

HILLIARD CITY SCHOOLS

PRESCHOOL / ELEMENTARY
HANDBOOK

2023-24

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Schools, Addresses & Phone Numbers

Administration Office
2140 Atlas Street
Columbus, OH 43228
PH: (614) 921-7000
FX: (614) 921-7001

Transportation
4970 Davidson Road
Hilliard, OH 43026
PH: (614) 921-4700
FX: (614) 921-4701

Hilliard Bradley High School	2800 Walker Rd., Hilliard, OH 43026	(614) 921-7400
Hilliard Darby High School	4200 Leppert Rd., Hilliard, OH 43026	(614) 921-7300
Hilliard Davidson High School	5100 Davidson Rd., Hilliard, OH 43026	(614) 921-7200
Hilliard Heritage Middle School	5670 Scioto Darby Rd., Hilliard, OH 43026	(614) 921-7500
Hilliard Memorial Middle School	2900 Walker Rd., Hilliard, OH 43026	(614) 921-7600
Hilliard Weaver Middle School	4600 Avery Rd., Hilliard, OH 43026	(614) 921-7700
Hilliard Station Sixth Grade School	5600 Scioto Darby Rd., Hilliard, OH 43026	(614) 921-6800
Hilliard Tharp Sixth Grade School	4681 Leap Rd., Hilliard, OH 43026	(614) 921-6900
Alton Darby Creek Campus		
Alton Darby Building (Grades K-2)	2730 Alton Darby Creek Rd., Hilliard, OH 43026	(614) 921-5000
Darby Creek Building (Grades 3-5)	6305 Pinefield Dr., Hilliard, OH 43026	(614) 921-5500
Avery Elementary School	4388 Avery Rd., Hilliard, OH 43026	(614) 921-5100
Beacon Elementary School	3600 Lacon Rd., Hilliard, OH 43026	(614) 921-5200
Britton-Norwich Learning Campus		
Britton Building (Grades K-2)	4501 Britton Parkway, Hilliard, OH 43026	(614) 921-5300
Norwich Building (Grades 3-5)	4454 Davidson Rd., Hilliard, OH 43026	(614) 921-6000
Brown Elementary School	2494 Walker Rd., Hilliard, OH 43026	(614) 921-5400
Crossing Elementary School	3340 Hilliard Rome Rd., Hilliard, OH 43026	(614) 921-5600
Horizon Elementary School	6000 Renner Rd., Columbus, OH 43228	(614) 921-5800
Hoffman Trails Elementary School	4301 Hoffman Farms Dr., Hilliard, OH 43026	(614) 921-5700
J. W. Reason Elementary School	4790 Cemetery Rd., Hilliard, OH 43026	(614) 921-5900
Ridgewood Elementary School	4237 Dublin Rd., Hilliard, OH 43026	(614) 921-6100
Scioto Darby Elementary School	5380 Scioto Darby Rd., Hilliard, OH 43026	(614) 921-6300
Washington Elementary School	5675 Eiterman Rd., Dublin, OH 43016	(614) 921-6200
HCSD Preschool Program	2874 Alton Darby Creek Rd., Hilliard, OH 43026	(614) 921-5050
School-Age Childcare Program	Administration Office 2140 Atlas St., Columbus, OH 43228	(614) 771-2267
Innovation Campus		
Innovative Learning Center	5323 Cemetery Rd., Hilliard, OH 43026	(614) 921-4800
Innovative Learning Hub	3859 Main St., Hilliard, OH 43026	(614) 921-4850
Online Academy	www.hilliardschools.org/onlineacademy/	

District Mission Statement

Hilliard City Schools will ensure that every student is Ready For Tomorrow

Welcome

We are looking forward to having you — your child's first and most lasting teacher — as a partner in education this year. Working together as a team, parents, teachers and staff can best ensure your child will receive the education needed to thrive in the 21st century.

This handbook is designed to help your child be a successful school community member. It includes a copy of our hours of operation for our school and district offices, dress code policies, and people to contact if you have questions or concerns.

The handbook also identifies the expectations that guide student behavior in our school and our District and describes the rights and responsibilities of our students, parents, and staff. Be sure to read the "Administering Medicines," and "Student Conduct" sections for information parents often ask about.

If at any time you have questions or concerns about your child's progress or well-being, please call our school.

Best wishes for a successful year!

Informing Students of Expectations

Each student in the Hilliard City School District shall receive annually an electronic copy of current policies, rules, regulations and procedures commonly known as a student/parent handbook. The student/parent handbook shall contain among other information, a list of those acts for which a student may be suspended, expelled, removed, or otherwise disciplined. A copy of the type of misconduct, which may result in suspension or expulsion, shall be posted in a central location in each school. Copies of the policy pertaining to suspension and expulsion shall be available to all students upon request.

General School Operation

EDUCATIONAL PURPOSE AND BELIEFS

The purpose of the Hilliard City School District is to enable students to become productive citizens in an ever-changing world by providing them with quality work. Quality work is meaningful, engaging, challenging, compelling and satisfying, and causes students to acquire knowledge and skills valued by both students and community.

Students and their work will be the focus of all school activities. To develop all students' individual potential, the Hilliard City School District will strive to provide them with quality work in a safe and caring environment. The district will guide them in the pursuit of excellence in knowledge and skills and prepare them to become productive citizens in a democratic society.

The district will provide ongoing professional development for all staff, quality facilities, rich and abundant materials and up-to-date equipment essential to continuous student improvement.

A student's value system begins with the family. Partnerships between home, school, and community are essential to student success.

BOARD OF EDUCATION

You may contact Board of Education members by visiting the district website.

Board of Education meetings are held on the second and fourth Monday of the month. During the school year, meetings rotate among school buildings. Summer meetings are held at the Administration Building. Meetings begin at 6:30 p.m. and are open to the public. The schedule can be found at www.hilliardschools.org/school-board/meetings/

QUICK TIPS

School Hours and Attendance

Preschool Tuesday-Friday		Darby Creek		All Other Elementary Buildings	
Doors open:	9:05 am/1:05 pm	Doors open:	9:05 am*	Doors open:	8:50 am*
Tardy bell:	9:20 am/1:15 pm	Tardy bell:	9:20 am	Tardy bell:	9:05 am
School ends:	11:50 am/3:45 pm	School ends:	3:45 pm	School ends:	3:30 pm

***There is no supervision for students before the first bell.**

General School Operation

A GREAT DAY AT SCHOOL

Children who are ready to learn…

- Listen to others
- Learn expectations and obey the rules
- Walk quietly in the halls
- Keep hands and feet to him/herself
- Stay on school grounds

A safe environment…

In order to keep the environment safe, clean and happy, children are not permitted to:

- Fight
- Chew gum
- Play tackle games
- Draw on desks, walls, etc.
- Use profanity
- Throw things (except in supervised games)
- Steal

Breaking the rules…

From time-to-time, students will break the rules. When this happens, we will talk to them about the circumstances regarding the situation, but will use the following, when needed, to correct the behavior:

- Time outs
- Conference in the office
- Suspension or expulsion
- Detention at lunch (K-5 only)

ABUSE AND/OR NEGLECT

Teachers, administrators and other professionals who may come in contact with students are required to report cases of suspected child abuse or neglect.

A report will be made immediately to the County Children Services Board in the county in which the suspected abuse or neglect is occurring or has occurred. The principal shall be made aware of suspected abuse or neglect.

DISTRIBUTING MATERIAL

Approval for the distribution of material to students must be obtained from the superintendent/designee prior to distribution in compliance with Board policy. Distribution of material shall be held to a minimum. Information concerning the basic school program shall receive top priority.

DISTRICT WEBSITE

The district's website, www.hilliardschools.org, features a wealth of information for students and parents. Important announcements — weather-related delays or closings, meeting dates and press releases — are prominently displayed. The tabbed sections geared toward students and parents offer lunch menus, bus schedules, forms, calendar and testing information, just to name a few. The district's eSchool sites — which can also be found in the tabbed sections — offer homework tips and link to a variety of rich resources.



General School Operation

DRESSING FOR SCHOOL

Students will do many different things during a day of school. Clean clothes and sturdy shoes will allow them to work and play comfortably and safely.

Recess and winter weather:
Recess is outdoors if it is dry and the temperature is not below 20 degrees in actual temperature or with the wind chill factor. Please send children with a warm jacket, hat and gloves, and boots if the weather is cold or snowy.

For additional dress code information, see page 23.

EMERGENCY DRILLS

Fire, safety (lockdown) and tornado drills are held at scheduled times throughout the school year. Students will be informed as to what signal constitutes a fire, safety or tornado alarm. When the signal is given, all students are to leave the building or move to the designated shelter area. Your teacher will direct you to the proper exit or shelter area. Students are to observe the following during an emergency evacuation:

- Use the directed exit. Exit the building or move to the designated shelter area according to the drill instructions posted throughout the building.
- Walk fast, but do not run.
- Keep your hands to your sides.
- Stay in single file.
- Be quiet so that you can hear all directions that may be given.
- Do not stop in front of doors or on the steps. When the building is evacuated, staff and students are to be at least 60 feet away from the building.

EMERGENCY SITUATIONS—NOTIFICATION PROTOCOL

ORC 5502.262 Parent Notification Provision: "School districts, community schools, STEM Schools, and chartered nonpublic schools are required to inform, prior to opening day each school year, each enrolled student and the student's parent of the parental notification procedures in the school's protocol for responding to threats and emergency events, which are established under existing law."

There may be times when it is necessary because of some emergency to dismiss school early. Parents are urged to make arrangements with a neighbor or friend so that the child will have a place to go if the parents are not home.

The District uses School Messenger to CALL all parents and guardians to notify them of weather delays or cancelations. It's imperative that your phone number is correct in Home Access. The calls will go to PRIMARY numbers only, so be sure you have the number you want emergency calls to go to listed as your primary number.

Parents and guardians may also sign up for our Text Messaging Service. We utilize School Messenger system to deliver text messages, straight to your mobile phone with information about events, school closings, safety alerts and more.

Emergency School Closing—If it becomes necessary to close, dismiss early or delay the opening of schools due to unexpected emergencies or inclement weather, announcements will be made through School Messenger, local radio and television stations, Facebook, Twitter, and will be posted on the district website.

General School Operation

FOOD SERVICES

Students are not permitted to leave the premises for lunch. All students will eat in the cafeteria.

- **Breakfast**—Hilliard City Schools provides a breakfast program to all students in all schools in accordance with federal regulations. For pricing and menu information, please check with your child's school, or see the Parents section of the district's website at www.hilliardschools.org.

- **School Lunch Program**—In conjunction with Aramark, Hilliard City Schools offers a hot lunch service daily featuring a variety of items. Menus and pricing information is available on the district's website under the Parents tab, but can be found directly at www.hilliardschools.org/schools/menus/. Lunches may be purchased with cash at the cashier or by an automated prepaid account.

- **Bagged Lunches**

  - Milk is available for purchase.
  - Please label all sacks or lunchboxes.

- **Prepaid Lunches**—We encourage parents to prepay for lunches in order to limit the exchange of money during the time-limited lunch period. Each student is assigned a meal account with a Personal Identification Number (PIN), and the total dollar amount of the food selected each day is deducted from the account upon entering the PIN at the cashier's stand. Aramark will notify families when an account has a negative balance.

  - **There are two types of accounts:**
    1. Meal Accounts are for meals only
    2. General Accounts are for meals and/or snack items

  - **Prepaying can be done in one of two ways:**
    1. Cash or Check—Please send a sealed and labeled envelope to the school office with the following information on the front of the envelope:

       - Student's name
       - Student's PIN
       - Total amount of money included
       - Type of account (Meal or General) in which the money should be placed

    2. MyPaymentsPlus (www.mypaymentsplus.com)—Once registered with MyPaymentsPlus, you can access the system 24/7 via the internet or by phone (where available, pay with check, VISA or MasterCard. Please check website for current transaction rates. To create an account online:

       - Go to www.www.mypaymentsplus.com
       - Click on "Register" and complete the registration process
       - Select state (OH) and school district (Hilliard)
       - Enter your child's Hilliard City Schools Student ID number
       - Finish the transaction using the directions received in the email confirmation.

- **Free and Reduced Pricing**—Forms to determine qualification for the Free and Reduced-price Lunch program are available on our website and in all school offices. If your child receives free or reduced lunch, the computerized cashier's station protects confidentiality.

General School Operation

- **Lunch Charging Policy**—We permit students to charge only reimbursable meals and sometimes milk for packers who forgot a beverage.
  - Elementary students are permitted to charge up to 5 lunches ($12.50). Once a student reaches the charge limit, the cashier calls the Food Service office then contacts the parent to notify them that they need to put money in their student's account or the student will receive the limited lunch selection.
  - Sixth grade and middle school students have a charge limit of $10.00 (slightly more than 3 lunches). Once a student reaches the charge limit, they are offered the limited lunch selection.
  - High school students are not permitted to charge. If a student does not have money for lunch, they are offered the limited lunch selection.

GETTING TO SCHOOL

Walking—Students in Grades K-5

Students who live within a 2 mile zone of their school are considered to be walking students and do not receive district transportation. Students living outside of the 2 mile zone are provided district transportation. Elementary students who walk to school should walk on sidewalks whenever possible. If there is no sidewalk, they should walk on the left side of the road facing traffic. Remind children to look both ways before crossing the street and to cross the street only at the corner or where there is a crossing guard.

Buses

Students living outside of the 2 mile walk zone of their school are provided with district transportation. Bus schedules and bus rules are available online on the district's website at www.hilliardschools.org/busstop. As a reminder, children who ride the bus to school, should:

- Arrive at the bus stop 5 minutes prior to the scheduled pick-up time.
- Wait for the driver to signal if they must cross the street getting on or off the bus, and be sure to cross in front of the bus.
- Remain seated at all times, unless otherwise directed by the driver.
- Never put anything out of the window, especially your head or hands.
- Remain silent at railroad crossings to assist the driver listening for trains.
- Speak quietly when talking to friends.
- Not eat or chew gum.
- Help keep the bus clean by not littering on the floor or out the window.
- Make sure the principal signs all notes from parents requesting a child ride any other bus than the assigned route.

Only Hilliard City School students may ride the bus. Other requests must be signed by the building principal.





General School Operation

Bicycles

Students are permitted to ride bikes to school, but must have permission from parents and the principal. Forms to ease the approval process are available in the school office.

Remind your child of these bike safety rules:

- Wear a helmet to protect the head from injuries.
- Ride on the right side of the street.
- Know and obey all Ohio bicycle safety laws.
- Park bike in the bike rack.
- Use a bike lock.

SCHOOL COUNSELING PROGRAM

The Board views counseling as helping students understand themselves relative to their abilities, aptitudes, interest, attitudes, strengths and limitations. This process is meant to assist students in the development of their potential and their decisions relating to personal, educational, and social matters.

A written counseling plan is developed to provide systematic aid to students in kindergarten through 12th grade regarding educational, career, civic, personal and social concerns including the harmful effects of drugs, alcohol, and tobacco.

LOST AND FOUND

Students who find lost articles are asked to take them to the school office. Students are expected to check frequently in the office for lost items. Don't wait for long periods of time before checking for lost articles.

MAKING FRIENDS

School is a place for a child to meet new people and make new friends. Talk to your child about the different people who make the school a safe and happy learning environment.

- Teachers
- Principal
- Other girls and boys
- Secretaries
- Nurses
- Bus drivers
- Classroom aides
- Custodians
- Cafeteria workers
- Volunteers
- School counselors
- School psychologists

PERSONAL ITEMS

We recognize children may have personal items they choose to carry in their bags. The following are **not permitted** in classrooms or the building:

Chewing gum ♦ Skates, skateboards and scooters ♦ Toys, electronic games

Items such as delivery of balloons or presents for birthdays should not be sent to school. These events interrupt the instructional day. Birthday treats and other student deliveries should be taken to the school office where students will be called to the office for pick-up. If students wish to distribute birthday party invitations, all students in the class should be invited or invitations should be sent to selected students by U.S. mail. This also protects classroom instructional time.

Due to the increase of the number of students with food allergies, please consider providing a non-food treat such as pencils, erasers, pencil toppers, stickers, etc. For additional direction and suggestions, please contact your building principal.

General School Operation

PHOTO PERMISSION

From time to time, Hilliard City School District staff take pictures or video of students in their learning environments. The photographs and videos can be used in a variety of publications to document programs. The images may appear in, but not limited to, staff newsletters, community newsletters, media releases and the District website. While we make every attempt to work with the media, they may also take incidental photos and/or videos of students in situations we cannot control.

The district keeps a record of students who do not have permission to be photographed. Preschoolers, Kindergartners, and new enrollees receive the photo consent form in their registration packets. Parents/Guardians who wish to change their child's record should contact the office of the school their child attends.

REGISTRATION FOR SCHOOL

Student registration and enrollment information can be found at https://www.hilliardschools.org/enroll. Due to enrollment growth, a child may not be accommodated in school nearest home. Call 921-7096 for more information.

RELEASE OF STUDENT INFORMATION

In order to provide students with appropriate instruction and educational services, it is necessary for Hilliard City Schools to maintain extensive educational and personal information. The Family Education Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights are fully explained in the Hilliard City Schools Board of Education Policy.

It is Hilliard City Schools' intention to limit the disclosure of information contained in a student's educational record, however FERPA does permit the release of "directory information" to third parties such as, but not limited to, the media, colleges and universities and local PTO/Booster groups. Directory Information, which is defined by the Board of Education and is subject to change, may be disclosed without prior written consent, except when the request is for profit-making plan or activity or when disclosure is otherwise prohibited by law. Hilliard City Schools designates the following as a student's directory information:

- Name
- Address
- Telephone number
- Date of birth
- Dates of attendance
- Date of graduation
- Extracurricular participation
- Weight & height, if a member of an athletic team
- Achievement awards or honors earned

Hilliard City Schools wishes to be respectful of parents who do not want their student's directory information released. Parents have the right to submit a written request, preferably within the first two weeks after the student is enrolled in the school year, directing the district not to release directory information regarding their student. The written request and any questions should be directed to Hilliard City Schools Attn: Communications Department at 2140 Atlas Street, Columbus, OH 43228 or 614-921-7000.

Parents and eligible students have the right to:

- Inspect and review the student's education records;
- Seek, in accordance with administrative regulations, to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)/guardian or eligible student's request;

General School Operation

- File a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and
- Acquire information concerning the procedure which the parent(s)/guardian or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

For the most current file of the Board's "Student Records" policy (JO), please visit our website at https://go.boarddocs.com/oh/hilliard/Board.nsf/Public#.

SCHOOL SUPPLIES

Grade-level teams at each building will determine the school supply list. Requests may also be sent home from time to time during the school year when additional items are needed.

SCHOOL SAFETY

In order to create a safe school environment, weapons – or perceived weapons – are not permitted at any time. This includes knives and guns, or toy knives and guns. The principal reserves the right to confiscate any such item, and will call authorities and/or parents/guardians when deemed necessary.

SCHOOL-AGE CHILDCARE

The Hilliard City School District School-Age Child Care Program (SACC) is designed to meet the child's social, emotional and physical needs. Based upon play and social experience, the program will complement, not imitate the school day. For more information about the program, including cost, please see: http://www.hilliardschools.org/sacc/ or call 614-771-2267.

Childcare is available on school days before and after school:

- 7:00 a.m.—until school begins
- The end of the School day—until 6:00 p.m.

Childcare is not provided on snow days. Rule of Thumb—If schools are closed, SACC is closed. If for any reason the beginning of the school day is delayed, the SACC program will NOT offer morning programming.

STUDENT ACCIDENTS/INJURIES

If you are involved in an accident or injured in any way during school or at school-sponsored activities, you are to notify your teacher, coach or the office as soon as possible. An accident report form will be completed, placed on file in the office and your parent/guardian will be notified.

STUDENT HEALTH

Services and Regulations

The administration recognizes the responsibilities of the schools to help protect the health of students. Parents are required by state law to fill out an Emergency Medical Authorization Form and an Emergency First Aid Form. These are kept on file in the principal's office and used in emergencies.

Each school shall have on file for each student an emergency medical authorization form providing information from the parent(s)/guardian on how they wish the school to proceed in the event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

General School Operation

Your child must meet county and state health regulations for entrance to school. The school nurse checks health records each year and will supply you with an immunization request form for necessary immunizations that your child needs. Students may be excluded from school if the immunization schedule is not completed within a reasonable period of time after notification, no later than the 15th day after admission.

Exemptions include students who present a written statement that immunization is objectionable for religious reason or other reasons of "good cause." Similarly, a student is exempt if he/she presents a physician's statement that immunization against a particular disease (or all diseases) is "medically contraindicated." A history of measles, mumps and/or varicella disease may be substituted for the measles, mumps or varicella vaccinations. However, a history of rubella disease may not be substituted for rubella vaccine, except that laboratory test results, submitted by a physician, demonstrating detectable rubella antibody will be accepted in lieu of vaccination.

STUDENT ILLNESS

When a student becomes ill at school, the parent will be notified to take the child home. Any student suspected of having a communicable disease will be referred to a physician for examination and recommendation for exclusion from school. Readmission will be allowed by a physician's statement or by consultation with the school nurse.

A child who is ill will not perform well at school, and may be exposing the other students in the classroom. **Please keep your child home if any of these symptoms are present:**

- a fever of 100 degrees or greater
- an undiagnosed rash
- an earache or draining ear
- diarrhea or vomiting
- severe sore throat
- persistent or severe cough
- persistent or severe headache
- a known communicable disease

If your child is sent home with a fever of 100 degrees or greater, or with diarrhea or vomiting, he/she must be symptom free without medication for 24 hours before returning to school. Students sent home or who are absent from school due to illness are not permitted to participate in extracurricular activities that may be taking place on the date of their absence.

Please follow the instructions on page 21 for reporting an absence on days your child is ill. When reporting student absences, please report any of the following communicable diseases: chicken pox, conjunctivitis (pink eye), fifth disease, hepatitis, influenza (fever, upper respiratory infection, headache, and body aches), measles, mumps, meningitis, strep throat, lice, ringworm, and scabies. This information is helpful in the control of illness among students.

Health screenings are conducted by the Hilliard City Schools nursing staff in accordance with Ohio Department of Health and Ohio Department of Education guidelines. All kindergarten, first, third and fifth graders will be screened for adequate vision and hearing. Referral forms will be mailed to parents when further evaluation by a physician is recommended.

Students returning to school following an illness or injury are expected to participate in Physical Education and regular school activities. A note from a physician is required if a student's participation is to be limited. The physician's statement should include a date when regular participation can be resumed.

General School Operation

INOCULATIONS OF STUDENTS

Students enrolled in grades Pre-K-12 are required to have written proof on file at their school verifying that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps and rubella, hepatitis B, varicella (for grades Pre-K-10) and meningococcal (for grades 7 and 12 beginning 2016-2017 school year). The varicella immunization requirement is progressive up to the 2018-2019 school year when it will be required for all students in grades Pre-K through 12.

Students who are not in compliance may be excluded from school attendance no later than the fifteenth day after admissions. Compliance with any current Ohio Department of Health requirement will supersede our current practice until such time as Board policy can reflect such update.

Students who have received at least one of each of the following immunizations may remain in school: diphtheria, tetanus, pertussis (DPT/DT/Td); polio vaccine (OPV or IPV); measles, mumps, rubella and varicella (grades K-10). However, they must make satisfactory progress in completing all the required vaccines to maintain their "in process" status. Failure to do so is cause for exclusion from school attendance.

Exemptions include students who present a written statement that immunization is objectionable for religious reason or other reasons of "good cause." Similarly, a student is exempt if he/she presents a physician's statement that immunization against a particular disease (or all diseases) is "medically contraindicated." A history of measles, mumps and/or varicella disease may be substituted for the measles, mumps, and/or varicella vaccinations. However, a history of rubella disease may not be substituted for rubella vaccine, except that laboratory test results, submitted by a physician, demonstrating detectable rubella antibody will be accepted in lieu of vaccination.

ADMINISTERING MEDICINES TO STUDENTS

The Hilliard City Schools recommend and encourage parents to make every effort to medicate their children at times other than the regularly scheduled school day. If it is necessary for students to receive prescription medication during the school day, it will be done in accordance with the following:

- The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of prescription medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
- The board-approved medication authorization form must be signed by the prescribing physician and parent before any prescription medication can be administered.
- The parent or guardian must submit a new authorization form signed by the physician if any of the information originally provided changes.
- No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement will be liable in civil damages for administering or failing to administer the drug, unless he acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
- No person employed by the Board will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

- Prescription medications needed during after school activities will be kept locked in the clinic during school hours.

Regulations Regarding Dispensation of Prescription Medication

It is the student's responsibility to come to the office to receive his/her medication. New authorization forms must be submitted at the beginning of each school year.

1. Students needing medication will be encouraged to receive the medication at home, if possible.

    A. Each person or persons designated to administer any prescription or non-prescription medication will receive a statement signed by both parent/guardian and physician which includes all of the following information:

        (1) the name and address of the student
        (2) the school and class in which the student is enrolled
        (3) the name of the drug and the dosage to be administered
        (4) the times or intervals at which each dosage of the drug is to be administered
        (5) the date on which the administration of the drug is to begin
        (6) the date on which the administration of the drug is to cease
        (7) any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency, and
        (8) special instructions for administration of the drug, including sterile conditions and storage.

    B. The parent/guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the school changes.

    C. The medication will be received at school in the container in which it was dispensed by the prescribing physician or other licensed professional. The medication and dosage listed on the label must be identical to the authorization form. Parents are responsible for keeping record of the amount of medication at school and for sending more when needed.

    D. Students who self-administer (carry on their person) asthma inhalers and/or epi-pens must have the medication authorization form completed by their physician and parent stating they may do this.

    E. Students with diabetes are permitted to attend to self-care and management of his/her diabetes if the student's physician completes the medication authorization form and the parent states they may do this.

2. The person designated by the Board will establish a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.

3. No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him prior to administering the drug will be liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes gross negligence or wanton or reckless misconduct.

4. Each medication that is given should be documented on the medication record form for the corresponding student.

5. The person designated to give medication should receive training by the school nurse. The school nurse will periodically monitor and provide instruction pertinent to the medication.

6. The person giving medication should review the authorization form prior to administration for special instructions and possible side effects.

7. All school personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.

8. All medication remaining in the building after the last day of school will be discarded.

STUDENT INSURANCE

A school insurance program is available to all students for purchase. The insurance can be used as a secondary policy and protects your child against accidents that may occur on school property during the school day. Students who participate in extra-curricular activities must either have school insurance or provide a note, signed by his/her parent /guardian, stating that the parent /guardian will assume full responsibility for medical expenses.

SURVEILLANCE CAMERAS

Students are duly informed their behavior on school property and/or adjacent property may be monitored by security cameras. This can be used for disciplinary proceedings.

The administration provides prior notice to staff, students and parents/guardians that electronic surveillance may occur on school property or in school vehicles. In addition, appropriate signs are posted in building entrances and at other locations deemed appropriate by the administration to inform visitors that electronic surveillance may occur on district property.

VISITORS TO THE SCHOOL

All parents and visitors are required to report directly to the school office immediately upon arrival. School-aged visitors are not usually permitted to attend school in company of a student.

The building should be entered through the front doors. Books, assignments, lunches, money, etc. should be left in the office where school personnel will deliver them to the student. At no time during the school day should these items be taken directly to a classroom. Parents who wish to visit the class room must call the school office to arrange a visitation time and day.

VOLUNTEERS

Who is required to have a background check?

The protection and well-being of the students enrolled in Hilliard City Schools is paramount. To that end, effective August 31, 2015, a background check and ID badge is required for all volunteers who may be left alone with students.

Where do I go for a background check?

The Hilliard City Schools Department of Human Resources has partnered with Background Investigation Bureau (BIB) to perform all background checks. Secure Volunteer is an easy to use online system created to help us

manage volunteer screening. Secure Volunteer is powered by Background Investigation Bureau, a nationally recognized screening firm founded in 1995. Just go to our district website and click on the Parent Tab. Then scroll down to parent information and you will see volunteer. Click on volunteer and follow the steps to submit your volunteer background check.

When will I be approved?
The background check process is electronic and takes about five minutes to complete and is a secure portal. Results are returned to the school district within a few days. You will receive notifications via email about status and approval. Once your results are returned with no disqualifying events, you will be put into our master database and receive a Secure Volunteer ID card from BIB that will be sent to your home address. You need to bring your ID card and a government issued photo ID to all volunteer events.

Is there a renewal policy?
Beginning in January of 2015, volunteers will be required to renew their badges every 3 years. A letter will be sent out to each volunteer when their badge expires. At that time, a new background check will be required and a new badge will need to be issued. The cost for the renewal badges will remain the same as a new badge.

Student Attendance Procedures

Achievement and attendance are highly related. As a result, attendance records become a significant factor in the promotion or retention of a student at the close of the school year. Students are expected to arrive at school by the time the tardy bell rings each day and every effort should be made to avoid early dismissal from school. Rules and regulations regarding excessive absenteeism and tardiness shall be enforced.

Students who are sent home or who are absent from school are not permitted to participate in extracurricular activities that may be taking place on the date of their absence.

Tardy/Early Dismissal

Students who arrive on time and attend the full school day will have a better chance to achieve. Any amount of time missed during the school day will be documented and will be tracked in accordance with State truancy regulations. Please review the "Truancy" section beginning on page 22 of this handbook.

Half-Day Absent

Elementary students who are absent for more than 90 minutes in a school day will receive a half-day absence.

Full-day Absent

Elementary students who fail to be present for the entire school day will receive a full-day absence.

- Students are expected to be in school, on time, every day. Occasionally, absence or tardiness cannot be avoided and may be excused if the student brings a note signed by his/her parent/guardian stating the reason. Ohio Administrative Code 3301-69-02 lists the following reasons for a medically excused absence:

    1) Personal Illness. The approving authority may require the certificate of a physician if he/she deems it advisable. Mental Health absences are included in Personal Illness.

    2) Illness in the family. The absence under this condition shall not apply to children under 14 years of age.

    3) Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.

    4) Emergency or set of circumstances which in the judgement of the Superintendent/designee constitutes good and sufficient cause of absence from school which may include but not be limited to absences due to documented medical appointments.

- Reasons for which students may be nonmedically excused include, but are not limited to*:*

    1) Serious illness or death of a relative. Absences arising from this condition are limited to 18 hours unless a reasonable cause for a longer time may be shown.

    2) Observance of religious holidays. Any child of any religious faith shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief. Intentional consideration of important religious holidays by our school staff reflects purposeful scheduling of classroom activities and of after-school programs. While conflict with a religious holiday may happen occasionally, it is our hope that school staff can be more deliberate with intended activities if information is readily available.

    3) Field trips or school activities. Absence as a result of an approved field trip or school-sanctioned activity or sponsored activity shall be an excused absence.

    4) Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status.

Student Attendance Procedures

5) Absences due to a student being homeless.

6) As determined by the Superintendent.

- Parents/Guardians must notify the school on the day a student is absent unless the office has been notified in advance of the absence. Lacking parental notification of an absence, the principal/designee will notify the parent of the student's absence by telephone or written notice on the same day the student is absent.
- Please report your child's absence in advance whenever possible using one of these convenient methods:
  - School Messenger App—Download School Messenger App on your device. Create your account with the email address specified in Home Access Center
  - go.schoolmessenger.com—Create your account with the email address specified in Home Access Center
  - Call the toll-free, interactive telephone system: 844-413-8801. Follow the instructions to report an absence.
- If a student is dismissed early for a doctor's appointment or for another valid reason, the parent/guardian must meet the child in the school office and sign him/her out before the child will be excused.
- Students who accompany their families on vacation of reasonable length shall not be considered truant. However, the principal's office and the student's teacher must be notified of such absence two weeks in advance. Make-up work will be provided if needed. Trips of more than 5 school days shall not be approved except in extraordinary circumstances as determined by the superintendent/designee. If a student is absent for family travel outside of the five (5) days of excused absences allowed by the District, he/she will be considered unexcused from school and subject to truancy regulations. The school district may be obligated to report the parent/guardian to the Franklin County Juvenile Court System and file lack of compliance with the compulsory education rules. Communication with the school and family is crucial and attempts can be made to design online or other opportunities when applicable.

SCHOOL RESPONSE TO STUDENT ABSENCES

Chronic absenteeism is missing 10% (18 days or 108 hours) of school in a year for any reason - excused or unexcused.

In support of positive attendance habits, school personnel will prioritize early intervention for students who exhibit warning signs for chronic absenteeism, or have a prior history of chronic absenteeism. Possible interventions may include:

- Communication with home
- Parent/Family meeting
- Development of Student Success Plan (SSP)
- Follow-up on prior SSP to determine next steps

Warning thresholds that may trigger school intervention may include:

- Missing 2 consecutive days with a history of chronic absenteeism
- Missing 2 days in a calendar month
- Reporting 2 mental health days
- Missing 4 days in a quarter, 6 days in a trimester, or 8 days in a semester

All students who have missed 11 days and beyond will be required to have documentation from a doctor or outside counselor/therapist required to excuse the absence. Documentation from medical professionals should reference specific dates of student absence to be excused. Otherwise, subsequent absences are marked as unexcused (pursuant to Board Policy JED).

Student Attendance Procedures

- **Truancy—What is House Bill 410?**

1) House Bill 410 was passed into law by the Ohio General Assembly in December 2016, and the most recent state guidelines were made in July 2017. This has changed the way school districts monitor student attendance across the state. Schools now must keep track of absences by "hours" as opposed to "days" missed.

2) Definitions:

   a) Habitually Truant—any student absent without legitimate excuse

   b) Excessively Absent—any student absent with or without legitimate excuse (includes official absences)

Threshold Table	Consecutive Hours	Hours in School Month	Hours in a School Year
Habitually Truant	30+ hours unexcused	42+ hours unexcused	72+ hours unexcused
Excessively Absent		38+ hours excused or unexcused	65+ hours excused or unexcused

3) If a student has exceeded one of the attendance thresholds for Habitually Truant, a letter will be sent home with the student and phone calls will be made to contact the student's parent/guardian to set up a meeting. The purpose of this required meeting will be to set up a meeting for the parent/guardian, student (when appropriate), and building staff to be a part of an Absence Intervention Team and meet to develop an Absence Intervention Plan. A plan will need to be developed to achieve "satisfactory" improvement in attendance, or truancy charges could be filed to the juvenile court.

4) If a student has exceeded one of the attendance thresholds for Excessively Absent, a letter will be sent home with the student and phone calls will be made to note the requirement for any additional absences to have a doctor's note to consider them excused.

STUDENT CONDUCT

DRESS CODE

The Board of Education and administration of the Hilliard City School district are committed to establishing and enforcing minimum dress and grooming guidelines, providing the following policies are observed. We wish to avoid dress and grooming styles that:

(1) divert the attention of the pupils from the primary function of the school, which is education, and
(2) create in the minds of pupils both in this and other communities a misleading image of the student body and school program.

The principal will make a final judgment on any mode of student dress that could be considered as not appropriate for school or school sponsored events. Students should avoid wearing clothing with profane, violent, suggestive, racially intimidating or offensive pictures and/or lettering. No clothing shall be permitted that advertises or bears the logo of alcohol, drug or tobacco products.

The policy of the school relative to the problem of dressing and grooming will be:

1. Counseling of the student
2. Communication with home
3. Opportunity to remedy the infraction and return to class
4. Disciplinary measures as appropriate for repeat offenders

All students and staff will be required to adhere to all local, state and federal health guidelines.

STUDENT CONDUCT (ZERO TOLERANCE)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students in the district must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student behavior.

Students and parents/guardians annually receive, at the beginning of the school year or upon entering during the year, information on rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the Code of Conduct, school personnel, students or parents/guardians should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and Local ordinances.

Discipline

If a student breaks a minor rule, he/she may be assigned detention. Parents/Guardians will be notified in advance of any after-school detentions so they may arrange for student transportation.

Most discipline problems at the elementary level will be handled as follows:

Step 1: Initial discipline problems handled by the teacher.

Step 2: If problems persist, teacher contacts parent/guardian for help.

Step 3: If parent/guardian and teacher are unsuccessful in changing behavior, student will be referred to principal.

Step 4: Principal talks with child and teacher, and contacts a parent/guardian either by phone, letter or both.

Step 5: If the misbehavior continues, the principal most ordinarily takes some form of punitive action that could include detention (before or after school), suspension, and, in severe instances, a recommendation to the Superintendent for expulsion. Any request for an appeal of a suspension or expulsion must be made in accordance with Board of Education Policy JGD and/or JGE. In-school suspensions are not appealable as no loss of school time or class credit is proposed as per Board of Education Policy JGD.

STUDENT MISCONDUCT

Hilliard City Schools works proactively in our classrooms to build a learning community for all students. Our goal is to develop good relationships and restore a sense of community in an increasingly disconnected world. The intention is to build community with students using high expectations and high support to maximize positive interactions and minimize negative interactions. The end result is utilizing developmentally appropriate strategies to allow for repairing relationships and helping students re-enter their school and classroom communities after an offense has occurred.

The following types of misconduct shall most ordinarily result in suspension, expulsion or removal:

1. The possession, use; arranging or attempting to purchase, offering to sell, or transmit; or being under the influence of any narcotic drug, hallucinogenic drug, intoxicant of any kind, or "look alike" drug.
2. Theft or damage or destruction of personal or school property, or possession of stolen or personal or school property, including copyrighted materials.
3. An act or threatened act of arson, initiating without cause a fire alarm, reporting of a fire, or reporting of an impending bomb or catastrophe.
4. Use, possession, and/or transmission of dangerous weapons, fireworks, or explosives.
5. Threaten act of physical violence with a dangerous weapon.
6. Gambling on school property.
7. Possession and/or transmission of pornographic materials.
8. Sexual contact, defined as any touching of an erogenous zone of another.
9. Sexual harassment, assaults, acts, or gestures directed toward students or other individuals.
10. Ethnic intimidation as defined in this handbook.
11. Disruption or interference with curricular or extracurricular activities.
12. Insubordination, including intentional interference with the teacher's conduction of the class, failure to obey a reasonable request, or failure to identify oneself to school personnel when requested.
13. Inciting to riot or to disrupt the operation of the school.
14. Non-Ethnic Intimidation/Harassment
    a. An act or threatened act of physical violence, including fighting, whereby the perpetrator causes, attempts to cause, or seriously threatens to cause physical harm to another while in the custody and control of the school or in the course of a school-related activity.
    b. Threat (only) of fight/intimidation/harassment.

STUDENT CONDUCT

15. Use of profane, vulgar, discriminatory, or other improper language.
16. Violation of special rules of conduct for school buses.
17. Violation of the smoking policy including smokeless tobacco products, alternative nicotine products, electronic cigarettes, personal vaporizers (e.g., JUUL) and electronic delivery systems.
18. Establishment and conduct of clubs and organizations without official approval.
19. Stealing and/or cheating on tests or other school assignments.
20. General misconduct and misbehavior, disrespect and/or inappropriate social behavior.
21. Publication, display and/or distribution of unauthorized materials.
22. Tardiness to class or school. *(Loss of privileges)*
23. Truancy and other unexcused absence from class or from school. *(Loss of privileges)*
24. Fraud or forgery of school or parental documents.
25. Inappropriate or bizarre attire or violation of rules as set forth in student handbooks.
26. Failure to accept discipline or punishment.
27. Disobedience or misconduct as elsewhere defined or violation of such other regulations as may be duly adopted by the Board.
28. Misuse of Technology/Computers.
29. Laser pointers are banned from school buildings, vehicles and on school property except for educational purposes.
30. Bullying: Repeated intimidation/harassing behavior.

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

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm onto school property, in a school vehicle or to any school-sponsored activity, that said student shall be expelled from school by the Superintendent for one calendar year and the appropriate criminal justice or juvenile delinquency authorities notified. The expulsion shall extend into the school year following the school year in which the incident occurred as needed.

A one-year expulsion may be reduced by the Superintendent on a case-by-case basis. Matters that might lead to a reduction in the expulsion period include: An incident involving a disabled student, which is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives onto school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above.

The Superintendent may establish a community service program to be performed in conjunction with, but not in place of, an expulsion imposed upon a student who brings a firearm or knife onto school property. The option of imposing community service in lieu of extending the expulsion into the following school year cannot be extended to a student who is expelled for doing so.

STUDENT CONDUCT

Students who wish to enroll in the Hilliard City Schools under Ohio Revised Code 3313.64 or 3313.65 but who have been expelled from another school district under Ohio Revised Code 3313.66, and the expulsion has not expired, may be offered an opportunity for a hearing with the Superintendent of the Hilliard City Schools.

The Superintendent may temporarily deny admission to the Hilliard City Schools until the expiration of the expulsion period.

SEARCHES/QUESTIONING

Building administrators/designees are permitted to search the person, school property, and personal property (purse, backpack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The Board also permits building administrators/designees to search any unattended bag for safety and identification purposes.

The cooperation of students in district investigations is critical to the district's efforts to maintain a safe school environment that is also free of discrimination and harassment. A student's silence or refusal to cooperate in a district investigation will be considered and may serve as a negative inference in any district investigation unless otherwise prohibited under the law.

DISPUTE RESOLUTION

We believe it is in the best interest of the child to have complaints or concerns resolved early and among those most directly affected. Parents/Guardians and teachers working together in a cooperative and supportive manner lead to the best solutions. With this belief in mind, the following procedure for resolving complaints is established:

1. Request an appointment with the teacher(s) or counselor to discuss the concern or complaint. It is reasonable to expect that discussion to occur promptly and at a mutually agreed upon time. At the end of the discussion, the teacher or counselor will provide an oral response. A written response may be requested and, if so, will be provided within three school days unless otherwise mutually agreed upon.

2. If the response at step one is considered unsatisfactory, the parent may refer the complaint to the building principal. Again, the parent/guardian may expect a prompt appointment to discuss the issue. The principal may request that the issue be presented in writing as well as orally. After a reasonable time to investigate the issue, the principal will provide the parent an oral response and, upon request, a written response.

3. Matters that remain unresolved at the building level may be referred to the Superintendent/designee, who may handle the complaint personally or refer it to the appropriate central office administrator. The concern may be discussed by phone or an appointment may be set to discuss the matter. The central office administrator will review the concern with the parent and, if necessary, with other involved parties. After this review the parent will receive a verbal or written response. That response will also be shared with other involved parties.

4. If the parent remains dissatisfied, the complaint and the relief sought may be addressed, in writing, to the President of the Board of Education. The Board President will review the complaint and determine whether the issue warrants review by the Board as a whole, referral to the Policy Review Committee, or no further action. Such determination and time frame of further review will be shared with all parties.

APPROPRIATE USE OF FORCE OR RESTRAINT

The district does not engage in practices prohibited by State law, including:

1. prone restraint;
2. any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:

- Involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
- Uses pressure point, pain compliance or joint manipulation techniques or
- Otherwise involves techniques that are used to unnecessarily cause pain.

3. corporal punishment;
4. child endangerment, as defined by Ohio Revised Code Section 2919.22;
5. deprivation of basic needs;
6. seclusion and restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10;
7. chemical restraint;
8. mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
9. aversive behavioral interventions or
10. seclusion in a locked room or area.

Restraint

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by ORC 3319.41.

Restraint may be used only:

- if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
- if the physical restraint does not interfere with the student's ability to breathe;
- if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and
- by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Seclusion

Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control.

Seclusion may be used only:

- if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
- for the minimum amount of time necessary to protect the student and others from physical harm;
- in a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student and
- under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student.

Repeated Dangerous Behaviors

The district conducts functional behavioral assessments for students who repeatedly engage in dangerous behavior that leads to instances of restraint and/or seclusion to identify students' needs and more

effective ways of addressing those needs. Behavioral intervention plans that incorporate appropriate positive behavioral interventions are created when necessary.

Data and Reporting

Each incident of restraint is immediately reported to the building administrator and the student's parent. Each incident of seclusion or restraint is documented in a written report, which is made available to the student's parent. The district maintains written reports of seclusion or restraint. These reports are educational records under the Family Education Rights and Privacy Act.

The district annually reports information concerning the use of restraint and seclusion to the Ohio Department of Education (ODE), as requested by ODE. If you wish to file a complaint, please contact the Director of Special Education at (614) 921-7000.

HARASSMENT

Students are responsible to treat each other with dignity and respect. Any type of disrespectful comments or actions directed toward other students, whether intentionally or unintentionally, which cause interference with the educational process and opportunities of the school will be considered harassment.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

The following may be considered examples of sexual harassment. Any of the following conduct could be, but not limited to these behaviors which represent a violation of the student code of conduct:

a. Unwanted hugs, touches, grabbing or brushing against another student.
b. Unwanted sexual advances or other sexual comments such as sexually oriented gestures, noises, remarks or comments about a person's sexuality.

Students who feel they are being harassed either sexually or otherwise are responsible for bringing this to the attention of a staff member or administrator. If the harassment continues, stronger disciplinary measures may be taken. Administrators will conduct investigations when a complaint is made.

HAZING AND BULLYING POLICY

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Physical Bullying

The repeated use of force toward a person's body or personal belongings. Examples include, but are

not limited to, hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, and damaging physical property.

Verbal Bullying
Repeatedly using negative and/or damaging words (including both spoken and written) toward or in regard to another person. Examples include, but are not limited to, negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake compliments and sexual orientation attacks.

Cyberbullying
Repeatedly using social media, email or electronic devices in a negative manner toward or in regard to another person. Examples include, but are not limited to, posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty emails and sending mean forwards.

The district educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The district includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, or electronic means, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the district shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other district employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering district employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

The Superintendent/designee will provide the Board President with a summary of all reported incidents and post the summary on the district's website, to the extent permitted by law. Bullying report forms are available on the district website.

The administration provides training on the district's hazing and bullying policy to district employees and volunteers who have direct contact with students. Additional training is provided to employees in violence and substance abuse prevention and positive youth development.

STUDENT CONDUCT

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

ETHNIC INTIMIDATION POLICY

The Board of Education of the Hilliard City School District recognizes that, in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, ethnicity, national origin, ancestry, citizenship status, religion, gender, sex (sexual orientation and/or gender identity), economic status, age, disability or military status, have the right to an education in an atmosphere free of all forms of disparagement and intimidation. The Board further recognizes that certain acts against persons or groups because of a person's or group's race, ethnicity, national origin, ancestry, citizenship status, religion, gender, sex (sexual orientation and/or gender identity) economic status, age, disability or military status, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools.

Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct. This policy of the Board of Education is subject to enforcement and/or disciplinary action:

- On any property owned, leased by, or under the control of the Board of Education, including vehicles used for the transportation of students.
- At any school-sponsored or sanctioned activity or event away from or within the district.

TITLE IX INFORMATION

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates Executive Director of Human Resources, 2140 Atlas Street, Columbus, Ohio 43228, (614) 921-7000, http://www.hilliardschools.org/contact-us/, to serve as the District's Title IX Coordinator.

NON-DISCRIMINATION POLICY

No student shall, on the basis of race, ethnicity, national origin, ancestry, citizenship status, religion, gender, sex (sexual orientation and/or gender identity), economic status, age, disability or military status, be denied the opportunity to participate in, or obtain the benefits of any educational program offered by the Hilliard City School District.

A copy of the procedure by which a student (or his/her parent) may formally lodge a complaint of discrimination is available in the school office, the school library, and the office of the Superintendent.

To be certain that all non-discrimination policies and procedures are administered properly, the Board of

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Education has appointed Executive Director of Human Resources, Roy Walker, to act as the District's compliance officer/civil rights coordinator of such policies and procedures. Concerns or questions may be directed to his office at 2140 Atlas Street, Columbus Ohio, 43228, telephone (614) 921-7000.

504 NON-DISCRIMINATION ON THE BASIS OF DISABILITY

Hilliard City Schools regularly reviews and updates its policies and procedures. In fact the district's 504 (Non-Discrimination on the Basis of Disability) policies and procedures have been updated and are available online at www.hilliardschools.org/departments/student-support-services/section-504-of-the-rehabilitation-act/. Hard copies are available at the district's Central Office and/or your child's school.

Grievances concerning any violation of this policy should be submitted in writing to Hilliard City Schools, Attn: Director of Student Well-Being, 2140 Atlas Street, Columbus, OH 43228 or by calling (614) 921-7000.

RIGHTS AND RESPONSIBILITIES

Student Rights

- To have a safe and suitable learning climate.
- To be given an education that meets individual needs.
- To be treated fairly.
- To be informed of rules and procedures, responsibilities, and rights.

Student Responsibilities

To be aware of the following rules and procedures set forth for all preschool and elementary school students.

Students are not permitted to:

- Hit, fight with, or pick on another student in the building, on the playground or school bus, or going to or from school.
- Use profane, vulgar, or otherwise unacceptable language.
- Throw or toss objects in the building or on school grounds, except during supervised games.
- Have or use baseballs on school grounds.
- Re-enter the building during outdoor recess without permission from a teacher or supervisor.
- Leave the building without permission from a teacher or supervisor.
- Stay indoors for health reasons during outdoor recess without written permission from home for occasional instances, or from a physician for extended periods.
- Wrestle, play tackle football, or other games involving tackling, "piling on," or knocking down other students.
- Play outside playground boundaries.
- Disrupt a class or otherwise interfere with any student's opportunity to learn.
- Commit an overt act of defiance or disrespect.
- Threaten or strike a teacher, supervisor, or other staff member.
- Leave school premises for lunch without written permission from home and with a supervising adult.
- Leave the building or grounds without official permission from the office.
- Go home after school by other than the routine method or way without written permission from home and the school office.
- Violate classroom rules established by specific teachers during the course of the year.
- Be in areas other than those designated, at any time.
- Steal or destroy personal or school property.
- Violate "No Trespassing" rule at district ponds.

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Students are expected to:

- Be knowledgeable of individual building and classroom rules and procedures.
- Be knowledgeable of and conform to the adopted dress code.
- Obey the rules.
- Learn from experience and improve when behavior is not what is expected.

Parent Rights

- To be informed of the rules and procedures.
- To be informed of repeated incidents involving their child.

Parent Responsibilities

- To be knowledgeable of the rules and procedures.
- To send their child to school in the best possible physical and mental condition with proper rest and nutrition.
- To support the teacher.
- To obtain from the teacher clarification of facts surrounding correction of a discipline problem.
- To share with the teacher home situations which may affect or change the child's behavior.
- To provide updated telephone numbers where a parent can be reached during school hours.
- To provide necessary supplies.
- To attend scheduled parent/teacher conferences.
- To keep their child away from district ponds.

Staff Rights

- To expect a standard of discipline from students that promotes learning.
- To not be threatened or endangered by physical harm.
- To expect cooperation and concern from parents.

Staff Responsibilities

- To supervise students in a professional manner.
- To review with students the rules and regulations of the school.
- To inform students of classroom behavior expectations.
- To inform parents of habitual student misconduct.
- To inform the principal of serious misbehavior and habitual misconduct.
- To cooperate with school personnel.
- To be organized and prepared.
- To maintain discipline and administer punishment when necessary.

Administrator Rights

- To expect parents, students, and teachers to be adequately informed of policies, procedures, and regulations of the school district and individual school buildings.
- To expect parents and teachers to be supportive of administrative efforts to enforce discipline policies.
- To expect staff to conform to and support Board of Education decisions and policies, and individual building administrative regulations.

Administrator Responsibilities

- To carry out Board policy as it relates to discipline and to disciplinary procedures.
- To develop with the staff specific regulations for his/her individual school.
- To inform the school, community, teachers, students, and parents about the various rules regarding student behavior at his/her school.
- To provide leadership in maintaining the best school environment for learning.

- To work with individual teachers when problems arise but only after a teacher has made a conscientious effort to solve the problem.
- To deal with extreme or unusual misconduct.
- To use available resources within the school, such as school counselors and psychologists, to assist in solving problems.
- To refer problems that may require the attention of outside agencies.
- To notify and work closely with parents and teachers on individual pupil problems.
- To record problems referred by teachers or staff and inform them of action taken.
- To support staff members in establishing and maintaining adequate pupil control.
- To safeguard due process procedures for all parties.

SCHOOL BUS SAFETY

School bus drivers carry a heavy burden of responsibility for the lives of the boys and girls who are their passengers. They must give full attention to driving while students are in transit. In order to do this, the following rules must be followed by the students:

- Railroad crossings: students should not talk when the bus is approaching a railroad crossing or highway intersection.
- Seats: drivers will assign seats and have a seating chart with them. Students must remain in their assigned seats.
- Windows: students should keep head, books, and miscellaneous objects inside the bus, never outside the windows. Windows are to be opened only with approval of the driver.
- Eating: students may not eat on the bus. Exceptions may be made only with approval of the superintendent/designee.
- Conversation: students may talk quietly. No yelling is permitted inside the bus or out windows.
- Bus stops: students should wait until the bus stops and the driver gives the signal for crossing when boarding or leaving the bus.
- Crossing: students should cross only in front of the bus, and about ten feet in front of the bus.
- Time: students should be on time at designated pickups in the mornings and when school is dismissed.
- Carry-on-items: items generally too large to fit under a passenger seat will not be permitted on the bus if, in the judgement of the driver, such objects would interfere with safe bus operation.
- Littering is not permitted on or from the bus.
- Unauthorized passengers shall not be transported on a school bus. “Unauthorized” refers to non-school children and/or adults not approved by the principal or superintendent.
- Unauthorized entering or leaving – students may not enter or leave a bus at other than their regular stop unless written permission is given by parents and approved by the principal. Students must remain on the bus from the time of boarding until arriving at the approved place of departure.
- Animals are not permitted on the school bus.

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STUDENT DRUG, TOBACCO & ALCOHOL POLICY

Definitions: For purposes of these policies and regulations, the following definitions shall apply:

Alcohol: Any liquor, wine, beer, or other beverage containing intoxicating substances.

Alternative Nicotine Products: An electronic cigarette or any other product, device, or parts and pieces thereof, that consists of or contains nicotine that can be ingested into the body by any means, including but not limited to chewing, smoking, absorbing, dissolving or inhaling.

Drugs: Any drug, including illegal drugs, narcotics, hallucinogens, cocaine, amphetamines, steroids, barbiturates, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, counterfeit (look-alike) substances, and clove cigarettes.

Drug Paraphernalia: Equipment, apparatus, or parts and pieces thereof, designed for or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, including, but not limited to, pipes, roach clips, syringes, hypodermic needles, and cocaine spoons or kits.

Electronic Cigarette—any electronic product, device, or parts and pieces thereof, that produces a va por that delivers nicotine or any other substance to the person inhaling from the device to simulate smoking and is likely to be offered to or purchased by consumers as an electronic cigarette, electronic cigar, electronic cigarillo or electronic pipe.

Tobacco: Any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, or parts and pieces thereof, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

Under the Influence: Manifesting signs of substance abuse, such as staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep or dozing, memory loss, abusive language, or any other behavior or physical appearance normal for the particular student (determination by school authorities as to what constitutes “under the influence” is distinct and separate from any such determination by the courts).

Distributing: Making available to or passing on to another individual, even if not for profit or trade any alcohol, drug or tobacco products.

Extra-Curricular: Extra-curricular activities are those activities sponsored by, supported by, and identified by the Board and are an extension of the “normal” school day. Activities included are: all athletics, instruments and choral groups, student council, drama, cheerleading, all school clubs, school-sponsored and board-approved trips, and National Honor Society. (Because of the rules of the National Honor Society organization, the student’s membership can be retained, but his/her participation will cease). This list is not all-inclusive. Students must agree to adhere to any additional rules established by the advisor/coach of the activity in which the student participates.

One Calendar Year: One calendar year is defined as 365 days from the date of the infraction.

Leadership Position: Any elected or appointed office in a school recognized sport, club or activity.

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Policy Statement
It is the Board of Education's primary concern that educational, co-curricular and extracurricular programs for all students proceed in an orderly and non-disruptive manner. Sale, use, or possession of drugs, counterfeit drugs, alcohol, or tobacco by students is an obstacle to this objective and interferes with the rights of students to receive quality academic instruction.

District is committed to working cooperatively with student and family to help provide beneficial alternatives. Information will be available about drug and alcohol counseling and rehabilitation and re-entry programs for students. Such District resources as student groups, parent groups, school psychologists, student assistance coordinator, core team and special transitional programs are to be encouraged, made available, and recommended. Students and parents will also be given information about outside agencies and encouraged to take advantage of their services and programs. Parents and students will be given a copy of the standards of conduct and the statement of disciplinary sanctions through Parent/Student Handbooks. Compliance with these standards of conduct is mandatory for students.

Hilliard students shall not possess, use, sell, give or otherwise transmit, or be under the influence of any drug or alcohol. They shall not possess or bring on school property tobacco products, matches, lighters, or other paraphernalia normally associated with tobacco use. Tobacco use by students is prohibited in school buildings, in school vehicles, and on school grounds, at all times. Any type of drug paraphernalia is prohibited in school buildings, in school vehicles, and on school grounds. The Board prohibits the use or possession of alternative nicotine products and electronic cigarettes, personal vaporizers (e.g., JUUL) and electronic nicotine delivery systems by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District. All items will be subject to confiscation.

This policy is subject to enforcement and/or disciplinary action:

1. On property owned, leased by, or under control of the Board, including vehicles for transporting students.
2. On any public or private property during scheduled school hours including recess, lunch and class changes.
3. At any school-sponsored or sanctioned activity or event away from or within the District.

Actions set forth below will be considered normal disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies and regulations of the Board.

Students who voluntarily request assistance or counseling/self referral in situations where no offense, as specified below, has been detected, will not be subject to disciplinary action based on information divulged.

Where an offense has been detected, violations of school policy will not be excused because the student has requested counseling.

STUDENT DRUG, TOBACCO & ALCOHOL REGULATION

Offenses and Disciplinary Action

Selling or Distributing Any Quantity of Drugs and/or Alcohol

1. First offense:
    A. Parent(s) will be notified immediately.

A. The police shall be notified.
B. Consultation with the parent(s) and student emphasizing available counseling services for drug assessment will be conducted.
C. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
D. The student will be suspended out of school for ten (10) days and *may* be recommended for expulsion.
E. Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.

2. Second and subsequent offenses:
   A. Parent(s) will be notified immediately.
   B. The police shall be notified.
   C. Consultation with parent(s) and the student emphasizing available counseling services for drug assessment will be conducted.
   D. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
   E. The student will be suspended out of school for ten (10) days and will be recommended for expulsion.
   F. Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.

Possession and/or Use of Drugs and/or Alcohol

1. First offense:
   A. Parent(s) will be notified immediately.
   B. The police shall be notified.
   C. Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted. Following the consultation, parents and student must agree to one of the following options:
      1) The student shall be suspended out of school for ten (10) days—OR—
      2) The student will be suspended out of school for a minimum of eight (8) days if the student and parents ask for and receive an assessment in a certified drug/alcohol counseling program within 10 calendar days. A written copy from the assessment must be sent to the school officials including the findings of the evaluation and the student agrees to carry out the recommendations—OR—
      3) The student will be suspended out of school for five (5) days if they complete all of the assessment requirements in C.2. above and the student and parents must agree to complete, within thirty (30) calendar days, a minimum of nine (9) hours, by the student, of alcohol and drug education as agreed to by school officials. A written proof of attendance is required to be sent to the school officials. A written copy from the assessment must be sent to the school officials including the findings of the evaluation and the student agrees to carry out the recommendations.
   D. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
   E. Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.

   Failure to complete the suspension Reduction program in a reasonable amount of time will result in the student serving the remainder of the 10-day out of school suspension.

2. Second and subsequent offenses:
    A. Parent(s) will be notified immediately.
    B. The police shall be notified.
    C. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
    D. Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted.
    E. Parking privileges will be removed for one calendar year (365 days), where applicable.
    F. The student will be suspended out of school for ten (10) days and may be recommended for expulsion.

Possession of Drug Paraphernalia

When the student is found in possession of drug paraphernalia:

1. First offense:
    A. Parent(s) will be notified immediately.
    B. The item(s) will be confiscated.
    C. The student will be assigned out of school suspension.
    D. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).

2. Second offense:
    A. Parent(s) will be notified immediately.
    B. Items will be confiscated.
    C. The student will be assigned an out of school suspension and/or expulsion.
    D. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

3. Third and subsequent offenses:
    A. Parent(s) will be notified immediately.
    B. The item(s) will be confiscated.
    C. The student will be assigned an out of school suspension and/or expulsion.
    D. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

Possession, Distribution and/or Use of Tobacco, Matches, Lighters, or Other Paraphernalia

Possession/Distribution/Use of Tobacco

1. First offense:
    A. Three (3) days out of school suspension. If student chooses to enroll in a smoking cessation program coordinated by the principal/designee, out of school suspension will be reduced to two (2) days.
    B. The student forfeits his/her privilege to any leadership positions for one calendar year (365 days).

2. Second offense:
    A. Five (5) days out of school suspension.
    B. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

3. Third offense:
    A. Ten (10) days out of school suspension.

Possession/Distribution/Use of Matches, Lighter, Paraphernalia

1. First offense:
    A. Three (3) days time-out room or two (2) days out of school suspension.
    B. The student forfeits his/her privilege to any leadership positions for one calendar year (365 days).

2. Second offense:
    A. Three (3) days out of school suspension.
    B. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

3. Third offense:
    A. Five (5) days out of school suspension.
    B. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

4. Fourth offense:
    A. Ten (10) days out of school suspension.
    B. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

City of Hilliard Diversion Program

Consequences may be reduced, at the discretion of the administrator, when a student has been referred to and accepted into the City of Hilliard Youth Diversion Program for the same conduct that is the subject of discipline and the parents/guardians and student have agreed that the student will participate in the Diversion Program.

Follow-Up Services

Upon return from residential or outpatient treatment, the following support services will be provided.

1. Student, parent(s), student assistance coordinator, counselor and administrator (when available) may have a readmission conference to develop educational plans.
2. It will be recommended to parents that they attend parent support group meeting(s) and/or counseling,

Due Process Procedures

A participant suspected of violating any of the above-mentioned regulations will be afforded the rights of students being considered for suspension or expulsion from school under the District's Code of Student Conduct if removal from a curricular activity for 24 hours or more is contemplated.

Costs

All costs for any rehabilitation program or counseling for a tobacco, alcohol or drug problem under these regulations shall be the responsibility of the student.

Relationship of These Policies and Regulations to the District's Code of Student Conduct

These policies and regulations supplement the District's Code of Student Conduct and are administered independently of that code. A violation of these regulations may also independently violate the Code of Student

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Conduct and result in suspension or expulsion from school or removal from curricular or extracurricular activity under the provisions of that code in addition to any disciplinary penalty that may be called for under those regulations.

TECHNOLOGY USE AND MISUSE

Technology can greatly enhance the instructional program, as well as the efficiency of the district. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the district network or online services support learning and enhance instruction, as well as assist the administration. Computer networks allow people to interact with many computers; the internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

- Violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy.
- Using profanity, obscenity or other language that may be offensive to another user.
- Reposting (forwarding) personal communication without the author's prior consent.
- Copying commercial software in violation of copyright law.
- Using the network for financial gain, for commercial activity or for any illegal activity; and accessing and/or viewing inappropriate material.
- Using software or websites intended to circumvent the district's web filtering system.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the district can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or do not follow the rules and regulations established.

Along with monitoring the online activities of minors, the district will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Cybersecurity threats have the potential to severely impact the educational use of technology. To that end, students shall always act in good faith when using district technology accounts, devices and services. Failure to do so may result in disciplinary action.

Students engaging in any of the above behaviors are subject to severe penalties including:

- Denial of access to computer and network equipment and resources
- Verbal or written reprimand
- Detention
- Suspension
- Expulsion
- Criminal charges

Student Conduct

Acceptable Use of District-Assigned iPad

The use of the Hilliard City School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by HCSD is not transferrable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the District. This policy, in accordance with Board Policy EDE-Computer/Online Services and EDE-R-Computer/Online Services (Acceptable Use and Internet Safety), is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Hilliard City School District's Student Code of Conduct shall be applied to student infractions.

Students may not jailbreak, modify, or in any other way tamper with the iPad's operating system (iOS). Removing any or all installed Profiles is strictly forbidden.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost. An iPad that is stolen must be reported immediately to the main office. The administration, technology department, and the appropriate law enforcement agency will conduct a full investigation and report.

Protecting and Storing your iPad

Student iPads will be labeled in the manner specified by the school. iPads can be identified based on serial number. Do not remove your iPad's identifying labels or markings. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed.

Cost to Repair or Replace your iPad

Hilliard City School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the student/parent. Therefore, we have set the following guidelines in place.

If you experience any technical problems, take your iPad to the Student Helpdesk in the Media Center. If it cannot be fixed at that time, a loaner iPad may be issued to you (if available). All iPad policy agreements remain in effect for the loaner iPad. If your iPad is stolen or damaged by another party, please report it to the office immediately. Your claim will be investigated further by the school district and/or the appropriate law enforcement agency.

If the student is involved in the iPad take home program, accidental damage causing the iPad to be unusable is the responsibility of the parent/guardian unless they have paid for the Technology Protection Plan.

Protecting Your Data and Files

It is recommended that students regularly back up data to the cloud storage provided by the school. Syncing your device and/or backing up your device regularly will allow the restoration of all data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

Do not expect that files stored on your iPad will be private. HCSD officials may review your files and communications at any time to ensure you are using the iPad appropriately.

Students are responsible for the appropriateness of all files, data, and internet history on their iPad and/or under their account. Do not take photos or video of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or

person is strictly forbidden. Do not access another individual's materials, information, or files without permission.

ACCEPTABLE USE OF TECHNOLOGY

Statement of Purpose
As part of 21st century learning, the Hilliard City School District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. All school internet use is filtered.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in the schools of Hilliard City School District:

Terms of Agreement
Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
2. I promise never to use any form of electronic communication* to harass, frighten, or bully anyone.
3. I promise to use the computer and the Internet for schoolwork only.
4. I promise not to share my passwords.
5. I promise not to view, send or display inappropriate messages or pictures.
6. I promise to tell an adult if I read or see something on the computer that is inappropriate or makes me feel uncomfortable.
7. I promise to obey copyright laws.
8. If I use a personal email account at school, I promise to use it only for educational purposes.
9. I promise to only use my own files or my own folder on the student server and I will not purposefully attempt to destroy or modify other users' data.
10. I promise I will not download software without permission of an adult.
11. I promise I will not attempt to access the district's non-student systems, such as the Student Information System.
12. I promise I will not use the Network in any way that would disrupt the operation of the operation of the network; intentionally abuse the software and/or hardware; extensively using the Network for noncurriculum-related purposes exceeding this policy.

"Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, pager, iPods or other mp3 or audio-video players and cameras.

CELL PHONES AND ELECTRONIC DEVICES
Personal cell phones and other electronic devices may be used in educational spaces (classrooms, common areas, and/or school buses) for their technological advantages under the supervision and guidance of the instructor as it pertains to the lesson being taught. Students may be asked to secure cell phones in back packs when not being used under the supervision of an instructor. The school district is not responsible for the loss or damage of cell phones or personal electronic devices if parents elect to have their child bring one to school.

Any phone or electronic device will be subject to confiscation if it creates a disruption to the academic environment. A student using an electronic device which creates a disruption or refusing to follow a reasonable request from a staff member pertaining to the phone or device may be subject to disciplinary action. Staff will

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be the final judge of the appropriateness of their use. Using a cellular phone or an electronic device to film/record/take pictures of any student or staff member is prohibited.

SEXTING, TEXTING AND EMAILING

In accordance with House Bill 1 and Ohio Revised Code 2907.323, the possessing, taking, disseminating, receiving, keeping or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, by electronic data transfers does constitute a crime under state and/or federal law. Any person involved in any of the above can be punished under the code of conduct and may be reported to the appropriate law enforcement agencies. Students and families should be aware of these guidelines as legal charges and/or convictions do constitute some long lasting penalties. For additional clarification, please refer to the state and federal laws mentioned above.

Academic Information

CONFERENCES

Parent/Teacher Conferences are held twice a year (usually fall and winter), but parents/guardians are invited to contact their child's teacher at any point if they have concerns about their child's progress.

ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) NOTIFICATION

As a parent of a student in the Hilliard City School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Specifically, you have the right to know whether your child's teacher has been licensed or certified by the Ohio Department of Education for the grades and/or subjects he or she teaches or if the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances. You also can request such information as the teacher's college major whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees. You may also ask if any teachers' aides or similar paraprofessionals who provide services to your child have the proper qualifications. The Director of Human Resources is your contact for information.

GIFTED NOTIFICATION

The Hilliard City School District accepts referrals for potentially gifted students from parents, teachers, qualified professionals, and members of the community, as well as from students who self-refer. In addition, existing data from a wide variety of sources are examined in an effort to locate students who can be identified without further assessment, as well as those for whom additional data are needed. The data review and referral processes are created to ensure the work and behavioral characteristics of all students are reviewed and considered in a fair and equitable manner. Further information is available from the Gifted Services Department, your building principal or designee, and the Hilliard City Schools website.

PROGRESS REPORTS

Elementary progress reports (report cards) give parents information about the curriculum and their student's performance levels. Instead of having a line with a subject name and grade, learning goals and progress levels are listed for each subject.

Progress reports indicate if students are meeting grade level expectations, exceeding grade level expectations or not meeting grade level expectations.

Progress reports are provided every 12 weeks. Interim reports are sent to parents if the student is encountering academic difficulties at the midpoint of each marking period.

Academic Information

Grades K-5

BEGINNING (1)	DEVELOPING (2)	ACHIEVING (3)	EXTENDING (4)
Emerging awareness of concept/skills.	Progressing toward understanding concepts/ skills with assistance from teachers, peers, and/or parents.	Demonstrating grade-level understanding while achieving independence.	Applying concepts/skills independently and/or utilizing them in innovative ways consistently exceeding basic grade-level expectations.

PROMOTION AND RETENTION OF STUDENTS GRADES K-12

The promotion of each student is determined individually. The decision to promote a student or to retain a student in a grade is made on the basis of the following factors. The teachers takes into consideration: reading level, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Guidelines may include the following elements:

- A student receiving passing grades in the core courses is promoted.
- A student having failing grades in the core courses at the end of each year is evaluated by the teachers, school counselor and principal for placement.
- No conditional promotions are permitted
- A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
- No student having passing grades, "D" or above, throughout the year is failed.
- No student should be retained more than twice in the elementary grades.
- Documentary and anecdotal evidence should be available to justify retention.
- A student with failing grades during any academic term may be provided with intervention services.

SPECIAL PROGRAMS AND RELATED SERVICES

Hilliard City Schools offers a variety of services to students and parents. Please ask your building principal for more information.

The Individuals with Disabilities Education Improvement Act (IDEIA) requires states to establish procedures to assure, "that to the maximum extent appropriate," students with disabilities are educated with children who are not disabled. Programs serving children with learning challenges as well as those with speech/language and other related services needs are available in nearly all buildings. Programs for children with multiple disabilities and for those with emotional/behavioral needs are available in selected buildings.

A. Collaboration/Consultation Services – Regular Education Classes
Collaboration/consultation services focus on special educators and general educators working together to best meet the needs of students with disabilities as well as children who may be "at risk". Each building operates Intervention Assistance Teams to promote cooperative teacher planning, to individualize learning experiences and to effectively integrate resources which would positively impact the child's educational program.

Academic Information

B. Supplemental Services Teacher
The supplemental services teachers provide to classroom teachers supplemental aids and services necessary to enable a student with a disability to receive an appropriate education in the regular classroom environment.

C. Individual/Small Group
The Individual/Small Group Instruction program provides students with disabilities with support that helps to increase their opportunity to benefit from regular class placement. This is supplemental instruction which focuses on assisting students in becoming independent in the "process" of learning through the use of compensatory strategies, intervention support, and study/organizational techniques.

D. Special Class/Resource Room
The Special Class/Resource Room serves children whose disabilities require a special education program on a part-time basis. Continued participation in the child's regular class activities is encouraged. The Resource Rooms offer an alternative curriculum which provides a student with a disability with a personalized option that is not offered in the general education program.

E. Separate Facility
Separate facilities are, typically, schools outside of the district that are designed specifically for students with disabilities.

F. Home Instruction
Home instruction is an individualized education program provided at home to a child with a disability which prevents the child from attending a regular or special program even with the aid of special transportation.

G. Institutions and Hospitals.

H. Related Services
Related Services are support services need to allow children with disabilities to benefit from special education. These include:

- Adapted physical education services
- Attendant services
- Occupational therapy services
- Physical therapy services
- Speech and language services
- Aide services
- Audiological services
- Interpreter services
- Orientation & mobility services
- School psychological services
- Transportation
- Work-study services
- Counseling services
- Nursing services
- Special Olympics

PS 37-02-J (RULE REFERENCE)
The most recent written compliance report will be posted next to our program's license in the main office.

HCSD PRESCHOOL PHILOSOPHY & GUIDELINES ON BEHAVIOR & DISCIPLINE
The HCSD Preschool provides appropriate and behavior interventions for all preschool students.

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

Each classroom institutes a "positive" behavioral intervention plan specific to the needs of the students. Parents are informed of incentive programs practiced in their child's classroom. Parents are provided updated behavioral information through the child's school-to-home notebook, phone calls, face-to-face conferences and/or e-mail.

Academic Information

Children who are unsuccessful with the classroom behavior management plan may have an intervention based behavior plan. In the event the student continues to struggle with the intervention based behavior plan and does not respond to redirection or becomes a threat to himself/herself and/or others, the student may be brought to the principal's office with the opportunity to "calm down" and then process why he/she is having difficulty with classroom or school rules. The principal uses a timer (anywhere from 2-10 minutes) to give the preschool student an opportunity to regroup before returning to the classroom.

If the student is unable to return to the classroom (or if it is unsafe to do so), the principal may contact the parent by phone to secure input or suggestions for safe interventions. After parental contact, if the student is still unable to return to the classroom, the student may remain in principal's office until the end of the school day.

If the student is a bus rider and is in such distress that he/she cannot safely ride the bus, the principal reserves the right to contact the parent to pick the child up at school.

When a preschool student continues to have significant difficulties with success within the classroom "positive" intervention plan, the preschool psychologist may involve the parent and appropriate staff to design a specific written behavior plan for that child. This plan is reviewed and agreed upon by all parties in writing and reviewed regularly through the school year to monitor its effectiveness.

Each preschool day is considered a new start for each child. Our staff is committed to help all students feel positive about themselves and safe within the preschool environment.

Licensure Rule 3301-37-10 (Behavior Management/Discipline) requires that all early childhood centers include methods of discipline that apply to all persons on the premises and shall be restricted in the following plan.

These rules have been implemented in our preschool behavior management/discipline philosophy & guidelines and are part of the building's "positive" intervention plan for all preschool students. All parents and staff members receive a copy of the discipline policy.

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.

2) No discipline shall be delegated to any other child.

3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

5) No child shall be subjected to profane language, threats, or derogatory remarks about himself or his family, or other verbal abuse.

6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

7) Techniques of discipline shall not humiliate, shame or frighten a child.

8) Discipline shall not include withholding food, rest, or toilet use.

9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.

10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

PS 37-03-F (RULE REFERENCE)

1) Filing a Complaint: All complaints and reports concerning the operation of programs regulated by the chapter of the Administrative Code and sections 3301.52 to 3301.59 of the Revised Code, may be reported to the department ombudsman (614/644-6338).

2) Copies of the inspection report are available from the Office of Early Childhood Education (Central Region – 25 S. Front St., Mail Stop 305 – Columbus, Ohio 43215 – 614/466-0224) upon request.

PRESCHOOL MEDICAL AND IMMUNIZATION REQUIREMENTS

5104.014

1) The parent shall provide, prior to the date of admission or not later than thirty days after date of admission, and ANNUALLY (yearly) from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program.

    a) For children younger than three years or older at the time of admission, the examination shall occur within six months prior to the date of admission.

    b) For children three years or older at the time of admission, the examination shall occur within 12 months prior to the date of admission.

    c) A complete and updated immunization record as required by section 5104.014 of the Revised Code, which record shall include immunizations required by section 5104.014 of the Revised Code and the Ohio Department of Health.

    d) For children who are eligible for special education services via an IEP, a vision report completed by a vision specialist is required within 90 days of admission to the preschool program.

- Parents are notified by written notification from the school nurse prior to the expiration of the preschool students' medical form. Written information is provided sharing low cost or fee-free clinics**.**

PS 37 11 B (RULE REFERENCE) MANAGEMENT OF COMMUNICABLE DISEASES IN THE PRESCHOOL

The following precautions shall be taken for children suspected of having a communicable disease: the preschool shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

A child with any of the following signs or symptoms of illness shall be immediately isolated and sent home to his parent or guardian:

- Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound

- Difficult or rapid breathing (not resolved by a respiratory treatment if one is ordered)
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 F or greater
- Untreated infected skin patch(es)
- Unusually dark urine and/or grey or white stool
- Stiff neck
- Evidence of untreated parasitic infestation (lice or scabies)

A child with any of the following signs or symptoms of illness shall be isolated from other children. Decisions regarding whether the child should be sent home immediately or at some other time during the day shall be determined by the principal or school nurse and the parent or guardian:

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting

Signs of possible illness for which the staff will observe the child closely for additional signs of symptoms requiring isolation:

- Earache
- Headache
- Fussiness
- Runny nose
- Mild cough
- Irritable, crying, unusual behavior

If your child is sent home with a fever, diarrhea or vomiting, he/she must be symptom free without medication for 24 hours before returning to preschool.