 3301.0711(C) or one (1) of the following applies:

A. The student is limited English proficient student who has been enrolled in United States schools for less than **three (3)** full school years and has had less than **three (3)** years of instruction in an English as a second language program; **or**

B. The student is a child with a disability entitled to special education and related services under R.C. Chapter 3323 and the student's individualized education program (IEP) exempts the student from retention under **State law**; **or**

C. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the ODE;

D. all of the following apply:

- The student is a child with a disability entitled to special education and related services under R.C. Chapter 3323.

- The student has taken the third grade English language arts achievement assessment, as prescribed.
- The student's IEP or Section 504 Plan shows that the student has received intensive remediation in reading for two (2) school years, but still demonstrates a deficiency in reading.
- The student previously was retained in any of grades kindergarten to three.

or

E. The student received intensive remediation for reading for two (2) school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Any such student shall continue to receive intensive reading instruction in grade four.

Notification to Parents Regarding Student Records / FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age ("adult students" or "eligible students") certain rights with respect to the student's education records**.** On November 12, 2009, the Board of Education adopted a policy regarding the disclosure of education records and the rights of parents and students to access education records. Copies of this policy and related guidelines are located in all school buildings and individual copies are available from the District's Records Officer ("DRO"). The DRO is responsible for the supervision of student records in the school and his/her office is located at 7030 Coffman Rd., Dublin, OH or s/he can be reached by calling 614-760-4359.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, insurance carrier, medical consultant, or supplemental education service provider); a contractor, consultant, volunteer or other party to whom the Board had outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) be utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

In addition to school officials with a legitimate educational purpose, the Board may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student:

A. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 C.F.R. 99.34.

B. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U. S. Secretary of Education, or State and local educational authorities, such as the Ohio Department of Education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of

personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

C. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

D. To organizations conducting studies for, or on behalf of, the school, in order to: (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.

E. To accrediting organizations to carry out their accrediting functions.

F. To parents of an eligible student if the student is a dependent for IRS tax purposes.

G. To comply with a judicial order or lawfully issued subpoena.

H. To State and local officials or authorities in the juvenile justice system as it pertains to the system's ability to effectively serve, prior to adjudication, the student whose records were released, upon certification that the information will not be unlawfully released to third parties.

I. To appropriate officials in connection with a health or safety emergency.

J. Information the school has designated as "directory information," as defined below, and subject to the restrictions explained below.

A parent or adult student has the right to:

A. Inspect and review the student's education records within forty-five (45) days after the school receives a request for access or within such shorter period as may be applicable to students with disabilities. The school has a form that can be used to submit such a request. The school principal is considered the Custodian of Records ("COR") and will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.

B. Request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. A hearing officer who will submit his/her findings to the Superintendent will conduct the hearing. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

C. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Federal and/or State law authorizes disclosure without consent (e.g. disclosure to school officials with legitimate educational interests). The school's AG 8330 describes those exceptions and is available upon request. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

D. Challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the COR decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the

hearing will be provided when the individual is notified of the opportunity for a hearing. (See paragraph B above).

E. Obtain a copy of the District's policy and administrative guideline on student records (Policy 8330 and AG 8330).

Directory Information

Both FERPA and Ohio's Student Privacy Law (R.C. 3319.321) require that the Board, with certain exceptions, obtain a parent or adult student's written consent prior to the disclosure of personally identifiable information about a student. However, the Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. Examples include: a playbill, showing a student's role in a drama/musical production; the annual yearbook; honor roll or other recognition lists; graduation programs and sports activity sheets (e.g. showing weight and height of team members). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings – unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

The District has designated the following information about each student as "directory information":

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; a student's photograph, current school of attendance, current grade level (i.e., kindergarten, first, second, etc.) assigned teachers, major field of study; participation in officially-recognized extra-curricular activities and sports; height and weight, if a member of an athletic team; dates of attendance; (not including specific daily records of a student's attendance); date of graduation; and honors and awards including honor rolls and scholarships.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within ten (10) days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information.

Parents or eligible students who choose to prohibit the Board from disclosing any or all such directory information may not prevent the Board from requiring a student to wear, publicly display, or disclose a student ID card or badge that exhibits directory information. Students enrolled in online courses or programs sponsored or conducted by the Board must disclose or permit the disclosure of the student's name, identifier, or school email address in a class in which the student is enrolled.

Specific Events/Activities

The Protection of Pupil Rights Amendment ("PPRA") requires the Board to notify parents and eligible students and obtain consent to allow parents or eligible students to opt the student out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one (1) or more of the following eight (8) areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other with whom respondents have close family relationship;
6. Legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent, and/or;
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes

("marketing surveys"), and certain physical exams and screenings.

Parents have the right to inspect upon request a survey created by a third party before the survey is administered or distributed by the school to its students. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instrument used in the collection of personal information from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose) before the instrument is administered or distributed to the students. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See Board Policy 2416 for the procedures for making such a request.

Any parent or student who believes that the school district has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

This Notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Superintendent at 614-764-5913 for assistance and information.

Student Health

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Clinic Information

A student health clinic is located in all elementary, middle and high school buildings. A full time clinic aide, in consultation with a school nurse who covers multiple buildings, staffs the clinic. When the clinic aide, school nurse, or a substitute is not available in the clinic, the building office staff will assist with student care.

Clinic staff offers basic first aid, emergency care, medication administration, and vision and hearing screenings. Routine vision and hearing screenings are done each year for all preschool, kindergarten, first, third, and fifth grade students, and all new students in other grades; however, if teachers, parents/guardians or students have a concern about a student's vision or hearing, the clinic staff can screen the child upon request and will notify the parent/guardian or teacher of the results. Clinic staff ensures compliance with Ohio's medication and immunization laws, monitors for communicable diseases, and assists students with required medical care as ordered by a healthcare provider.

At the beginning of each school year, parents/guardians are required by law (ORC 3313.712) to complete an Emergency Medical Authorization Form for each student. This form is to enable parents/guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents/guardian cannot be reached. The form is available online at www2.dublinschools.net on the parent Dashboard site. Throughout the school year, please remember to update your student's Emergency Medical Authorization Form if there are changes to phone numbers, or your child's health care information. **Please note: If a student becomes ill or is injured during normal school hours, they will only be released to individuals listed on the Emergency Medical Authorization Form.**

Parents/guardians are encouraged to contact the school nurse prior to first day of attendance with any health concerns or conditions that could affect their child's learning, attendance, or safety at school. It is also recommended that parents/guardians list their child's health concerns and medications on the district's emergency medical authorization form. This is especially important if a child has life-threatening allergies, seizures, diabetes, or other major health concerns. The school nurse will work with the parents/guardians to develop a health care plan

for students that require preventative or medical interventions at school. This plan will be shared with school staff that work with or supervise the student.

Injury and Illness Procedures
The clinic is always open during the school day and staff is available to care for students who are feeling ill or have an injury that requires attention. If it is not an emergency situation, students should ask their teacher to go to the clinic so the teacher will know where students are located.

Students who become ill or injured at school will need to be seen in the clinic for care. If a student phones or texts a parent/guardian reporting he/she is not feeling well, the parent/guardian should encourage their child to go to the clinic to be evaluated, as the clinic staff needs to directly communicate with the parent/guardian. If the student appears too ill/injured to remain in school, the clinic staff will contact parents/guardians to make the arrangements for their child to go home. If an injury or illness appears life threatening, staff will summon the emergency squad. Every effort will be made to notify parents/guardians of this necessity.

If a student is ill or injured and must be dismissed early, the student will only be released to those listed on the Emergency Medical Authorization Form. Dismissal procedure of ill or injured students at schools varies by the grade level as follows:

ELEMENTARY STUDENTS
Parents/guardians or the designated contact listed must come into the school office to sign the child into or out of school.

MIDDLE SCHOOL STUDENTS
Parents/guardians or the designated contact must come into the school office and show photo identification to sign the child out of school, but students can sign themselves into school.

HIGH SCHOOL STUDENTS
Parents/guardians or the designated contact does **NOT** need to come into the school office and show photo identification to sign the child out of school. Clinic staff will contact a parent/guardian or designated contact to determine whether the student can drive home or needs to be picked up by an adult. Students can sign themselves into school without a parent/guardian, but can only sign out of school with parent permission. Students must sign out in the attendance office and receive a *Passport* before leaving school.

Students returning to school on crutches or in a wheelchair should be seen in the clinic before going to class to obtain a buddy pass for a friend to help them in the halls and with their books.

Control of Casual Contact Communicable Diseases and Pests
When a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the clinic and administrative staff have the authority to exclude or isolate the student. In accordance with District Policy 8450, students having symptoms of fever 100 degrees or higher, vomiting, diarrhea, or other signs of a possible communicable disease, must be sent home and remain at home until they are symptom-free for 24 hours without the benefit of acetaminophen, ibuprofen, or anti-diarrhea medications.

For common communicable illnesses like strep, pink eye, ring worm, and impetigo that require medication treatment, students must complete a minimum of 24 hours of therapy before returning to school. For other communicable illnesses like whooping cough and chicken pox, the exclusion time will be longer and may require a physician's note to return to school.

In accordance with OAC 3701-3-13, when head lice are detected on a child at school, the child shall be excluded from school until after the first treatment. A parent/guardian will be notified to pick up the student for treatment at home that day. Students must be treated with an FDA-approved pediculicide followed by nit removal. The parent/guardian and child are expected to report back to the school clinic for re-examination by the following school day. If the student is found to be free of live lice and nits within ½ inch of the scalp, he/she will return to the classroom. Students with live lice or nits less than ½ inch from the scalp will be re-excluded for further treatment.

For more information on communicable diseases and the guidelines for treatment and exclusion from school, please see the Ohio Department of Health's Communicable Disease Guidelines. The district adheres to the guidelines of ODH and the Franklin County Health Department and excludes accordingly.

Medication Procedures

The school does not stock any medications for students. If a child requires any type of medication at school, a parent/guardian is responsible for providing the school with the medication as well as the appropriate medication request form. District forms for all medication authorizations are available on the district's web site or in the clinic.

Use of Medications (Policy 5330)

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1, Request for Administration of Prescription and Nonprescription Medication by School Personnel). These documents shall be kept on file in the school clinic, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of prescription or over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Students in grades 6-12 may carry and self administer non-prescription medications, if a signed parent consent form is filed in the school clinic (see Form 5330 F4, Request for Student to Self-Administer Nonprescription Medication without Supervision-High School/Middle School). This form is good for one school year. The student may carry a one-day supply of the medication. This medication is for the use of the student only and cannot be shared. School personnel are not responsible for administering or supervising non-prescription medication unless a physician's form is completed (see Form 5330 F1).

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336.

Parents or their designee whom are listed on the student's emergency authorization form may administer medication or treatment but only in the presence of a designated school employee, with the exception of diabetes care covered under Policy 5336.

Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs only in the presence of a designated school employee. Students authorized to attend to their diabetes care and management pursuant to Policy 5336 may self administer Insulin via injection or pump at any time without employee supervision.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F2, Request for Student to Carry and Administer Own Prescription Medication by Inhaler, to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (see Form 5330A E F1, Allergy and Anaphylaxis Emergency Orders and Care Plan) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

With the exception of diabetes care covered under Policy 5336, only employees of the Board who are licensed health professionals or who have completed a drug administration training program and additional training for emergency medication conducted by a licensed health professional are designated by the Board to administer medications to students in school.

Provided staff have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

A. principal

B. teacher

C. school nurse

D. building secretary

E. aide

F. others as designated by student's IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

With the exception of diabetes care covered under Policy 5336, the Board shall permit the administration by a licensed nurse or other authorized, trained staff member of any medication requiring injection or the insertion of a device into the body when both the medication and/or the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforenoted, may be stored in the school clinic and administered in accord with this policy and Policy 5336.

All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

2015-2016 HIGH SCHOOL IMMUNIZATION REQUIREMENTS FOR SCHOOL

Ohio Law requires each student to demonstrate compliance of immunizations requirements via medical documentation. Please provide a record to the clinic by the 14th school day from the date of registration. If no immunization record was provided when the student registered, a record must be submitted to the school showing compliance by the 14th day of school to avoid exclusion as required by Ohio Law (ORC 3313.671).

All new students to the district who have spent more than 30 consecutive days in a high incidence foreign country within the past five years must also present evidence of a *negative* Tuberculin (TB) test before they can attend school. The TB test must have been completed within the past year in the United States. Current enrolled students who spend 30 or more consecutive days in a high incidence foreign country will also be required to have a negative Tuberculin (TB) test before returning to school.

***NOTE: The School Nurse will review all student immunization records for compliance with Ohio law. The number of required immunizations for each child may vary depending on the child's grade, child's age and route each vaccine was given, manufacture's brand of vaccine and child's disease and health history. The school nurse or clinic aide will contact you if additional vaccines are needed.**

Please contact the building school nurse, your child's health care provider or the Ohio Department of Health Immunization Program at (800) 282-0564 if you have questions or concerns about your immunizations.

VACCINES	*FALL 2015* IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DPT/DT/Td/Tdap Diphtheria, Tetanus, Pertussis	**Kindergarten** Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required. **Grades 1-12** Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. **Grades 7-11** One (1) dose of Tdap vaccine must be administered prior to entry.
POLIO	**K-4** Three (3) or more doses of IPV; the FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, 4 doses of either vaccine are required. **Grades 5-12** Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth dose is required. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	**K-12** Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis B	**K-12** Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
Varicella Chickenpox	**K-4** Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose 1; however, if the second dose is administered at least 28 days after first dose, it is considered valid. **Grade 5-8** One (1) dose of varicella vaccine must be administered on or after the first birthday.

Blood Borne Pathogens
The Dublin City Schools Board of Education recognizes that staff/students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is extremely low, the Board regards any such risk as serious.

The school district seeks to provide a safe educational environment for students and has taken appropriate measures to protect those students who may be exposed to blood borne pathogens in the school environment and/or during their participation in school-related activities. The staff is taught to assume that all body fluids are potentially infectious and to follow universal precautions to reduce risks and minimize and/or prevent the potential for accidental infection.

A district Exposure Control Plan is in place for staff to minimize, eliminate, or reduce the risk of student and staff exposure to blood borne pathogens. A blood borne pathogen is a pathogenic microorganism that is present in human blood and can cause disease in humans. These microorganisms include, but are not limited to, Hepatitis B and C Viruses (HBV and HBC) and Human Immunodeficiency Virus (HIV).

Whenever a student has contact with blood or other potentially infectious material, the child must immediately notify his/her teacher or the nurse/clinic aide. Staff will assist your child in cleansing the exposed area. The parents of a student who is exposed will be contacted regarding the exposure and encouraged to consult with the student's physician concerning any necessary post-exposure testing or treatment.

As required by Federal law, parents may be requested to have their child's blood checked for HIV and HBV when their child has bled at school and students or staff members have been exposed to their blood. Any testing is subject to laws protecting confidentiality.

Student Network and Internet Accessible Use and Safety Policy (Policy 7540.03)

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

Students are encouraged to use the Board's computers, network, and Internet connection ("Network") for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users who disregard this policy may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy. Prior to accessing the Network students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive, but are provided so that users are aware of their general responsibilities.

In exchange for the use of the Network resources, either on-site or by remote access, the user understands and agrees to the following:

A. **Privilege**: The use of Network is a privilege that may be revoked by the District at any time and for any reason.
B. **Scope of Acceptable Use**: Network resources shall be used for the purposes of (in order of priority):
    1. Supporting the academic program;
    2. Telecommunications;

3. General information.

The District periodically may make determinations on whether other incidental non-educational uses of the Network are consistent with this Agreement. Uses that interfere with normal District business or educational activities are prohibited and may be cause for disciplinary action at the discretion of the District. It is within the rights of the District to periodically modify the list of acceptable use.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or his/her designee may temporarily or permanently unblock access to sites containing appropriate materials, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The District shall monitor the user's online activities, through direct observation and/or technological means, to endeavor to ensure that users are not accessing such depictions or any other materials that are inappropriate for the educational setting. To the extent practical, steps shall also be taken to promote the safety and security of users when utilizing e-mail, chat rooms, instant messaging and other forms of direct electronic communication.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified below. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Pursuant to Federal law, students shall receive education about the following:

1. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
2. The dangers inherent with the online disclosure of personally identifiable information;
3. The consequences of unauthorized access (e.g., "hacking") cyber bullying and other unlawful or inappropriate activities by students online, and
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors

C. **Access**: Selected Network resources are intended only for the use by their registered users who agree to abide by this Agreement. Users shall not share their password(s) with others or otherwise allow anyone unauthorized access to the Network. A user is responsible for any violations of this agreement committed by someone who, with the user's express or implied permission, accessed the network with the user's password. Students may use the Network only under the supervision of a staff member.

Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Students may not establish web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail).

Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Chief Technology Officer. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose.

Non-educational game playing is not permitted at any time.

D. **Network Etiquette**: Use of the Network has great potential to enhance the productivity of the users. The Network, however, could also be abused. User shall be held accountable for their use or misuse of the Network. Each user must abide by generally accepted rules of Network etiquette, which include but are not limited to:

1. Users shall not obtain copies of, or modify files, other data, or passwords belonging to other users without express authorization.
2. Users shall not misrepresent themselves on the Network.
3. Users shall not use the Network in any way that would disrupt the operation of the Network; abuse the software and/or hardware; or excessively consume limited computer, paper or telephone resources, such as through spamming, creating or forwarding mass e-mails, sending chain letters, or extensively using the Network for non-curriculum-related communications or other purposes exceeding the Scope Of Acceptable Use under this agreement.
4. Users shall not create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials.
5. Users shall not reveal any personal information beyond directory information about themselves, other students, or District employees, including social security numbers, passwords, etc.
6. Users shall not create, transmit, or download any materials (a) that are in violation of District Policies or any state or federal law, including but not limited to confidential information, copyrighted materials, material protected by trade secrets, and any materials that would violate the District's Harassment Policy; or (b) that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials.
7. Users shall not use the Network for any commercial activities, such as buying, advertising or selling goods or services, unless doing so is pre-approved by the District. The District shall not be liable for any transactions, costs, damages or fees incurred by a user through purchases of goods or services or other transactions through the Network, or for any illegal actions, including copyright violations, that a user performs through the Network.
8. Users shall not use or install any software or program not already on district equipment unless authorized by a district administrator.
9. Users shall not engage in cyberbullying. "Cyberbullying is the use of technology to harass, threaten, embarrass, or target another person." (http://kidshealth.org/parent/positive/talk/cyberbullying.html)

   Cyberbullying includes, but is not limited to the following:

   1. Posting slurs or rumors or other disparaging remarks about a student on a website or blog;
   2. Sending e-mail, instant messages, or text messages that are mean or threatening,

or so numerous as to drive up the victim's cell phone bill;

3. Using a camera or phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
4. Posting misleading or fake photographs of students on web

E. **Web Sites**: Web sites created for school community organizations through the Network or linked to District's web site must relate specifically to officially sanctioned organization activities and programs. The District reserves the right to require that material and/or links to other sites found to be objectionable be altered or removed.

Proprietary rights in the design of websites hosted on the Board's servers remains at all times with the Board.

F. **Service Disclaimer**: The District does not warrant that the functions of the Network will meet any specific requirements the user may have, or that the Network will be error free or uninterrupted; nor shall the District be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation or inability to use or operate the system.

G. **Reservation Of Rights**: The District administrators and/or Network managers may perform the following actions for any legitimate reason, including but not limited to for the purposes of maintaining system integrity and insuring that users are using the Network consistently with this Agreement: monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communications, and other content transmitted, received or stored in connection with this usage. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any materials which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The Network and all information, content, and files contained therein are the property of the District, and users should not have any expectation of privacy regarding those materials.

H. **File Transfers**: A user may not transfer files, shareware or other software from information services and electronic bulletin boards without prior authorization of the District staff. The user may be liable to pay the cost or fee of any unauthorized file, shareware, or software transferred, whether intentionally or accidentally. For each file received through a file transfer, the user must check the file with a virus-detection program before opening the file for use.

I. **Vandalism**: Vandalism is prohibited. For the purpose of this Agreement, vandalism is any malicious attempt to harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to harm or destroy anything on the Internet or outside networks. Vandalism includes but is not limited to the uploading, downloading, creating or transmitting of computer viruses, worms, Trojan horses, or other destructive programs or applications. Should the user cause the Network to become infected with a virus or other destructive program or application and the infection causes damage to the Network, the user may be liable for any and all repair costs to restore the Network to full operational status in addition to other potential disciplinary measures as determined by the District.

J. **Security**: If a user identifies a security problem with the Network, the user must notify a Network administrator, teacher, or building principal immediately. Users must report all activities that are illegal or in violation of District Policies to a teacher or building principal. All users agree to cooperate with the District in the event of an investigation into any allegations of misuse or security breaches of the Network.

K. **Use of Wireless Communication Devices (WCDs):** In accordance with Policies 5136, 5136.01, and Administrative Guideline 5136, students using personal WCDs are to follow all rules as established and only connect or attempt to connect to networks designated for student use.

L. **Violations Of This Policy**: Any violations of this Policy may result in disciplinary action, including but not limited to restriction or termination of access to the Network, other discipline in accordance with the Student Code of Conduct, referral to legal authorities, and/or other legal action. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Chief Technology Officer as the administrators responsible for initiating, implementing, and enforcing this policy as it applies to students' use of the Network.

Web Site Agent:
Mr. Doug Baker
7030 Coffman Road
Dublin, Ohio 43017
Phone: 764-5913 FAX: 761-5899
Email: baker_doug@dublinschools.net

Multicultural/Inclusionary Education (Policy 2211)
Throughout the history of our nation, the concept of people of many and varied cultures and backgrounds living and working together to build a better America has been a symbol of pride and hope. The pluralism of cultures has been an essential ingredient in the development of our society and is reflected in the public schools. Historically, the school curriculum reflected most strongly the culture of the majority. However, to help students understand themselves and others, to appreciate and value strengths, weaknesses, likenesses, and differences in all people, the school curriculum and all instructional materials should reflect an inclusionary perspective.

The concept of pluralism has been traditionally described by the use of a term called "multicultural education." The Dublin City Board of Education believes that the idea of pluralism is larger and more encompassing than multicultural education, and should be expanded to focus on an inclusionary philosophy of education.

Inclusion is a philosophy whereby our district staff should promote equity and access for all students regardless of race, color, religion, ancestry, ethnicity, national origin, gender, disability, economic status, and/or learning styles.

The Dublin City Schools Board of Education believes and declares that:

- Multicultural/Inclusionary Education is of vital importance to the process of:
    - The personal development of all students and staff;
    - The achievement of harmony within our community;
    - The stability and success of our nation.
- Infusion of specific content throughout the Dublin City Schools' curriculum will promote acceptance, understanding, cooperation, and appreciation of diverse groups of people. It challenges and rejects all forms of illegal discrimination in schools and society and accepts and affirms the pluralism (ethnic, racial, linguistic, religious, economic, and gender) that students, their communities, and teachers represent.
- Administrators, teachers, and other support staff should receive professional development training, which will enable them to foster understanding, acceptance, and positive relations among people of different backgrounds.

A philosophy of education that supports inclusionary practices can only be developed through a total school and community commitment toward providing students with educational experiences that will prepare them for leadership in the 21st century.

References
LEGAL: Equal Educational Opportunities Act of 1974 {Adoption Date: April, 1991}
REFS: Title VI, Civil Rights Act of 1964 {Revised Date: August, 1995}
Title IX, Education Amendment of 1972
Rehabilitation Act of 1973
Americans with Disabilities Act

Equal Protection Clause of the Fourteenth Amendment to the U.S. Constitution, ORC §3313.60, ORC §3317.024 (F)
State Board of Education Minimum Standards 3301-35-02 (B)(1)(b)

Student Code of Conduct

Student Rights and Responsibilities
The rules and procedures of the school are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students are expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his or her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis, and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his or her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school counselor or principal.

Disciplinary Procedures

A violation of any rule may result in disciplinary action including assigned work; promotion or retention or credit penalties; detention; loss of privileges; written notice to or conference with parents; compensatory payment of damages; out-of-school suspension; in-school monitoring program; expulsion; emergency removal; or referral to Franklin County Children's Services and/or Juvenile Court and other appropriate agencies.

A student shall not, in any way, aid or abet another student in violating the rules of conduct. Students behaving in this manner will be disciplined according to the severity and circumstances surrounding the rule being violated. If the disciplinary action includes an out-of-school suspension, a student is eligible to earn credit for the work missed while on a suspension. When disciplinary action takes place, all adopted Board of Education due process procedures will be followed.

The following behavioral infractions may lead to disciplinary action:

Rule 1. **Narcotics, alcoholic beverages, drugs, drug paraphernalia, counterfeit controlled substances, or mood altering chemicals of any kind:** A student shall not buy, sell, attempt to sell, supply, apply, possess, use, transmit, conceal, be under the influence of the aforementioned items, assist and/or facilitate in the sale of the aforementioned items, or otherwise violate regulations "counterfeit controlled substances" or "Substance Abuse Policy."

"Possession" includes, without limitation, retention on the student person or in purses, wallets, lockers, desks, or automobiles parked on school property.

"Under the Influence" is defined as manifesting signs of chemical misuse, such as restlessness, staggering, odor of chemicals, memory loss, abusive language or behavior, falling asleep in class, or any other behavior not normal for the particular student.

"Mood Altering Chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, alcohol, and prescription drugs, non prescription medications which are taken for unauthorized or abusive purposes or in doses above the recommended dosage on the packaging, unless authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and the directions for proper use.

"Instrument or paraphernalia" shall include, but not be limited to, equipment or apparatus designed or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, pipes, roach clips, syringes and hypodermic needles, cocaine spoons, rolling papers, and drug kits.

The principal may arrange for a test for blood-alcohol to be conducted on a student whenever she or he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

Rule 2. **Disruption to School:** A student shall not by use of violence, force, coercion, threat, noise, passive resistance, false alarm (including fire and bomb threats), or other disorderly conduct cause or attempt to cause material disruption or obstruction to the normal school operations.

Rule 3. **Damage to School Property:** A student shall not willfully or maliciously damage or attempt to damage any school property. This will include buildings, equipment, lockers, signs posted in a building and vehicles. Parent(s), guardian(s), or custodian(s) will be held financially responsible for any property damage by their child under Ohio Revised Code 3109.09 and 2307.70.

Rule 4. **Damage to Private Property:** A student shall not damage or attempt to damage private property of another. Parents, guardians or custodians will be held financially responsible for any property damage by their child under Ohio Revised Code 3109.09 and 2307.70.

Rule 5. **Assault and Fighting:** A student shall not knowingly act or behave in such a way as could cause, attempt or threaten physical injury to other students, any school employee, or other persons.

Rule 6. **Manifest Disrespect:** A student shall not demonstrate manifest disrespect toward any other individual. Actions may include verbal or nonverbal disrespect, psychological or material abuse.

Rule 7. **Dangerous Weapons and Instruments:** A student shall not possess, handle, transmit, or conceal any weapon, dangerous instrument, explosive device, counterfeit weapon, electronic weapon, chemical/irritants or other hazardous agents, or object which a reasonable person might consider, under the circumstances, capable of harming a person or property, nor shall a student make a bomb threat against school property or a school event (see Weapons in the Schools).

Rule 8. **Theft or Possessing Stolen Property:** Students shall respect the personal ownership rights of others. Principals may exercise their prerogative of reporting thefts, attempted thefts, or possession of stolen property without making an attempt to return same to local police.

Rule 9. **Threatening a Person:** Students shall not threaten another person. Threatening behavior consists of any words or deeds that intimidate or cause fear concerning a person's physical well being.

Rule 10. **Libel or Slander:** No student shall commit libel or slander. Libel is defamation expressed by print, writing, pictures or signs, while slander is defamation by speaking.

Rule 11. **Cheating:** A student shall not engage in academic misconduct, including cheating or plagiarism. Students in violation of this policy will receive a zero for the work in question in addition to other disciplinary procedures that may be imposed.

Rule 12. **Felony, Misdemeanor, and Violation of Ordinances:** A student shall not commit any act not listed herein as a violation of the Code of Conduct that constitutes a felony, misdemeanor, or violation of an ordinance.

Rule 13. **Repeated or Flagrant Violations of Code of Conduct:** Such violations shall be dealt with in accordance with the Code of Conduct.

Rule 14. **Hazing:** A student shall not haze (harass by exacting unnecessary or disagreeable work, ridicule, or playing abusive or humiliating tricks by way of initiation) another student, a school employee or persons that are guests of the school or persons conducting business for the school or otherwise violate the anti-hazing policy.

Rule 15. **Use of Obscene Language, Gestures, and Inappropriate Materials:** A student shall not use obscene or vulgar language, gestures, signs or possess inappropriate materials.

Rule 16. **Truancy:** Truancy is an unexcused absence from school or class for any part of the school day. Students shall abide by the attendance laws of the State of Ohio and the Dublin City School District's Attendance Policy unless excused by the building principal.

Rule 17. **Tardiness:** Students shall arrive at school and for each of their assigned classes at the properly scheduled time and shall not violate the attendance regulations, attendance policy, class truancy, class tardiness, or tardiness to school.

Rule 18. **Tobacco and Similar Substances:** Students shall not possess, buy, sell, distribute, smoke, burn, or otherwise use any substance containing tobacco or a cigarette or cigar containing clove or any other substance, including look-alike devices.

Rule 19. **Forgery and Falsification:** A student shall not falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities or use the name or identity of another person.

Rule 20. **Conduct on Buses:** A student shall not violate bus regulations.

Rule 21. **Public Display of Affection:** A student shall not engage in inappropriate public displays of affection.

Rule 22. **Dress:** A student shall not violate the dress code.

Rule 23. **Gambling:** A student shall not engage in any form of gambling.

Rule 24. **Insubordination:** A student shall not be insubordinate or fail to comply with the reasonable directions of members of the school staff.

Rule 25. **Harassment:** A student shall not harass, intimidate, disparage, incite, provoke, stalk or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes: slurs; profanity; written information; denigrating remarks or actions; obscene gestures; the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal or physical conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, handicap, age or sex that have the purpose or the effect of (1) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety; (2) causing or intending to cause an intimidating, hostile, or offensive educational environment or (3) causing or intending to cause material disruption of the educational process; (4) unreasonably interfering with a student's curricular, co-curricular or extracurricular performance; or (5) otherwise unreasonably having an impact upon a student's educational opportunities (see Harassment).

Rule 26. **General Misconduct:** The Code of Conduct shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school.

Rule 27. **Violation of Technology Policies:** A student shall not violate the technology policies.

Rule 28. **Unauthorized Use of Fire/Possession of Fire Starting Device:** A student shall not be in possession of matches, lighters, etc. while on school grounds.

Rule 29. **Loitering, Trespassing, or Unauthorized Entry:** Students shall not be willfully present in a school building, locker room, restricted area of the school building or any part of the school grounds at an unauthorized time or without specific permission from a staff member. Students shall not attempt to enter a locker, classroom,

closed and/or restricted area without proper authorization.

Sexting
The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

Application of the Student Code of Conduct
These conduct codes apply to all school premises, to all phases of school operations, including but not limited to curricular and extracurricular activities, while being transported on a school bus or authorized transportation and at any school-sponsored activity, and to any other circumstance such that the conduct in question has an effect of disrupting school operations or otherwise depriving any student of educational interests or opportunities. Furthermore, students may be disciplined for misconduct that occurs off of property owned or controlled by the district or school but that is connected to activities or incidents that have occurred on property owned or controlled by that district or school and for misconduct regardless of where it occurs that is directed at a district or school official or employee, or the property of such official or employee.

Weapons
The Board of Education prohibits students from bringing to school, possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. The Board also prohibits the making of a bomb threat against any school property or school event.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, or air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons (Taser and/or stun gun), metallic knuckles, martial arts weapons, ammunition, chemical irritants and other hazardous agents, explosives or any object indistinguishable from the above or that is held forth as a weapon. "Bomb threat" means to make a false report or indication of the, incendiary, or other device capable of causing property destruction or human injury. Policy exceptions include:

A. Weapons under the control of law enforcement or school security personnel, or under the control of others in strictly controlled cases specifically authorized in writing by the Board;
B. Items pre-approved by school administrators as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved in appropriate settings or relevant sporting events. This exception does not apply to working firearms, ammunition or ordinance. It does apply to items indistinguishable from weapons, such as starter pistols, theatrical props and some sport equipment.

Before bringing any item to school or to an event that might violate this policy, students are strongly encouraged to ask a school administrator to rule on whether or not the item is covered by this policy. Therefore, any item brought or possessed that was not cleared with administration may be judged under this policy under a broad definition of "weapon," based on the administration's commitment to student and staff safety.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the building principal. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.

The Superintendent is authorized to establish instructional programs on the weapons and the requirement that students immediately report knowledge of weapons and threats of violence by students and/or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and may refer the student to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion. In the case of a violation involving firearms brought to or possessed in school, federal and Ohio law makes a referral for 1-year mandatory expulsion. Additionally, under federal law, bringing a firearm to school makes referral to law enforcement mandatory.

Search and Seizure
Search of a student and his or her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education if there is reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others.

Safety Guidelines for Riding Dublin City Schools Buses

All rules listed below are taken from the bus regulations developed by the Ohio Department of Education in cooperation with the National Highway Traffic Safety Administration. We believe these rules will help ensure a safe and orderly environment on each bus for all students.

Students riding Dublin City Schools buses shall:

1. Always obey and cooperate with the bus driver promptly and respectfully.
2. Observe the Dublin City Schools Student Code of Conduct on the bus.
3. Turn in a completed medical emergency card to the bus driver within three (3) days after receiving it.
4. Arrive at the bus stop 5 to 10 minutes before the bus is scheduled to arrive. Buses are on a time schedule and will not return for late students before or after school.
5. Not behave at the bus stop in a manner, which may threaten life, limb or property of any individual. When getting on or off the bus, students must cross the street or highway only when the driver has signaled that the way is clear. Students must remain visible to the driver at all times.
6. Wait for the bus to come to a complete stop and the door to open before leaving the Designated Place of Safety to get on the bus or before getting up from a seat to get off the bus.
7. Go directly to an available or assigned seat - do not stand. Students may not change seats without the driver's permission.
8. Remain seated, keeping aisles and exits clear at all times.
9. Not put any part of the body out of a bus window. Please do not open or close the windows on the bus without the driver's permission.
10. Talk quietly at all times. At railroad crossings there is to be no talking.
11. Not use profane language.
12. Not eat, drink, spit, or litter on the bus.
13. Not throw or pass objects on, from or into the bus.
14. Carry on the bus only objects that can be held in their laps.
15. Not bring animals, dangerous materials, or objects onto the bus.
16. Not damage the bus in any way. If you damage the bus, you will be responsible to pay to have the bus repaired. Report to the driver any damage you find.
17. Ride their regularly assigned bus and leave or board the bus at locations, which they have been assigned unless each student has parental and administrative authorization to do otherwise.
18. Not use electronic equipment, such as radios, CD players, cell phones, etc., unless permitted to do so by the bus driver. In no case will the use of any electronic device be permitted that creates a distraction for the bus driver.

Dublin City Schools Bus Discipline Referral Procedure
As stated in Rule 20 of the Code of Conduct, "A student shall not violate bus regulations." There is a Bus Discipline Referral Procedure in place, which includes a variety of interventions and documentation by the bus driver. Normally, interventions include driver-to-student and driver-to-parent contact; if there is no resolution, the Discipline Referral Report is handed over to the building principal.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus. The following are the steps that will be followed in the case of repeated behavior infractions. Steps may be skipped depending on the severity of the incident.

Driver Interventions	-	Driver to student, Driver to parent
1st Bus Discipline Referral	-	Warning from Administration
2nd Bus Discipline Referral	-	Administrative Intervention
3rd Bus Discipline Referral	-	3-day bus suspension
4th Bus Discipline Referral	-	5-day bus suspension
5th Bus Discipline Referral	-	10-day bus suspension
More than 5 Referrals	-	Repeat 10-day bus suspension, possible recommendation to Superintendent for permanent removal from the bus

Alternative Transportation Guidelines
A signed waiver is required if there are any adjustments in the normal pick up or drop-off location of a student. A temporary change may be requested in writing and sent directly to the school at least two days in advance. A long-term adjustment requires a Transportation Form with a minimum 2-week notice. Requested changes are contingent upon availability of space on the bus.

Videotapes on School Buses
The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions have been recorded on video, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Bullying and Other Forms of Aggressive Behavior (AG 5517.01)

Definitions of Terms:

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

A. causes mental or physical harm to the other student; and

B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also means cyberbullying through electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

A. causes mental or physical harm to the other student/school personnel; and

B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Types of Conduct

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

A. physical violence and/or attacks;

B. threats, taunts, and intimidation through words and/or gestures;

C. extortion, damage, or stealing of money and/or possessions;

D. exclusion from the peer group or spreading rumors;

E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber-bullying"), such as the following:

1. posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries);

2. sending abusive or threatening instant messages;

3. using camera phones to take embarrassing photographs of students and posting them on-line/or otherwise distributing them;

4. using web sites to circulate gossip and rumors to other students; and,

5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.

F. violence within a dating relationship.

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive behavior and/or bullying.

Complaint Procedures

Building principals, assistant principals, and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 is encouraged to immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal

complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

All complaints will be promptly investigated in accordance with the following procedures:

Step I

Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step II

The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Step III

If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) work days after receipt of the Step III decision. The Board shall, within twenty (20) work days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) work days following completion of the hearing.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

Publication of the Prohibition Against Harassment, Intimidation, and Bullying

At least once each year, a written statement describing the policy and the consequences for violations of the policy shall be sent to each student's custodial parent/guardian. The prohibition against harassment, intimidation, or bullying shall be publicized in student handbooks and in District publications that set forth comprehensive rules, procedures and standards of conduct for students. Information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

> **Harassment, intimidation, or bullying behavior by any student in the Dublin City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:**
>
> **A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,**
>
> **B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.**

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated and may result in disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against "harassment, intimidation, or bullying."

Non-Disciplinary Interventions

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

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

Disciplinary Interventions

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

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Reporting Obligations

If after investigation, acts of harassment, intimidation, or bullying by a specific student are verified, the principal shall notify, in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

If after investigation, acts of bullying against a specific student are verified, the Principal shall notify in writing the custodial parent/guardian of the victim of such finding. In providing such notification, care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, or bullying.

Semiannually, the Superintendent shall provide the Board President a written summary of all reported incidents of harassment, intimidation, or bullying and post the summary on the District website.

Intervention Strategies

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when such prohibited acts are verified, other District actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time-to-time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

A. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel.

B. Planned professional development programs addressing targeted individuals' problem, including what is safe and acceptable Internet use.

C. Data collection to document victim problems to determine the nature and scope of the problem.

D. Use of peers to help ameliorate the plight of victims and include them in group activities.

E. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough).

F. Awareness and involvement on the part of all school personnel and parents with regard to victim problems.

G. An attitude that promotes communication, friendship, assertiveness skills and character education.

H. Modeling by school personnel of positive, respectful, and supportive behavior toward students.

I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines).

J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

K. Form harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

Intervention Strategies for Protecting Victims

A. Supervise and discipline offending students fairly and consistently.

B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition.

C. Maintain contact with parents and guardians of all involved parties.

D. Assist the victims to obtain counseling if assessment indicates that it is needed.

E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.

F. Check with the victim daily to verify that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

Training

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, including dating violence prevention education in grades 7-12, written or verbal discussion of the consequences for violations of Policy 5517.01, and their rights and responsibilities under this and other District policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other District and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer, and parent handbooks.

Information regarding the policy on harassment, intimidation, and bullying behaviors shall be incorporated into training materials used with employees and volunteers with direct contact with students. The in-service education provided to middle and high school employees shall include training in the prevention of dating violence. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.

School personnel members are encouraged to address the issue of harassment, intimidation, and bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

Police and Child Protective Services

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services (CPS), according to the prescribed timelines. The School District shall also investigate for the purpose of determining whether there has been a violation of District Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying, harassment, or intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under other provisions of the Revised Code or law that may apply.

Complaints Relating to Section 504

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.
In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation, or educational placement of persons with disabilities, and their right to examine relevant records.

The persons designated as the District Section 504 Compliance Officers/ADA Coordinators (District Compliance Officers) are listed below with their contact information.

Christopher Ondrus, Director of Student Services

Jill Abraham, Director of Elementary Education

Craig Heath, Director of Secondary Education

Dublin City Schools

7030 Coffman Road

Dublin, OH 43017

Phone: 614-764-5913

Fax: 614-761-5856

Email: "last name_first name"@dublinschools.net

Building principals shall serve as Building Section 504/ADA Compliance Officers ("Building Compliance Officers").

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complain or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance

Officer within the time limits specified below. The District's Compliance Officers are available to assist individuals in filing a complaint or request.

Procedural Information and Rights – Students and Parents (AG 2260.01b)

In accordance with various Federal laws (including Section 504, the Americans with Disabilities Act of 1990, as amended ("ADA"), FERPA, and Title VII), the following procedural safeguards will be provided with respect to decisions or actions regarding the identification, evaluation, educational program or placement, or content of a Section 504 Plan of a student who is or may be disabled under Section 504, but not also disabled under the IDEIA:

A. students with disabilities have the right to take part in, and receive benefits from, public education programs without discrimination because of their disabilities;

B. parents have the right to be advised of their rights under Section 504;

C. parents have the right to receive written notice of any decision regarding the identification, evaluation, or educational placement of their child;

D. parents have the right to have their child receive a free appropriate public education ("FAPE") if the child has a physical or mental impairment that substantially limits one or more major life activities;

   This includes the right to be educated with students who are not disabled to the maximum extent appropriate (i.e., the student's education will be provided in the regular education classroom unless it is demonstrated that education in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily) and to receive regular or special education and related aids/services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of nondisabled students are met.

E. parents have the right to have their child educated in facilities with, and receive services comparable to those provided to, students without disabilities;

F. parents have the right to have evaluation and educational placement decisions made based upon a variety of informational sources, and by persons who know the student, and are knowledgeable about the evaluation data and placement options;

G. parents have the right to have their child transported in a non-discriminatory manner;

   If the District refers a student for aids, benefits, or services outside the District, the District will ensure that adequate transportation is provided at no greater cost to the parents than if the aids, benefits, or services were provided within the District.

H. parents have the right to place their child in a private school or alternative educational program;

   However, if the District makes a FAPE available to the student that conforms to the requirements of Section 504 and nevertheless the parents choose to place the student elsewhere, the District is not required to pay for the student's education at the private school or alternative program, including costs associated with transportation.

I. parents have the right to have their child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District;

J. parents have the right to examine all relevant education records, including, but not limited to, those documents related to decisions regarding their child's identification, evaluation, educational program and placement;

K. parents have the right to obtain, at their own expense, an independent educational evaluation of their child;

L. parents have the right to obtain copies of education records at a reasonable cost unless the fee would effectively deny the parents access to the records;

M. parents have the right to a response from the District to reasonable requests for explanations and interpretations of their child's education records;

N. parents have the right to receive all information in the parents' native language and mode of communication;

O. parents have the right to periodic re-evaluations and an evaluation before any significant change in program/service modifications;

P. parents have the right to request amendments of their child's education record(s) if there is reasonable cause to believe that information contained in the record(s) is inaccurate, misleading or otherwise in violation of the privacy rights of their child;

If the District refuses to amend the record(s), the parents have the right to request a hearing and/or to attach to the record(s) a statement of why they disagree with the information it contains.

Q. parents have the right to request mediation or an impartial due process hearing related to decisions or actions concerning their child's identification, evaluation, educational program or placement;

R. parents have the right to file an internal complaint;

S. parents have the right to be represented at any point in the process by an attorney;

T. parents have the right to recover reasonable attorney fees as authorized by law (i.e., if the parents are successful on their due process claim);

U. parents have the right to be notified of their Section 504 rights:

1. when evaluations are conducted;

2. when consent for an evaluation is withheld;

3. when eligibility is determined;

4. when a Section 504 Plan is developed; and

5. before there is significant change in the Section 504 Plan.

Due Process Hearing

A. When a request for a due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an impartial hearing officer ("IHO") (i.e., by a person not employed by the Board of Education, not involved in the education or care of the child, and not having a personal or professional interest that would conflict with his/her objectivity in the hearing).

B. The District will maintain a list of trained IHO's that may include IDEIA hearing officers, attorneys, and Directors of Special Education outside the District. The District Compliance Officer will appoint an IHO from that list, and the costs of the hearing shall be borne by the District. The appointment of an IHO will be made within fifteen (15) school days after the request for a due process hearing is received.

C. A party to such a due process hearing shall have:

1. the right, at his/her/their own cost, to be accompanied and advised by legal counsel and by individuals with special knowledge or training with respect to the problems of children with disabilities;

2. the right to present evidence, and confront, cross-examine and compel the attendance of witnesses;

3. the right to a written or electronic verbatim record of such hearing; and

4. the right to written findings of fact and the reasons for the decision.

D. The IHO shall conduct the due process hearing within a reasonable period of time (i.e., not to exceed ninety (90) calendar days from the request for such a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances).

E. The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than twenty-one (21) calendar days prior to the date of the hearing, unless otherwise agreed to by the parent and/or student. The notice shall include:

1. a statement of time, place and nature of the hearing;

2. a statement of the legal authority and jurisdiction under which the hearing is being held;

3. a reference to the particular section of the statutes and rules involved;

4. a statement of the availability of relevant records for examination;

5. a short and plain statement of the matters asserted; and

6. a statement of the right to be represented by counsel.

F. The IHO shall conduct the hearing in a manner that will afford all parties a full and fair opportunity to present evidence and to otherwise be heard. The parent and/or student may be represented by another person of his/her choice, including an attorney.

G. The IHO shall make a full and complete record of the proceedings.

H. The IHO shall render a decision in writing to the parties within thirty (30) calendar days following the conclusion of the hearing. The decision will be based solely on the testimony and demonstrative evidence presented at the hearing and include a summary of the evidence (i.e., findings of fact) and the reason for the decision.

The notification shall include a statement that either party may appeal the decision.

I. Appeal of the IHO's decision may be made to a Federal court of competent jurisdiction.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

The notification shall include a statement that either party may appeal the decision.
Appeal of the IHO's decision may be made to a Federal court of competent jurisdiction.
OCR Complaint
At any time, if a student, parent, or member of the public believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:
U.S. Department of Education
Office for Civil Rights
Cleveland Office
600 Superior Ave. East, Suite 750
Cleveland, Ohio 44114-2611
(216) 522-4970
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: http://www.ed.gov/ocr
Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.
Prohibition Against Retaliation
The Board will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the Americans with Disabilities Act ("ADA"), or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under Section 504 or the ADA, or because that individual exercised, enjoyed, aided, or encouraged any other person in the exercise or enjoyment of any right granted or protected by Section 504 or the ADA.

Other District Policies and Procedures

Visitors
In order to properly monitor the safety of students and staff, visitors are required to register their attendance upon arrival at our schools. Visitors are asked to enter through the front doors of the school where they will be invited to register their attendance with the school's electronic check-in system in the school's main office. Any visitor found in the building without a visitor/volunteer badge will be asked to return to the school office.

If parents wish to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any inconvenience to parents/staff or disruption of the learning process.
Students may not bring visitors to school without first obtaining permission from the building principal.

Homeless Students
Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the liaison for Homeless Students at 760-4359.

Public Concerns/Complaints
From time to time concerns regarding the school will arise. Dublin Schools welcome constructive criticism, believing it can improve the quality of program and in meeting individual student needs more effectively.

Persons with concerns are asked to try to resolve the matter as near the source as possible. When additional help is needed, following the usual channels of authority is appropriate within the school.

The district does maintain policies regarding public concerns/complaints about the school for those problems not resolvable at the school building level and requiring Central Office or Board of Education involvement. Copies of Policy and Guideline 9130 may be obtained from your building, our web site, or from the Superintendent's office.

Forms
Many forms routinely completed by parents prior to the start of school, or during the first few days of the school year, are on the Dashboard (dashboard.dublinschools.net) or the district website (www.dublinschools.net). Please contact the school of attendance if you have any questions.

Acknowledgement Form

Parent/Student Acknowledgement of:

Student Handbook
Network and Internet Access Agreement Policy
Notification to Parents Regarding Student Records
Bus Safety Guidelines

Teacher's Name: _____

We, _____ and _____,
Parent/Guardian Name (Please Print) Student Name (Please Print)
have received and read the 2015-2016 Student Handbook, the Network Internet Access Agreement Policy, the Notification to Parents Regarding Student Records, and the Safety Guidelines for Riding Dublin City School Buses. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the Dublin School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

_____
Parent/Guardian Signature

_____
Date