Chillicothe Primary School

Preschool - 1st Grade

Student Handbook

2026-2027

CPS Families,

As we embark on another exciting academic year at Chillicothe Primary, I am delighted to introduce the updated edition of the Primary Student handbook. This handbook serves as a comprehensive guide outlining our school's policies, procedures, and expectations to ensure a safe, nurturing, and productive learning environment for all students.

We encourage you to review this handbook thoroughly with your child and keep it handy for reference throughout the school year. By familiarizing yourself with its contents, you will play an essential role in supporting your child's academic success and contributing to our shared goal of fostering a positive and enriching educational experience.

If you have any questions or require further clarification on any aspect of the handbooks, please do not hesitate to contact the Chillicothe Primary office. Our dedicated staff members are here to assist you to ensure that your child's educational journey at Chillicothe Primary is both rewarding and fulfilling.

Thank you for your continued partnership and commitment to our school. Together, we can empower our students to thrive academically and personally. Let's do our best to make CPS a great place for students to learn, lead, and grow!

Respectfully,

Dustin England
CPS Principal
dustin.england@ccsd.us

Dear Chillicothe STEM Preschool Families,

We would like to take this opportunity to welcome you and your child to the 2026-2027 school year, and to the Chillicothe STEM Preschool! Attending preschool is an exciting milestone in your child's life, beginning a journey that will lead him/her on many roads of discovery and learning. At Chillicothe STEM Preschool, we believe it is our job to nurture the learner in every child by providing a caring and compassionate staff committed to the highest quality education for all of our students, giving children extraordinary opportunities to observe and understand the world all around.

<u>At the center of that commitment are the following core values:</u>

- Caring and Compassionate Educational Setting.
    - A supportive staff including: social worker, occupational therapist, speech/language pathologist, physical therapist, intervention specialists, and more.
- Experiential Learning Opportunities
    - Expeditions to local activities and events, and engaging times of new experiences within the school setting.
- Innovative STEM & Literacy Focused Curriculum
    - Creative lessons that involve student-driven ideas, facilitated through hands-on learning that fosters imagination in the classroom and in life.
- Parent/Guardian and Family Involvement
    - Encouraging family participation in the school setting is essential to student success.

Our students will receive an enriched STEM academic experience - STEM-focused learning asks students to use problem-solving skills that will foster confidence and outside-of-the-box thinking. It is this creative new way of thinking that will allow your child to thrive in his/her academic experience as they progress through the Chillicothe STEM Preschool and beyond!

Sincerely,

Mrs. Sarah Hawthorne, aka "Ms. Sarah"
Chillicothe City Schools Preschool, Principal

K-1

Attendance Policy	6
Medical Statements	7
Mandated Juvenile Court Attendance Procedures	7
Absences May Impact Promotion	7
Rights & Responsibilities	9
Guidelines for Dress	9
Rules & Regulations for the Behavior & Discipline of Students	10
Definitions & Disciplinary Actions	13
Administrative Removal From School	14
Liability of Parents for Student Misconduct	16
Search & Seizure	16
Searches of Student Property by Police	16
Security Digital Video Recordings	16
Student Interviews	17
Accidents	17
Assemblies & Other Special Events	17
Bicycles	17
Birthdays	17
Bus Transportation	17
Cafeteria	19
Children's Services & Other Agencies	19
Classroom Observations	19
Classroom Rules	19
Communicable Diseases & Pets	20
Counseling	20
Custody Records	20
Dangerous Weapons	20
Emergency Procedures	20
Emergency School Closings or Delays	21
Entrance & Immunization Requirements	21
Field Trips	21
Gifted Program	21
Grading Policies & Procedures	22
Head Lice	22
Homework	23
Lost & Found	23
Make Up Work	23
Medication	23
Open Enrollment	24
Parent-Teacher Communication	24
Parent Advisory	24
Personal Property	24

Pets at School 24
Release of Student Photos, Media Interviews 24
Recess 25
Room Parents 25
School Hours 25
School Records 25
Special Classes & Services 25
Student Health Concerns 26
Multi-Tiered Systems of Support (MTSS) 26
Supplies 26
Take Your Child to Work Day 26
Telephone Use 26
TITLE VI & TITLE IX, Anti-Discrimination 26
Visitors 27
Volunteers 27

Preschool

Preschool Principal Welcome Letter 4
Our Philosophy 28
Program Enrollment & Details 29
Transportation Policies 31
Medical Procedures 31
Program Academics & Assessment 33
Program Expectations & Rules 34
Special Education 35
School Safety 36

KINDERGARTEN AND 1st GRADE

Attendance Policies

Philosophy: The Chillicothe Schools have a commitment to provide a formal quality education to its students. To achieve this goal, students must consistently be in attendance at school.

All students are expected to be in all classes. Attendance and promptness to class is the responsibility of each student and his/her parents or guardian. Attending classes and being on time allows the student to benefit from the school's program in addition to developing habits of punctuality, self-discipline, and meeting responsibilities.

Students must attend school regularly if they are to derive maximum benefits from the educational process such as: class discussion, group activities, dialogue between student and teacher, lectures, quizzes, tests, examinations, films, guest speakers, special instructions, & individualized assistance.

Teachers have a commitment to provide classroom instruction which will be dynamic, productive, creative, and instructive. Without consistent, timely student attendance, it is extremely difficult, if not impossible, for teachers to meet these educational goals. Continuity in the learning process is seriously disrupted through a student's excessive absences. Make-up work is not a good substitute for classroom attendance.

Generally, students who have good attendance have demonstrated higher grades, enjoy school more, are better citizens and are more employable after leaving high school. The lack of good attendance usually causes students to achieve a level below their potential; these students frequently experience academic difficulty in school. Therefore, to ensure the highest level of student success, Chillicothe Schools will work cooperatively with parents and students to promote increased student attendance. This policy will be based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.

Compulsory Attendance: Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to school for the full time the school is in session. Such attendance must begin within the first week of the school term or within one week of the school term, or within one week of the date on which the child begins to reside in the district.

THE STATUTES GOVERNING SCHOOL ATTENDANCE ARE VERY SPECIFIC AND LEAVE LITTLE OPTION FOR SCHOOL AUTHORITIES TO EXCUSE CHILDREN FROM SCHOOL.

The Ohio Revised Code, Administrative Code 3301 classifies absences from school as EXCUSED or UNEXCUSED. The Ohio Revised Code identifies the following conditions as constituting reasons for excused absence from school:

1. Personal illness: The administrator may require the certificate of a physician if he/she deems advisable.
2. Illness in the family necessitating the child's presence. A written statement from a physician may be required.
3. Quarantine of home: Absence is limited to the length of quarantine as fixed by proper health officials.
4. Death of a relative: Absence is limited to a period of three days unless a reasonable cause may be shown.
5. Medical or dental appointments: The administrator may require a doctor or dental slip as to why the absence was necessary.
6. Observance of religious holiday: Absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
7. Emergency or set of circumstances which in the judgment of the superintendent of schools constitute a good and sufficient cause for absence from school.
8.College visits. The approving authority may require verification of date and time on this visit. Seniors have a limit of three days per year. Applications shall be made with the guidance counselor. Students in grade 11 may be allowed the same privilege with adult/parental supervision. College visitations may not be excused during the first and last two weeks of school. These absences will not be included in the denial of credit.

The final responsibility for educational assignments will rest with the parent/guardian of the child; the parent/guardian must not expect work missed by their child to be re-taught by the teacher.

The district attendance policy will be distributed to parents at the beginning of each school year. Each school will review the procedures and expectations with all students no later than the first week of school. Parents are expected to review the policy with their child as well. Each building will provide opportunities to recognize students for excellent attendance each grading period. Each building will provide an incentive program to encourage and reward students demonstrating excellent attendance. Consideration will also be given to recognize students who improve their attendance from one grading period to the next.

A parent or medical note is required to be turned in to the school within two days of returning from an absence for all absences.

Medical Statements

A medical statement from a doctor will be required by the Attendance Office for absences totaling more than six (6) days during one semester or for absences totaling more than twelve (12) days during the school year. Extended illness may require an exception to this rule.

Mandated Juvenile Court Attendance Procedures

Definitions:
Habitual truant - any child of compulsory school age who is absent/tardy without a legitimate excuse for 30 hours or more consecutively, 42 hours or more in a school month or 72 hours in a school year.
School day - the school day as established by the State Board of Education.
School month - consists of four school weeks and a school week consists of five school days.
School year - beginning the first day of July of each calendar year and ending the 30th day of June of the succeeding calendar year.
Unruly child - any child that does not subject the child's self to the reasonable control of the child's parents, teachers, guardian or custodian, by being wayward or habitually truant.
Delinquent child - any child, except juvenile traffic offender, who violates any law of the State of Ohio including a child who violates a court order regarding the child's prior adjudication as an unruly child for being habitual truant.
Attendance Intervention Team (AIT) – Students with attendance problems may be assigned to meet with the Attendance Intervention Team. Team membership can include principal, social worker, counselor, attendance officer, teacher, parent/guardian, student, and any other stakeholder deemed appropriate. Parents/guardians are an integral part of the AIT. Three (3) meaningful, good faith attempts to secure participation of parents/guardians on the AIT will occur.
Attendance Intervention Plan – a plan developed by the school's Attendance Intervention Team to help the student improve attendance.

The district will utilize an Attendance Intervention Team at the following absence intervals to make every effort to help a student improve his/her attendance. Attendance Intervention Plans will be in place to provide direction and support for improved attendance to school. These teams will individualize the plans in order to best support each student. On-going meetings may be necessary to adjust plans and readdress the individual's needs. The district will make every attempt to inform parents/guardians and include them in the creation and implementation of the plans.

Unexcused Absences	Within 7 Days	Within 14 Days	On-going	61 Days from Plan Date
30 Consecutive Hours 42 Hours in a month	Parents notified and letter sent home regarding absences and invitation to attend the Attendance Intervention Team Meeting.	Attendance Intervention Team meets to develop a plan for improved attendance.	The Attendance Office and Team will monitor progress with the plan and make adjustments to the plan as needed on an individual basis.	Attendance Intervention Plan implemented and reviewed by the Attendance Intervention Team. By 61 Days from the Plan date, the

72 Hours in a year				district attendance officer shall file a complaint to the juvenile court if the child has refused to participate or failed to make satisfactory progress with the plan.
Excused Absences	Within 7 Days	Within 14 Days	On-going	61 Days from Plan Date
38 Hours in a month 65 Hours in a year	Parents notified and letter sent home regarding absences and invitation to attend the Attendance Intervention Team Meeting.	Attendance Intervention Team meets to develop a plan for improved attendance.	The Attendance Office and Team will monitor progress with the plan and make adjustments to the plan as needed on an individual basis.	Attendance Intervention Plan implemented and reviewed by the Attendance Intervention Team. By 61 Days from the Plan date, the district attendance officer shall file a complaint to the juvenile court if the child has refused to participate or failed to make satisfactory progress with the plan.

Absences May Impact Promotion

Any student who is truant for more than 10% of the required attendance days of the current year and has failed two or more of the required curriculum subject areas in the current grade may be retained. If the student's principal and teacher of the failed subject areas agree that the student is academically prepared, s/he may be promoted. "Academically prepared" means the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is able to progress through and successfully complete work at the next grade level.

Code of Conduct & Attendance Policy

The Chillicothe City Board of Education recognizes the right of each student to receive an education. The Board further recognizes that the primary responsibility of the Chillicothe City School District and its professional staff is to provide all students access to equal educational opportunities and equal consideration under the rules and regulations governing student behavior. These opportunities provide experiences which assist each student in becoming a responsible individual capable of fulfilling his/her role as a citizen. As required by Ohio Revised Code 3313.661, the Chillicothe Board of Education has adopted a student code of conduct.

It is the responsibility of each student, parent and citizen to understand that the school is a community governed by rules and regulations. The major purpose of these expectations is not punitive control; rather, it is intended to protect the rights of those who wish to make full use of their educational opportunities. Those individuals enjoying the rights of education must accept the responsibilities of good citizenship. Students may forfeit their right to educational opportunities when their conduct is such that it disrupts the educational process, deprives others of their rights, or violates the law. The Board of Education acknowledges that

deprivation of rights may only occur with just cause and by due process of law.

In addition to academics, one of the most important lessons education should teach is discipline. While it does not appear as a subject, discipline underlies the whole educational structure. Good discipline is necessary to provide an atmosphere of learning for all students. Each teacher will review the school rules with his/her students. Parents are encouraged to contact the school if they have any questions about discipline practices or school expectations for proper student discipline. A school without fair discipline is a school where quality education suffers. All students must be in a safe environment while at school.

Rights & Responsibilities

Scope: The Student Code of Conduct is in effect for all school and school-related activities, including, but not limited to, school authorized transportation, clubs, organizations and athletics. The purpose of the Code is to provide the guidelines and procedures governing student conduct and discipline in the Chillicothe City Schools. The examples used in this Code are not intended to be all-inclusive in defining violations.

Power of School Authorities: The power of school authorities over pupils does not cease when they leave the school premises. The items in this Code of Student Conduct are applicable to all students when properly under the authority of school personnel during any school activity, function or event, whether on property owned, rented or maintained by the Chillicothe City Schools or property owned, rented or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act occurs while on the premises immediately adjacent to school property, within the line of sight of school property or on school transportation, or if the act otherwise affects the operation of the schools. In addition, the Student Code of Conduct applies to misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

All students have the right to an education. That right carries with it responsibilities; primarily, to respect the rights of others. This includes the avoidance of any discrimination in regard to race, color, natural origin, gender, religion, handicap, or sexual orientation. Rights of all students are best served in a school that is well organized and safe in order to maintain a positive climate for learning. When inappropriate student behavior disrupts effective learning conditions, students may be denied participation in the educational system for varying periods of time.

Students also have the right to communicate grievances without threat to grades, course credits, college recommendations or other aspects of scholastic life. Clearly stated rules and regulations ensure that all students know what is expected of them. The following Code of Conduct is designed to make students and parents aware of the rules and regulations and the consequences of failure to obey the same.

Guidelines for Dress

Although the major responsibility for good grooming rests in the home with each student and his/ her parents, the school has certain concerns based on consideration of health, safety, and the maintenance of a school atmosphere that promotes study and learning. The mission of each school fosters the development of social skills, respect for all people, and understanding and respecting diverse viewpoints, all with the goal of providing a safe, friendly and productive learning environment for all students. The school recognizes fashions in student dress change from time to time. Reasonable conformity to current fashions in student dress is to be expected and is acceptable.

When a student 's appearance becomes extreme or, in the opinion of the school's professional staff, violates health or safety regulations, or is not in keeping with appropriate dress for school wear, or violates commonly accepted standards of modesty, such appearance is not acceptable. Notwithstanding the information contained herein, the Superintendent or his/her designee shall make the sole determination as to the standards of acceptability and appropriate dress.

The following statements are provided as guidelines to promote understanding in the area of student appearance; including but not limited to:

1. Clothing should be so constructed and worn in such a manner that it is not unduly revealing regardless of activity during academic hours. Shirts and blouses are to be buttoned/zipped as designed.

Shoulders, back, cleavage, and midriff must be covered. Halter tops, tank tops, midriff tops, low-cut tops, sleeveless shirts, very short mini-skirts, short shorts and other garments of this nature are not acceptable.

2. Shorts, skirts, dresses, or skorts may be worn if they are modest, of reasonable length, and in good taste. These items should not be see-through, should cover all areas of the body from a student's waist to the bottoms of their fingertips, and a reasonable person should not be distracted or offended by the clothing worn.
3. All clothing shall be properly fitted. All trousers, including oversized or low-hanging trousers, must be worn and secured at waist level. A belt must be worn at waist level with oversized trousers. *Leggings/Yoga pants must be covered by modest shorts, skirt, or dress.*
4. Hair shall not be regulated unless and until it materially and substantially disturbs the educational process.
5. Coats, outerwear, hats, caps, head coverings, and sunglasses are not to be worn in the building. This includes bandanas. Sweaters or sweat-shirts may be worn to maintain comfort but hoods may not cover a student's head.
6. Shoes must be worn at all times. No house slippers are permitted. No shoes with wheels are to be worn.
7. No article of clothing shall be worn that distracts from the educational process. Articles of clothing associated with alcoholic beverages, tobacco, drugs, or violence are not to be worn. No gang related apparel shall be worn.
8. No article of clothing shall be worn which defames or demeans any person, school, community, entity, or nation.
9. No article of clothing shall be worn that contains or implies obscene, profane or sex-related words or pictures.
10. Clothing that is obviously dirty, torn, ripped, cut, mutilated or unduly revealing is prohibited. This includes jeans with holes or tears above modest length.
11. Any jewelry that may cause injury including, but not limited to belts, bracelets, wallet chains, collars with spikes, and heavy link chains are not allowed

Rules and Regulations for Behavior & Discipline of Students

Teaching personnel are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Teachers may call on other school personnel to help in discharging their responsibilities. They may refer students to the building administrator who is then responsible for determining further disciplinary action. Referrals will be made to the appropriate law enforcement agency in regard to suspected criminal offenses. The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may be disciplined as a result of what is recorded.

An administrator may deal with student misconduct in a variety of ways, including but not limited to: parent involvement, counseling, detention, referral to school or other support personnel, loss of privileges, Friday evening/Saturday alternative to suspension, in-school suspension, out-of-school suspension and recommendation for expulsion or permanent exclusion. Examples of misconduct which show just cause for an administrator to initiate such action, include but shall not be limited to the following:

Truancy - A student shall not be absent from school without a valid excuse, as determined by the Superintendent or his/her designee. A student shall not leave school premises before the hour of dismissal or without first obtaining the consent of the principal, assistant principal, or their designee. Valid excuses are outlined in Ohio Administration ORC 3301.

Miscellaneous - In general, disciplinary action will result from, but is not limited to: Disrespect to school personnel; habitual or extreme acts of misconduct; misappropriating teacher's school records; being in an unauthorized area of school premises or property; littering; loitering; refusing to pay for purchases; or any conduct in violation of the criminal code of the State of Ohio. General misconduct shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property.

Fighting/Violence - A student may not participate or associate in any act which may have the potential to cause physical harm, threaten to cause or participate in any action tending to cause physical or emotional

injury to any other person, physically, verbally, or otherwise. This includes pushing, shoving, wrestling, punching, hitting or attacking to harm or to bring harm to such other people or bystanders.

Vandalism/Damage to School or Personal Property - A student shall not willfully or maliciously damage, attempt to damage property of others, destroy or deface property, including school property, which shall include, but not be limited to buildings, equipment, lockers, signs posted in a building, vehicles and personal property. Students, parents and/or guardians will be held financially responsible for any property damage by the child under ORC 3109.09 and 2307.70. This also includes deletion of files, knowingly introducing viruses to computers, and damage to staff property.

Theft - A student shall not take or attempt to take school property or the personal property of other individuals or entities. Any theft incident may result in charges being filed with the Chillicothe Police Department.

Use, Possession, Sale or Distribution of a Firearm - A student shall not use, possess, exhibit, handle, transmit or conceal a firearm. A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun.

Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary or Poison Gas - A student shall not use, possess, exhibit, handle, transmit or conceal an object that could be classified as a weapon or dangerous instrument. Such weapons and dangerous instruments shall include any object which may be used or is used to threaten or inflict physical harm, as determined by the Board of Education or its designee. (This rule also applies to any look-alike or self-protection devices and possession of knives with a blade of more than 2.5 inches.)

Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas - A student shall not use or possess any destructive device which would include a bomb, grenade, a rocket having a propellant charge, a missile or a mine or similar device. This definition includes any barrel with a base of more than one-half inch in diameter. A student shall not cause or attempt to cause the setting of fire, use or possess any poison gas or incendiary device (such as fireworks), cause false fire alarms or make bomb threats. This includes the unauthorized use of fire.

Use, Possession, Sale or Distribution of Tobacco Products - A student shall not smoke, chew, possess, handle, transmit or conceal tobacco or other related smoking products on school premises or property, or at any school activities.

Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages - A student shall not knowingly buy, sell, supply, apply, possess, use, transmit, conceal alcoholic beverages. A student shall not be under the influence of alcoholic beverages on school grounds or at school functions. "Possession" includes with limitation, retention on the student person or in purses, wallets, lockers, desks, automobiles parked on school property, or other personal property of students. "Under the Influence" is defined as manifesting signs of chemical misuse including but not limited to restlessness, staggering, odor of chemicals, memory loss, abusive language or behavior, falling asleep in class, or any other behavior indicating signs of chemical misuse.

Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol - A student shall not knowingly buy, sell, supply, apply, possess, use, transmit, conceal or be under the influence of drugs, mood altering chemicals or drug paraphernalia. A student shall not be under the influence of drugs, mood altering chemicals or drug paraphernalia. "Possession" and "Under the Influence" are the same as for alcohol. "Mood Altering Chemicals" includes without limitation: narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, and marijuana.

Tardy/Class Cutting - A student shall not be tardy to school. A student shall not cut class. Class cutting is an unexcused class absence.

False Alarms/Bomb Threats - A student shall not cause false alarms or make bomb threats.

Electronic Communication Devices - Students are not permitted to use smart watches, radios, tape/CD players, gaming systems, MP3, Ipod, Cell Phones, Laptops, Chromebooks or any other portable electronic devices in the classroom without teacher permission. Exceptions are made for educational purposes, with advance permission from the teacher/administrator. Portable devices in violation of this policy will be confiscated by staff members and will not be returned to the students after the second offense. A parent will be required to pick up the device from the school. The school district assumes no liability for lost, stolen, or damaged items of this nature while in school or on school grounds as defined in ORC 3313.753 (A). Audio or video recording of other individuals without their permission is prohibited.

Forgery/Falsification - A student shall not falsify any school-related information, which shall include, but not be limited to, writing the name of another person, times, dates, grades, addresses or other data on forms or correspondence directed to or from the school, Forgery also includes hacking into unauthorized computers, sites or information databases.

Disobedient/Disruptive Behavior - A student shall not violate the dress code. A student shall not fail to comply

with disciplinary procedures and/or directions of authorized school personnel. A student shall not, by use of profane, vulgar or other improper language, violence, force, coercion or threat, harassment, intimidation or any other action, cause or threaten to cause the disruption or obstruction of any function including athletic and/or extra or co-curricular events, or operation of the school.

Frightening, Intimidating, or Bullying Acts - A student shall not engage in any act or conduct which, under the circumstances a reasonable person would believe does or is intended to frighten, intimidate, or bully the person toward whom the act or conduct is directed. Students are expected to be tolerant of individual differences. A student shall not knowingly or with reckless disregard engage in any act or conduct that causes another person to reasonably believe that such student may cause physical harm to the person or property to such other person. Bullying is defined as harassment, intimidation or other behavior whether intentional, written, verbal or other physical act exhibited toward another particular student more than once which causes mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. (ORC 3313.666) The Jessica Logan Act in accordance with ORC 3313.666 requires schools to monitor and discipline cyber bullying between students at all times of the day if reported. A student may be disciplined according to the bullying policy if reported regardless of the time the bullying took place or mode in which it took place.

Firearm Look-Alikes - A student shall not use, possess, exhibit, handle, transmit or conceal any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object (toy guns, cap guns, bb guns, pellet guns).

Sexual Harassment/Conduct - A student shall not engage in any act which may be considered to be a form of sexual harassment. Sexual harassment is defined as unwanted sexual advances which may be written, verbal, visual, or physical contact. Prohibited conduct includes but is not limited to propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures, or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, assaulting a person, or any act or intended act of consensual sexual conduct on any school property.

Serious Bodily Injury - A student shall not be involved in any activity that could result in serious bodily injury to oneself or others, or an incident that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or faculty.

Use of Profane, Vulgar or Abusive Language or Gestures - A student shall not use language that is deemed profane, vulgar, abusive, obscene or other words or gestures that are verbal or written which, under the circumstances are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities. Such prohibitions include, but are not limited to, use of computers or other technology or communications, inappropriate language, either verbally or nonverbally. This includes obscene print material.

a. If this violation is directed at a staff member, the student may serve an out of school suspension for 5 days and is required to meet with the Superintendent prior to returning to school.

Refusal to Identify Self - A student shall not refuse, upon request, to identify him/herself to any school authorities on school premises or property or at school-sponsored events, wherever they shall occur.

Emergency Removal from Class - Students told to leave class must report directly to the main office.

Cheating and Plagiarism (Academic Dishonesty) - A student shall not engage in academic misconduct, to include but not be limited to cheating or plagiarism or transmission of unauthorized academic information. Ohio's State Tests and standardized assessments are secured and students are not permitted to discuss test questions during or after test administration.

Extortion - A student shall not compel or attempt to compel any student, school employee or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person or property or reputation of said person.

Hazing - A student shall not participate in any act that tends to injure, degrade, disgrace or coerce another student, including the victim; to do any act of initiation onto any student or organization which causes or creates a risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Libel or Slander - No student shall commit libel or slander. Libel is defamation expressed by print, writing, pictures or signs; Slander is defamation by speaking. Unauthorized publications are prohibited.

Gambling - A student shall not play any game for money or other consideration on school grounds or at school functions regardless of the location.

Selling of Items - No items or services shall be sold on school property without prior approval of the building administration.

Publications and Organizations - Publishing or distribution of any printed material or promoting any club or organization that has not been approved by the Superintendent or his/her designee is prohibited.
Copyrighted Materials - A student shall not use the written work of any other person or parts or passages of such other person's writings, or the ideas of such other person and hold them out as or represent them to be the product of his or her own mind.
Copyright Violations - Unlawful copies of copyrighted materials may not be produced on district-owned equipment. Students may make a single photocopy of any materials for schoolwork, but may not sell them nor make copies of the copies. You may use copyrighted material if you give an author's ideas the credit through text or in a footnote.
Public Display of Affection - Unacceptable public displays of affection are those physical actions which are contrary to good judgment and public decency in that they create the feeling of inappropriateness and embarrassment among students, staff, and guests. Students who engage in such inappropriate and/or unacceptable public displays of affection will be subject to the intervention of staff and, if necessary, referral to the office for disciplinary action. An example of inappropriate touching could include holding hands and hugging.
Trespass - A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during or after school hours, except with the express permission of the principal of that building or to attend or participate in a school-sponsored event where students from his/her regularly assigned school have been invited to attend or participate. A student under out-of-school suspension or expulsion shall not enter upon the grounds or premises of any school building or attend a school activity without the permission of the Superintendent or his/her designee.
Repeated Violations - Repeated violations of the discipline code can result in a Referral for Expulsion (RFE).
School Bus Rules - A student shall not interfere with or disrupt the operation of a school bus through activities which pose or tend to pose a danger to the safe operation of a school bus. These activities include, but are not limited to, causing damage; failing to remain seated; throwing objects out the window, at passengers, or the driver; shouting; failure to board the bus at the assigned stop; and/or other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention. Students shall abide by the directives of the bus driver. (Transportation Code of Conduct)

Definitions & Disciplinary Actions

The CCSD believes in addressing conflict through restorative practices that foster healthy relationships and promote positive discipline in our schools. The district will make every attempt to reduce, prevent, and improve harmful behavior by repairing the harm and resolving conflict caused by violating the Code of Conduct and restoring positive relationships among students, staff, and stakeholders. The following disciplinary consequences are some of the potential actions that may occur if a student violates the code of conduct.

Community Conferencing: A conflict resolution technique that involves conferencing with all stakeholders, students and staff, affected by the behavior where preventative measures are put in place to respond to the conflict and improve the behavior.
Behavior Contracts: A positive reinforcement intervention that lays out in detail the expectations of students and stakeholders in carrying out an intervention plan to improve behavior.
Community Service: The superintendent may require a student to perform community service in lieu of or in conjunction with a suspension or expulsion. (Not applicable for firearm violations.) Such community service may be performed at the school or in the community. It will be the responsibility of the student to arrange for such community service.
Peer Mediation/Peer Jury: A student may have to appear in front of trained student jurors or participate in a peer mediation group to collectively discuss why a rule was broken, who was affected, and how the referred student can repair the harm caused.
Circle Process: A restorative practice that can be used proactively, to develop relationships and build community, or reactively, to respond to wrongdoing, conflicts and problems. Circles allow students and educators to be heard and offer their own perspectives and to deal with difficult situations.
Tutoring/Counseling Services: A student could be assigned to on or off-site tutoring in lieu of other consequences as well as referred for counseling services. The district works closely with organizations such as The Counseling Source and Integrated Services.
In-School Suspension (ISS): A student may be assigned to in-school suspension. Although removed from his/her "regular" classes he/she will be permitted to earn credit when in ISS if work is completed on a daily basis while in ISS.

Reverse Suspension: In lieu of a student being suspended from school, the student's parents/guardian is invited to come to school and spend the entire day with the student.
Temporary Denial of Admittance: The Superintendent may, after offering an opportunity for a hearing before the Superintendent or his/her designee, temporarily deny admittance to the Chillicothe City Schools to any student if the student has been expelled from the schools of another district and the period of the expulsion has not expired. Any student who is temporarily denied admittance to the Chillicothe City Schools, or the student's parent, guardian or custodian, may appeal that denial to the Board of Education's designee, who may affirm or reverse the denial on the basis of the record so made.
Emergency Removal is defined as the immediate denial of either a place within a classroom or elsewhere on school premises to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
Detention: Students may be required to remain in school after the school day with the notification of parent or guardian. Usually, the student remains after school the next day after parent notification.
Special Assignments: Students may be required to perform reasonable tasks as suited to the disciplinary infraction.
Withholding of Privileges: Special privileges such as recess, library and hall passes may be withheld.
Court or Police Referral: Students may be referred to court authorities or to law enforcement officials for violation of the law while under the authority of school personnel, violation of the Student Code of Conduct, poor attendance patterns, chronic misbehavior, fighting, etc., which may result in the student being placed at the Ross County Juvenile Detention Center.
Alternative School: A student may be assigned to an alternative school. Although removed from his/her "regular" classes, he/she will be permitted to earn credit when work is completed on a daily basis while in the alternative school. A student in the alternative school, however, will be denied participation in any extracurricular activity during the duration of the alternative school placement. In some cases, alternative assignments may be given to students, due to the nature of their courses.
Friday Evening/Saturday School: A student may be assigned to a Friday Evening/Saturday School. Friday Evening/Saturday School is not appealable as a suspension. Student absence(s) from Friday Evening/Saturday school may result in a change of discipline, reassignment of the Friday Evening/Saturday School, or suspension. An "unexcused" absence from Friday Evening/Saturday School may result in an up to ten (10) day in-school suspension or ten (10) day out-of-school suspension.

Administrative Removal From School

Section 3313.66 of the Ohio Revised Code grants school authorities the right to remove students from school for violations of its Code of Conduct. Students may be suspended for up to 10 days for an infraction by the Superintendent of Schools, the principal, or by a building level administrator. The Superintendent of Schools may expel students for a period not to exceed 80 days unless a dangerous weapon is involved. In that case, the Superintendent may expel the students for a period of one calendar year.

The Superintendent, or his/her designee, may remove a pupil from a classroom, activity or school premises without prior notice or hearing if the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process. A teacher may remove a pupil from curricular or extra-curricular activities under his/her supervision. A student may be suspended or expelled for violations of the Code which occur on school property, or at school-sponsored activities on or off school property, or on the way to or from school-sponsored activities, or for misconduct which is directed at a district official or employee, or the property of such official or employee.

1. Suspension

No student may be suspended for more than 10 school days for an infraction. If a student is removed on an emergency basis for a period which exceeds 24 hours, then a written notice of the hearing and of the reason for the removal shall be given to the student as soon as practical prior to the hearing. The hearing shall be held within 72 hours from the time the initial removal is ordered.

Within 24 hours after the time of a student's suspension, the principal shall provide written notification of the suspension to the parent, guardian, or custodian of the pupil, and the Treasurer of the Board of Education. The notice shall include the reasons for the suspension and notification of the right of the pupil and/or his/her parent, guardian or custodian to:

- appeal such action to the Superintendent of Schools, who serves as the Board's designee

on suspension appeals,
- be represented in all such appeal proceedings,
- be granted a hearing before the Superintendent or his/her designee in order to be heard against such suspension.

Any such appeal must be filed with the Treasurer of the Board of Education in writing within 10 calendar days of the suspension. The district is permitted to deny admission to any student who is currently under a period of suspension from another district in Ohio.

Students will be permitted to make up classroom work and tests missed while serving the out-of-school suspension (OSS). The assignments are posted on Progress Book or parents only may pick up assignments at the office after calling and requesting the assignments. Make-up work must be completed based on the number of days of suspension. (i.e., 5 days suspension, 5 days to make up work. 8 days suspension, 8 days to make up work.) It is the student's responsibility the day he/she returns to school to conference with the teachers for the date of the make-up test(s) and finalize work missed. Students may not attend any school functions, home or away, while serving OSS. Students are not permitted on school grounds while serving OSS.

If at the time of the OSS there are fewer than ten days remaining in the school year, the Superintendent may require the pupil to participate in a community service program or other alternative consequence during the first full week day of summer break. Each district may develop an appropriate list of such alternative consequences. If the pupil fails to complete the service or alternative consequence, the district may determine the next course of action, which shall not include requiring the pupil to serve the remaining time of the suspension at the beginning of the following school year.

2. Expulsion

Expulsion is a removal of a student for more than 10 days and up to 80 days or the number of school days remaining in the semester in which the incident takes place, whichever is greater.

The student and his/her parent, guardian or custodian will be given prior written notice of the intention to expel the student. The notice shall include the reasons for the intended expulsion and notification of the opportunity of pupil and his/her parent, guardian, custodian and/or representative to appear before the Superintendent or his/her designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear.

Within 24 hours after the time of a student's expulsion the Superintendent shall provide written notification of the expulsion to the parent, guardian, or custodian of the pupil, and the Treasurer of the Board of Education. The notice shall include the reasons for the expulsion and notification of the right of the pupil and/or his/her parent, guardian or custodian to:
- appeal such action to the Board of Education, or designee,
- be represented in all such appeal proceedings,
- be granted a hearing before the board or its designee in order to be heard against such expulsion.

Any such appeal must be filed with the Treasurer of the Board of Education in writing within 14 calendar days for an expulsion after the notice has been issued.

The superintendent is required to initiate proceedings against a pupil who has committed an act that warrants expulsion under the Board's Policy, even if the student withdraws from school. If the superintendent determines expulsion is warranted, disciplinary action must be handed down for the same period as would be appropriate for a student who had not withdrawn.

A student may be expelled for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in various physical harm to persons or property or any property owned or controlled by the board or at an interscholastic competition, extra-curricular event, or any other school program or activity.

If the expulsion is for more than twenty school days, or it will extend into the following semester or school year, the notice must also provide information including names, addresses and phone numbers about services offered by public or private agencies that work toward improving those aspects of the student's attitude and

behavior that contribute to the expulsion.

3. Permanent Expulsions
A student who brings a weapon or knife to school or to a school activity requires an expulsion of not less than one year, except that the district superintendent may modify the expulsion on a case-by-case basis.

A student who makes a bomb threat to a building or premise may receive a full-year expulsion.
If a student age 16 or older has been convicted of or adjudicating a delinquent child for the following reasons, the superintendent is empowered to issue an adjudicated order that permanently excludes a student from attending any Ohio public school.

1. illegal conveyance or possession of deadly weapons or dangerous ordnance on school premises (ORC 293.122);
2. carrying concealed weapons on school property or at an activity (ORC 2923.12);
3. selling or offering to sell or possessing a controlled substance or drug abuse instrument, other than a minor drug possession offense on school property or at a school activity;(ORC 925.03 or ORC 2925.11);
4. aggravated murder, voluntary manslaughter, felonious assault (ORC 2903.11), rape (ORC 2907.02) gross sexual imposition (ORC 2907.05), felonious sexual penetration on school property (ORC 2907.12) or at a school function if the victim at the time of the act was a school employee.
5. complicity in any of the above - described violations regardless of whether the act of complicity was committed on school property or at a school activity.

Liability of Parents for Student Misconduct

Under Ohio law, parents having custody of a minor under age 18 are liable for the student's willful damage to school or private property or the theft of such property. The Board of Education, or any other owner of property, can bring a civil action against the parents to recover compensatory damages. Any person(s) who has been willfully and maliciously assaulted by a minor may recover compensatory damages from the parent/guardian.

Search & Seizure

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc., and the seizure of items in or on his/her possession as identified in Ohio Revised Code 9.70, 9.71, 9.72:

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
2. Search of an area assigned to a student should be for a specifically identified item(s), and, if possible, conducted in his/her presence and with his/her knowledge.
3. General housekeeping inspection of school property may be conducted on a periodic basis.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
5. Lockers and school desks are school property and may be searched at any time.

Searches of Student Property by Police

A proper search warrant by police is required for any search of a student's personal property kept on school premises; however, if the police have reason to believe any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.

Security Digital Video Recordings

The Chillicothe City School District may record security images on District property. These recordings, which are made for the protection and welfare of the school community, typically contain images of many students, as well as District employees and other people.

Security recordings contain personally identifiable information about students. State and federal laws generally prohibit the release of this information about students. State and federal laws generally prohibit the release of this information, and the District has not designated the recordings as "directory information" that may be disclosed without the prior written consent of the students' parents or guardians. Security recordings, and the personally identifiable information contained on the recordings, will be disclosed only when

authorized by law or when the disclosure is made to school officials with legitimate educational interests. The videotapes otherwise will not be disclosed to any person.

Student Interviews

1. Prior to interviews of minor students by the police, the building principal will make every effort to contact the parent or legal guardian for permission, and an administrator or counselor will remain throughout the interview.
2. Students shall not be permitted to leave the school with an officer unless parental/guardian permission has been granted or a warrant has been issued and presented to the principal or unless the student is to be taken directly into custody for the purpose of being charged with an unlawful act.
3. Law enforcement officers from communities outside the Chillicothe City School District with warrants shall be requested to ask the appropriate local police department for courtesy assistance when serving warrants on school property.
4. Law enforcement officers, court officials, or others should not be permitted to interrupt normal school activities in their investigative activities, except in cases of immediate threat to safety or security. Children's Services, with the permission of the principal and by prior written agreement approved by the Superintendent, shall have permission to speak to students when deemed necessary for the safety and welfare of the child.

Accidents

Accidents that occur on the way to or from school shall be reported to the principal. If a serious accident occurs, the principal will notify the parent or guardian. If the parent or guardian cannot be located, the principal will use his/her discretion as to the best course of action.

The "Emergency Medical Authorization Form" in Final Forms is what the school uses for information to contact family members. It is very important that this form be completed and returned to school immediately. It is also very important that any changes to your address, home telephone numbers, work telephone number, approved adults to pick up your child, etc., be given to the school office.

Assemblies & Other Special Events

Assemblies and other special events are scheduled to enhance student educational and cultural opportunities. Students may be restricted from assemblies for behavioral reasons.

Bicycles

Pupils are permitted to ride bicycles to school. All bicycles are to be parked in the designated area. The school is not responsible for damaged or lost bicycles. Pupils shall not borrow or lend bicycles. Safety rules for bike riding must be obeyed (no double riders, etc.). Parents are encouraged to discuss bike safety with their children before allowing them to ride their bikes to school.

Birthdays

Sending balloons, flowers, gifts, etc., to school is prohibited. Birthday parties for students and teachers are not permitted. Please understand the amount of instructional time we would lose by having student parties at school. There are times throughout the year where classrooms have special parties. We do not distribute party announcements unless every child in the class is invited to the party. The teacher will distribute the invitations at the end of the day to the students. Chillicothe Primary has a daily snack; therefore, the teacher may accept a treat for a snack for the specific day. At Chillicothe Intermediate, parents/guardians may arrange in advance with the teacher for a treat to be shared with the entire class. We welcome store-bought snacks ONLY into both buildings, understanding that they offer convenience and a diverse range of options for our students. However, we kindly ask for your cooperation in ensuring the safety of all our students, particularly those with food allergies. Teachers will be vigilant in monitoring snacks brought into the classroom, and we encourage families to choose snacks with clearly labeled ingredients.

Transportation

School bus transportation is a privilege to the students provided by the Board of Education.

1.1. Parental/Guardian Responsibilities

- See that the children are at the proper bus stop on time.

- Any request to ride a bus other than the assigned one will not be granted.
- Parents will assume responsibility for damage to a bus by their children.
- Parents are responsible for the safety and conduct of pupils while at or going to and from pickup points and for their meeting the bus on schedule.
- Buses operate on a time schedule as outlined by the Transportation Director and approved by the Superintendent. Questions regarding scheduling, bus numbers, student behavior, etc., should be directed to the Transportation Director, 775-2936.

1.2.Pupil Responsibilities

1.2.1. While on the bus, pupils are under the authority of and directly responsible to the bus driver.

1.2.2. Be ready and wait at your assigned stop. Too many stops slow the bus trip down and make others wait too long for pickup. The bus does not wait unless it arrives before the scheduled time or unless the student is in sight.

1.2.3. To cross the road, stay 10 feet in front of the bus where the driver can see you clearly. Do not cross the roadway before the bus comes to a full stop. When safe to cross, the bus driver will signal students by dropping his/her hand slowly and straight down after making eye contact with the students. Even then, look both ways before crossing. Walk quickly - don't run!

1.2.4. Enter and leave the bus single file in a quiet, orderly manner.

1.2.5. All pupils are expected to ride their assigned bus both morning and afternoon. They will not be permitted to ride another bus or be let off at another stop.

1.2.6. Do not carry anything on the bus that may interfere with the safe operation of the bus. These items are prohibited: firearms, explosives, knives, live animals and water pistols. Prescription drugs are not allowed on the bus. They must be taken to the school by the parent or guardian.

1.2.7. Take your seat immediately and stay seated. State law provides for three to a seat. Hold all things you carry on the bus. Keep the aisle and exit clear.

1.2.8. The bus driver is authorized to assign seats.

1.2.9. Rough play, loud talking, abusive language, or bothering others is not permitted.

1.2.10. Keep head, hands, feet, and belongings inside the bus at all times.

1.2.11. Talking at railroad crossings and all stops is not permitted.

1.2.12. Do not throw anything inside of the bus or from the bus, or shout from the windows of the bus.

1.2.13. Eating, drinking, chewing gum, littering, profanity, fighting, and any other misbehaviors are not permitted on the bus. This includes all trips taken on the bus.

1.2.14. Absolutely no drugs, tobacco of any type, or alcohol are permitted on any school property, including busses. This rule applies to all people on the bus, including drivers and passengers.

1.2.15. Pupils may transport musical instruments, athletic uniforms, class projects, etc., on the bus as long as they can be held in the student's lap or stored under his/her seat, and not by the front door. The bus driver may refuse to transport this equipment if it blocks the aisle.

1.2.16. No student will be permitted to harass other students or the bus driver.

1.2.17. No student will use the emergency door at any time other than during an emergency drill or an actual emergency.

1.2.18. No student may possess or use matches, lighters, or laser pointers on the bus.

1.2.19. Pupils will conduct themselves on the school bus as they would in the classroom except that reasonable visiting and conversation are permitted. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil.

1.2.20. Pupils will be assigned a residence side "designated place of safety" by the driver. The driver must account for each pupil at their "designated place of safety" before leaving the stop. Pupils are not to proceed to their residence until the school bus has departed.

Parents are encouraged to come to school to discuss school bus problems. The driver has the authority to enforce all the above regulations. The administration reserves the right to discipline students in relation to the degree of the infraction that has occurred. Students are still required to attend school even when the privilege of riding the school bus is revoked. Not having a ride is an unacceptable excuse for absence from school. Any days missed will be considered unexcused absences.

Student Conduct on School Buses

Although the Chillicothe City School District furnishes transportation in accordance with state law, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Only when a child boards the bus

does he/she become the responsibility of the school district. Such responsibility will end when the child is delivered to the bus stop at the close of the school day. Students on the bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct and safety, including but not limited to assignment of seats for any or all students.

Disorderly conduct or refusal to comply with basic safety regulations and procedures will be sufficient reason for denial of transportation service to any student. Such regulations and procedures also apply to transportation to athletic events, field trips, and other student activities. As identified by the Ohio Revised Code 3109.09 and 2307.070, no student will willfully damage or attempt to damage a school bus.

Transportation Changes
The District acknowledges that transportation needs may change the day of. However, any transportation changes need to be made by 1:15pm by calling the school office. The District cannot guarantee that any changes received after this time will be honored.

Cafeteria

Breakfast is served each morning. Breakfast and Lunch for ALL CCSD students are at no cost. Extra milk may be purchased for an additional cost. Ala carte items may also be purchased for additional cost. These are additional to the school lunch provided for free to all students.

Menus are on the District website at: www.ccsd.us Pupils may purchase a Type "A" hot lunch or bring a sack lunch. For ala carte items and extra milk, a student may prepay so students and parents do not have to handle money daily. Students who desire to eat lunch at school have at least two options to include what is printed on the monthly menu, or a peanut butter sandwich to replace the main food item which is the first item listed on the menu schedule of each school day.

Students are expected to clean up any food or litter they may have from their lunch. The use of appropriate table manners is always expected. A student may be moved to another area to eat if his/her behavior is disruptive to others. Students may either utilize the lunch options in the school cafeteria or may pack their lunches. Students are not permitted to utilize food delivery services (e.g. DoorDash or other delivery services). If food is delivered to the school for students, the student will not be permitted to consume the food while at school and will be given an opportunity to eat a lunch prepared in the cafeteria.

Children's Services & Other Agencies

Caseworkers from Ross County Children's Services, with the proper identification, have the right to contact and interview any child at any school. This interview is conducted privately and without the consent of parents or guardians. The principal will normally be an observer in any interviews conducted at the school.

The right of Ross County Children's Services to conduct interviews in schools is pursuant to the responsibility given them by the authority of the juvenile laws of the state of Ohio. Other enforcement agencies may talk with a child at school or take other necessary measures regulated by the judicial laws of the city, county, state and federal government. School personnel are required by law to report any suspected evidence of child abuse or neglect to the proper authorities.

Classroom Observations

Parents may visit their child's classroom and observe activity in the school with prior permission from the building administrator. If guardians desire to visit the classroom, they should provide the school with at least one day of advanced notice. To assure that no unauthorized persons enter the building, all visitors will report to the school office when entering to receive authorization before visiting elsewhere in the building.

When you observe your child in a class, you will be expected to be located in an inconspicuous area in the classroom. This will encourage all children to act in their normal fashion and, therefore, provide you with a more accurate observation of your child in the classroom setting. To maintain the high quality of our education program, we ask that classroom visits be limited to approximately thirty minutes. Additional guidelines may be set forth by the building principal.

Classroom Rules

Each teacher shall establish his/her own classroom rules within the scope of board policies. Rules are

established to maintain order and student safety. Students are expected to follow established rules throughout the school day.

Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove a student from the classroom who has been ill or has been determined to have a communicable disease. If your child is exposed to or contracts a communicable disease (such as chicken pox), it is important to notify the school. If we are alerted to watch for symptoms, it can be helpful to your child and his/her classmates.

Counseling

The Chillicothe City School District collaborates with Integrated Services of Appalachian Ohio and The Counseling Source to assist families and students of social-emotional, mental health and behavioral issues. Both agencies provide services to students during the school day following a brief intake process. If you are concerned about your son or daughter or would like additional information please contact the school social workers.

Custody Records

In situations where custody of a child is assigned to one parent by a court decision, the school must have a copy of the court decision in order to abide by the decision. The teachers, secretary, and principal are not able to accept a parent's verbal or written notification as to who has legal custody. Both parents will be treated as having equal custody and rights until legal documentation is presented to the school office to stipulate otherwise. In situations involving custody and visitation rights, we strongly urge the parents to make all arrangements for child care outside of school and not place the child or school staff in any difficult situations.

Dangerous Weapons

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

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

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

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and the 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 on school property, in a school vehicle or to a 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. No one may have a weapon on school grounds.

Emergency Procedures

The school has developed procedures for precautions to be taken during a general calamity, e.g., fire, tornado, severe weather, etc. Pupils are instructed by classroom teachers and regular drills are conducted on the proper procedures to be followed in various emergencies.

Should an individual child experience some accident or illness that could be considered of an emergency nature, the school office maintains an emergency notification card listing specific directions for each child. If the emergency contacts cannot be reached, the principal will take action at his/her discretion.

If the information on your "Emergency Medical Authorization Form" should change, the parent/guardian should update Final Forms immediately. Examples are: change of address or telephone number and addition or change of person given permission to pick up your child from school.

Emergency School Closings or Delays

Occasionally, schools are closed due to inclement weather conditions. When this occurs, parents should monitor the local radio stations for announcements about school closings. It is very important for families to listen to the radio stations and check district social media (e.g. CCSD App, Facebook and Twitter) for school delays/ closing on any day weather may be a factor. Do not call the school for this information, since the radio stations will also have the most current information directly from the Superintendent of schools.

When the start of school is delayed, students will not be permitted in the building until ten minutes before the rescheduled start time of school. In the event that school is closed during the school day, parents must have made prior arrangements with their child about where he or she is to go. This should be done at the beginning of each school year. A separate letter will be sent home at the start of school for parents to indicate emergency child-care arrangements at school. Parents will have the opportunity to have a recorded message sent to their home or cell phone about emergency closings.

Entrance & Immunization Requirements

A child must be five years old on or before August 1 to be enrolled in kindergarten. At the time of enrollment, parents must provide a birth certificate, a copy of the child's immunization record, a Social Security card, and proof of residency in order to complete their child's registration.

Immunization shall include five DPT doses (if the fourth dose was administered before the child's fourth birthday), four polio doses (if the third dose was administered before the fourth birthday), two MMR given after the first birthday, and three doses of Hepatitis B vaccine. Students also need 2 Varicella (Chicken Pox) shots before starting Kindergarten.

No pupil shall be admitted into school unless such pupil has presented written evidence from his/her physician or the Board of Health that he/she has been immunized according to the program as approved by the State Legislature and the Chillicothe Board of Education. Any student who presents a written statement in which the parent or guardian objects to the immunization for good cause, including religious convictions, is not required to be immunized.

Chillicothe City Schools will not admit any child to first grade who has not successfully completed kindergarten unless this requirement is waived by the district Special Services Director. This policy is in accordance with Ohio Senate Bill 140. Any document relating to custody must be presented at the time of enrollment.

Field Trips

When field trips are taken to enrich the instructional program and provide some firsthand experiences for children, various classes will participate in field trips. These trips are considered an integral part of the instructional program and offer a unique experience for students. There may be rare instances a student may not be permitted to go on field trips due to disciplinary actions.

Teachers will inform parents of the purpose of the trip as well as the place, date, time, cost and means of transportation for a trip. A permission form is included in the student's Final Forms profile. Without an updated Final Forms profile, students will not be permitted to attend any field trips and will stay at school.

Gifted Program

Annually, the CCSD assesses children in grades 2 and 5 to identify those as gifted, per the Ohio Department of Education Gifted Identification criteria. Students may qualify to be identified as gifted in the following areas: superior cognitive ability, specific academic ability in one or more content areas, creative thinking, and visual

or performing arts. The Board of Education encourages efforts to provide services for the students who are gifted as an integral part of the total kindergarten through 12 program. Identified elementary students receive services in the classroom through differentiated instruction in all content areas. A Written Education Plan (WEP) will be created by each teacher, with parent input, having qualifying students. Referrals for testing can be made through the Talented & Gifted Coordinator, Principal, or Special Services Department.

CPS Progress Report Key

Report Card Key		
O / +	Outstanding	I can exceed the standard with notable accomplishment
S+ / ✔+	Above Average	I can exceed the standard
S / ✔	Satisfactory	I can do the standard independently
S- / ✔-	Below Average	I am still learning
U / -	Unsatisfactory	I need extra help
	Blank	Content has not been presented in the 9 weeks

Head Lice

Pediculosis or head lice, is a nuisance condition. According to the CDC (Centers for Disease Control), in the United States, infestation with head lice is most common among preschool and elementary school-age children and their household members and caretakers.

Head lice are not known to transmit disease; however, secondary bacterial infection of the skin resulting from scratching can occur with any lice infestation. Getting head lice is not related to cleanliness of the person or their environment. Hair length, and the frequency of shampooing or brushing does not influence the risk of a head lice infestation. Head lice are mainly spread by direct contact with the hair of an infested person. The most common way to get head lice is by hair-to-hair contact with a person who already has head lice. Such contact can be common among children during play at school, home, and elsewhere (e.g. sports activities, playgrounds, camp, church/community activities and slumber parties). Uncommonly, transmission may occur by wearing clothing, such as hats, scarves, coats, sports uniforms, or hair ribbons worn by an infested person; using infested combs, brushes or towels; or lying on a bed, couch, pillow, carpet, or stuffed animal or pet that has recently been in contact with an infested person.

Current positions of national organizations (The National Association of School Nurses, The American Academy of Pediatrics and the Harvard School of Public Health) recommend that schools eliminate their "No Nit" policy. In order to maximize academic achievement, school attendance should not be compromised because of a case of head lice.

When a student is found to have an active infestation of Pediculosis, as defined by the presence of live lice or nits:

- The parent or guardian will be notified by a school official. The nurse or building administrator will make a professional judgment regarding exclusion arrangements depending on their assessment of the situation.
- School health services staff will educate the parents about head lice treatment and control with verbal and/or written instructions, along with conditions for readmission to school. Students will be expected to be checked in by the nurse or other trained staff member after appropriate treatment has been received at home. A parent or guardian will be expected to bring the child to school for the readmission check.
- Upon readmission to school the student will be checked by the school nurse or trained staff person. If the student is found to have continued active lice and/or infestation (live bugs and/or no progress in nit removal) the parent will be re-instructed on treatment measures, to ensure the timely return of the student to school.

- The teacher will be notified when a student in the classroom has head lice. A notification letter, instructing parents on head lice identifying, monitoring and treatment measures, may be sent home with students in the affected child's classroom.
- Because mass screenings lead to embarrassment, misdiagnosis and unnecessary treatment, the nurse will not routinely screen classmates of the infested student.
- If the parent or guardian is not compliant with treatment options and the student misses several days, the school administrator may schedule a parent conference or referral to an outside agency for assistance.

Homework

Homework is reinforcement, expansion, or enrichment of the material taught in the classroom. Homework is an expectation for all students and is an integral part of the learning process. The student is responsible for the completion of his/her daily assignments. Homework may be considered as much as ten (10%) percent of the grade for a nine-week period.

Students are permitted to make up all work missed, including homework assignments. It is the responsibility of the student to get assignments and complete them in the time allotted. The number of days allowed to complete work missed during an absence is equal to the number of days the student was absent; i.e., a student absent for five days must have the work completed within the first five school days after returning to school

If a child is going to be out of school for multiple days for an excused reason and wants to receive their homework assignments during their absence, please call the office secretary to request homework assignments. Allow 24 hours for assignments to be available for pickup in the office.

Lost & Found

Lost and found articles are kept in a designated area. *Please encourage your child to check for lost items.* Unclaimed articles are discarded. It is suggested that parents label lunch boxes and clothing when possible to assist the school in returning the lost items to the proper students.

Make Up Work

It is the responsibility of the student to get assignments and complete them in the time allotted. The number of days allowed to complete the missed work is equal to the number of days the student was absent.

Regardless of the absence type (excused or unexcused) students will be expected to make up the work and be held accountable for learning all material they missed.
Any student who is absent from school (excused or unexcused) will have 1 additional day for every day they missed to make up their work for full credit (100%) (e.g., absent 2 days = 2 days to make up work missed).

Any student who exceeds the allotted time to turn in an assignment for full credit, can still turn in late work for partial credit. Any work, up to one 1 week late, must at least be given the opportunity to earn 75% on the assignment they turn in. Work turned in between one and two weeks late, must at least be given the opportunity to earn 60% on the assignment they turn in.
The end of the 9 weeks is the cut off point for teachers to accept late work from students for full or partial credit unless the teacher decides to give the student an incomplete for the 9 weeks. Students who have not completed their regular assignments are not eligible to perform extra credit assignments until they have completed all their regular class assignments. Each building in the CCSD should create opportunities within the school day for students to complete missing work such as After-School Attendance Program, Lunch Study Sessions, Recess Study Tables, etc.

Medication

Medication will not be provided during school hours except as specified below. Exceptions to this policy may be made when a building principal, in consultation with physicians, parents, and teachers, determines that the well-being and safety of the student and the circumstances require special consideration.

When an exception is approved by the principal, the medication will be dispensed by the building principal, building secretary, school nurse, or an appropriate person appointed by the building principal. Liquid

medication which is to be measured shall not be dispensed under any circumstances. No employee shall use certain procedures, such as injection, to administer a medication to a student, except as otherwise provided by the Education for All Handicapped Act and with the exception of Epi-Pen and Glucagon.

Pertaining to an approved exception, no medication that is prescribed by a physician for a student shall be administered to that student unless the principal receives a written request that the drug be administered to the student which is signed by the physician and the parent, guardian, or other person having care or charge of the student and appropriate administration forms are completed.

Inhalers are considered medication and fall under the medication guidelines listed in this section.
The parent, guardian, or person having care of the student agrees to submit a revised statement signed by the physician if the previously provided information changes. All medication must be received by a person authorized to administer the medication in the container in which it was dispensed by the prescribing physician or a licensed pharmacist or in the case of non- prescription medications, in the container in which it was originally purchased. All medication shall be stored in a location that is locked except medications that require refrigeration may be kept in a place not commonly used by students.
The medication must be delivered to the principal's office by the parent, guardian, or person having care of the student. Students are not to deliver medication to school.

The role of the school will be one of cooperation with the parent and the student. The intent of these procedures is to ensure that no medications will be administered at school without administrative approval.

Open Enrollment

Open enrollment is a program which allows a parent to request their child attend a school other than their home attendance school. Parents are to make an application for this program each year in the month of April. Parents must reapply each year to maintain their child in the open enrollment program. Additional information is available from the school office or the Board of Education (740-775-4250) for those parents interested. Parents who provide false, inaccurate or misleading address information may have their child removed from their open enrollment school to return to their home school.

Parent-Teacher Communication

Parents are encouraged to call the school when the need arises. Teachers may be contacted by sending a note to school, email, or by phone call. If you call during the school day, the secretary will leave the teacher a message to return the call. If you wish to have a conference with your child's teacher, please call ahead to make an appointment. Teachers' schedules make it very difficult for "drop-in" conferences. If you have difficulty scheduling a conference, the principal will assist you. The District hosts several conference nights throughout the year.

Parent Advisory Committee

You are encouraged to be involved in your child's school. Numerous activities are made possible for parents to be involved in the activities of the school, through financial support and/or personal volunteer efforts. Additional information will be made available throughout the school year.

Personal Property

Parents are encouraged to have their child leave at home all non-school items which don't belong in school and can cause distractions. These items can be broken, lost, or taken while at school and we will not take responsibility for their safety, if brought to school.

However, from time-to-time a child may be asked to bring in items to share with the class related to subjects being studied or a show-and-tell event. In this situation, it is appropriate to bring in items which normally would be discouraged. A note from the child's teacher will usually be sent home to explain the unique situation involved.

Items brought to school deemed to be inappropriate by the school staff will be held by the teacher or placed in the office during the day and may be picked up by the parent.

Pets at School

Many students have pets and like to have family members bring them to school when being picked up at the close of school. However, pets are NOT allowed at school. Some of the students are not comfortable around

pets and some have allergies to animals. There is also the liability involved by bringing a pet that may hurt a child because it is in an unfamiliar, noisy, and crowded environment with students.

Release of Student Photos, Media Interviews

During the year, the Chillicothe City Schools often have the opportunity to photograph and videotape students in a variety of school related activities. Student recognition programs, academic programs and fine arts programs are a few examples of these activities. As such, these personally identifiable photographs and/or videotape may be used in communication tools such as the district newsletter and calendar and in communicating with the media such as allowing interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing the success of our schools and students. For this reason, the district has designated student photographs as "directory information." However, it is our primary goal to respect your privacy. Parents have the right to submit a written request to the building principal, within two weeks after the first day the student is enrolled in a school year, directing the district not to release the information as listed above. The written request or any questions should be directed to the building principal.

Recess

Children are outdoors for recess each day, weather permitting. They should be dressed according to weather predictions. If health conditions dictate that your child is unable to participate in outdoor activities, please send a doctor's excuse. Recess privileges may be revoked due to student behavior and for the safety of other students.

Room Parents

A room parent's function is to assist when requested by the teacher: assist with parties, chaperone on field trips, assist with other functions as they relate to classrooms, and assist and support school activities when related to that room and the total educational program of the school.

If a parent parks across the street from the school to deliver or pick up a child, the parent must come across the street and escort the child back across the street to their car using a designated crosswalk. The most dangerous times of the day are at the start of school and at the end of school and this safety practice must be followed.

School Hours

Subject to adjustments due to transportation

	CPS
Students report to classes	7:40 - 7:55
Instructional hours	7:55 - 2:05
Bus Dismissal	2:25
Walkers/Car riders	2:10

Any change in the above schedule will be announced in advance. The school will not accept responsibility for any child before 7:15 AM nor after 2:10 PM. Parents are asked to make arrangements with their child to follow these attendance hours for his/her safety.

School Records

Parents may inspect and review the student's education records upon request. Persons should submit to the student's principal a written request which identifies as precisely as possible the record or records they wish to inspect. The principal will contact the parent of the student to discuss how access will be arranged. The principal will make the needed arrangements as promptly as possible and notify the parent of the time and place where the records may be inspected. This process must be completed in 45 days or less from the receipt

of the request for access.

Special Classes & Services

Part of the regular instructional program includes instruction in the areas of Art, Music, and Physical Education. In some instances, there will be special needs for these classes, e.g., gym shoes on some days when a pupil has physical education. It is suggested that the parents become acquainted early in the year when these classes are scheduled.

The school system has special services available to qualifying students. These special services are available at each elementary building and are to aid in the educational process of your child. The special services available are:

* Guidance and testing
* Speech and Language Development
* Audiology and Vision Services
* Physical/Occupational Therapy
* Nurses
* Special Intervention Program
* Referrals for Mental Health Services
* Summer Remediation/Enrichment

Student Health Concerns

If your child has a health problem, please ask your physician to put it in writing for the school's records and update the information at regular intervals. Mutual understanding regarding health problems can help us better care for your child. Please contact our school nurse about any health issues. Students are to be free of a fever for 24 hours without fever reducing medication before returning to school.

Multi-Tiered Systems of Support (MTSS)

The CCSD has an MTSS. The MTSS meets on a regular basis to review and determine a plan of intervention to address any academic or behavioral needs that are adversely impacting a student's performance in the classroom. The MTSS is composed of teachers, related service staff and other specialists within the district, as appropriate. The MTSS process includes communication with the parent and student. If a parent believes that their child is having ongoing difficulties in the classroom and believes that the child would benefit from a team of professionals reviewing the needs of the child and determining if the child would benefit from a written intervention plan, please contact your school principal or your child's teacher. In the event that a student fails to make adequate progress, specific to the area of concern, after going through the MTSS process, a child may be referred for a multi-factored evaluation. The MTSS is also in place to provide guidance in the area of gifted education.

Supplies

At the beginning of each year, your child will be given a list of the supplies needed. The teachers will send the list home. In addition to the usual pencil, paper, crayons, scissors, etc., most pupils will use workbooks throughout the year.

Take Your Child to Work Day

This day is growing in interest with more students being absent from school due to their participation in this day to see what a parent's day at work is like. However, the school system is not a sponsor of the event and if your child is going to miss school for this event, you are expected to complete a form and submit it to the office five (5) days before the date of expected absence. These absences will not excuse them from the requirements of House Bill 410.

Telephone Use

Students may not use the office telephone except for emergencies. Also, students cannot be called from class to accept telephone calls. Important messages for students may be taken by the secretary and delivered to the student during the day. Parents are to have arrangements for transportation home after school made before the child comes to school. Frequent changes in plans and calls to school to relay messages are disruptive. Please see Electronic Devices for full cell phone policy.

TITLE VI & TITLE IX, Anti-Discrimination

The school district affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to students and employees

therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the assistant superintendent or any principal.

Policies of the Chillicothe City Schools prohibit discrimination- including but not limited to harassment in the school district's education activities, employment practices, programs and services on the following bases: race, color, national origin, ancestry, citizenship, religion, handicap/ability level, age, sex or sexual orientation. For this purpose harassment is defined as including slurs, unwelcome sexual advances and requests for sexual favors, or other verbal, nonverbal, or physical conduct which results in discriminatory treatment or creation of a hostile environment for work or education.

This policy meets all requirements and directions of the U.S. Department of Education under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, and Section 504 Rehabilitation Act of 1973. Inquiries should be made to the Assistant Superintendent, Chillicothe City Schools, 425 Yoctangee Parkway, Chillicothe, Ohio 45601, or phone 740-775-4250, ext. 16113.

Visitors

The following rules and regulations have been adopted by the Chillicothe City Board of Education governing school visitors.

1. In compliance with Board of Education policy, all visitors to the building must report to the school office when they arrive at the building. This is for the safety of all students. This includes parents who bring items to school such as lunches, musical instruments, lunch money, school work, books, library books, etc. Parents are not to go directly to their child's classroom at any time without prior arrangements. The time before school is not "free time" for the staff. This is part of their planning and preparation time and the teacher may not have enough time to meet with you without prior arrangements.
2. No person shall trespass or loiter in any school building of the Chillicothe City School District or on the grounds thereof.
3. No person or group of persons shall remain in any school building or on the grounds thereof after being requested to leave by a principal, teacher, member of the administrative staff, or any person assigned to the duties of custodian.
4. No person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone. (ORC 2923.122)
5. Any person who fails to comply with the provision of any of the preceding sections shall be in violation of the rules and regulations of the Board of Education and may result in police being summoned.

This policy has been adopted for your child's protection. Your cooperation in abiding by this policy will be greatly appreciated.

Upon entering the building, please come to the office first. Parents are not to go directly to a classroom.

Volunteers

You are encouraged to be involved in your child's school. Volunteers are always needed for reading one-on-one with students, practicing sight words, math flashcards, and even putting materials together for a project. Classrooms need volunteers throughout the school year. If you wish to become a volunteer, you may complete the Volunteer Application located on the building's webpage or by contacting the principal.

Preschool

Philosophy

At Chillicothe STEM Preschool, our philosophy is to instill a love for lifelong learning and to educate all students to their fullest potential, utilizing an innovative staff to provide rich STEM experiences in a well-equipped and positive environment. Our preschool program is designed to facilitate children's development in communication, social skills, cognition, motor skills and the development of a positive self-concept. Our preschool classrooms provide an active, safe, and nurturing environment in which children interact with peers, adults, and materials to achieve individual goals and objectives while utilizing developmental and age appropriate practices to meet the needs of each child.

We believe that children construct their own understanding of the world through active involvement with materials, people, and concepts. Our Chillicothe STEM Preschool staff support your child's understanding of the world by creating opportunities for them to undertake activities and to facilitate each child's reflection of his/her activities. The staff encourages your child's exploration by providing appropriate materials, planned spaces, and a consistent daily routine based on developmentally appropriate practices.

In our preschool classrooms, STEM and Literacy focused learning is based on curiosity, inquiry and play. Students will experiment, build, and interact with the natural world all around them. Our teaching staff focus on teaching problem-solving skills that will foster confidence and outside-of-the-box thinking in our students. Because we recognize that the first 5 years of life are a critical stage in a child's brain development, we are committed to building each child's capability to think creatively; preschoolers have a natural curiosity that is unmatched in any other age group.

We believe that families are the child's first and most important learning facilitator. Family support is provided through family meetings, education, classroom newsletters, and more!

All classrooms are licensed by the Department of Children & Youth. The reports compiled by the licensing consultant are available at all times in each classroom. These reports will be made available for parental review upon request to the classroom teacher. In addition, we strive to maintain open communication with staff and parents. If a concern arises, please discuss it with your child's teacher. If additional assistance is needed, please contact the school office.

Program Enrollment and Details

Program enrollment for the upcoming school year begins March 1st annually, unless otherwise stated. Please follow the steps below:

1. Families are asked to bring the following items with them to the enrollment meeting:
    a. Birth Certificate
    b. Social Security Card
    c. Child Medical Statement for Child Care form (published online at pdf (state.oh.us) including their Immunization Record
    d. 2 Proofs of Residency
    e. Proof of income
    f. Custody documentation, if applicable

Please keep in mind:

a. Enrollment is first come, first serve, and space is limited
    i. Priority enrollment will be given to those families who have submitted the required documentation
b. Once spaces have been filled, a waiting list will be started.
    i. Students on the waiting list will be contacted throughout the school year, if spaces may become available.

Entrance Requirements

Students are eligible to enroll into the Preschool Classroom if s/he is four years old as of August 1st of the school year in which they will attend preschool.

Chillicothe STEM Preschool uses the Federal Poverty Guidelines (see attached document) to determine fees for families. Families who meet 100% of the federal poverty guidelines will not be charged for preschool enrollment or services; children who are serviced through Individualized Education Plans are also not charged for enrollment or services.

You will receive a billing statement each month via mail with the amount of tuition due for your child, based on the sliding fee scale. This amount will be due upon receipt of your bill, and failure to pay promptly may result in a disruption of services. At any time if your income changes, we can adjust your fees. Proof of income will be requested at the time of registration and at time of needed readjustment, if applicable.

Child Custody

If custodial arrangements have been made through court action, a copy of that order must be on file in our program office. This court-issued document directs the school, not necessarily the wishes of one parent or the other. Parents have an obligation to inform the school anytime the custody of a child changes, and provide documentation of the new court order for the office file.

Attendance Policy

Regular attendance in the program is very important for children to become comfortable with a regular and consistent schedule. Students must attend school regularly if they are to derive maximum benefits from the educational process. Continuity in the learning process is seriously disrupted through a student's excessive absences. The lack of good attendance can cause students to achieve below his/her potential. In accordance with the Missing Child Act, families are required to notify the main office if your child is not going to be in attendance that day.

Please call the school at 740-773-2638 by 8:15 a.m. daily to inform our staff of the absence.

Meals

The Chillicothe City Schools Food Services Department will provide a healthy breakfast, lunch, and snack to every preschool child free of charge. A monthly calendar from our Food Services Department will be sent home regularly, outlining daily lunch menus. Students are also welcome to bring a packed lunch, if s/he wishes. We respectfully request that students please not bring soda pop to the school for consumption. Families, please also refrain from bringing/delivering fast food items to students during the school day as it causes a disruption to the school environment.

Family Involvement

The Chillicothe STEM Preschool recognizes families as the most valuable resource in each child's education. As such, families are encouraged to be active in the educational process. Families are invited to be involved in classroom activities, to conference with staff during quarterly scheduled parent/teacher conferences, and as needed.

Family members may choose to volunteer in a child's classroom, as need dictates and as advised by the classroom teacher. Classroom volunteers will be required to sign in/sign out at the main office, and will need to complete a volunteer application form before assisting in the classroom.

Expeditions

Expeditions (field trips) for the Chillicothe STEM Preschool will include a variety of scheduled, curriculum-connected trips to local events and settings to encourage deeper learning with students. The Preschool will adhere to the Ohio Administrative Code by providing families' trip destination details, including location, date, departure times, return times, and mode of transportation details. Pre-authorization in writing from a parent/ guardian is required. If the expedition requires participation in or near water two feet or more in depth, parents/guardians must complete a disclaimer, stating if their child is a swimmer/not a swimmer. Oftentimes, field trips are open to chaperones attending; please be mindful that ONLY family members who are listed in Final Forms and who have been pre-approved for attendance on the respective trip may attend.

Clothing and Personal Belongings

An extra change of warm weather and cooler weather clothing should be sent to the Preschool, marked with your child's name. If clothes come home soiled, please return fresh clothing as soon as possible. Each child has a personal cubby for his/her belongings. All personal items should be labeled with your child's name, including coat and lunchbox. Children should come to school dressed for active play. Comfortable shoes and appropriate fitting clothes are best. We use washable markers and paints, but understand that your child may get paint, dirt, etc. on his/her clothing especially as we explore the world around us. If at any time you need assistance with additional clothing items, please contact your child's teacher or the main office; we will gladly provide assistance to you.

Student Withdrawal

If it becomes necessary to withdraw your child before the end of the school year, please notify the school office and the classroom teacher at least five days in advance, if possible. This gives the school an opportunity to prepare documents necessary for transfer and allows school loaned materials to be collected, if applicable, and also gives your student time to prepare for the transition out of the classroom.

Transportation Policy

Transportation is only available for Chillicothe STEM Preschool students who have this service specifically listed in his/her Individualized Education Program. Otherwise, transportation will not be offered to preschool students. Transportation should begin once a transportation request is completed. Please contact the Transportation Department at (740) 775-4250, ext. 16159 to schedule. It is the parent's responsibility to be at the bus stop at pick up/drop off times. If no one is present at the bus stop to receive your child, s/he will be brought back to Mt. Logan Learning Center; family will report to Mt. Logan to pick up the child on that given day. For more information on transportation, please visit https://www.chillicothecityschs.oh.schools.bz/Content2/Transportation or call 740-779-5371.

Bus Stop Rules

A) Students should arrive at the bus stop no more than five (5) minutes before the bus arrives.
B) Students should wait in a safe location for the bus to arrive (as directed by the parent/guardian).
C) When the bus arrives, students should form a line to board. Students should never run alongside the bus while in motion, or push/shove others while boarding.

Change of Transportation

In the event a student will not ride the bus home from school please contact the Main Office at 740-773-2638 with detailed instructions on who is picking up the student before 12:00 pm.

Medical Procedures

Accidents, Illness, & Communicable Disease

If a child has an injury or becomes ill at school, a parent/guardian will be notified to pick up the child. If a parent/guardian cannot be contacted, the alternate person(s) in Final Forms will be notified. Any child who has a fever of 100 degrees or greater, or conditions such as vomiting, diarrhea, or signs and symptoms of a possible communicable disease will be sent home. Please keep students with a possible or known communicable disease home until they are symptom-free or have been treated for

at least 24 hours; a preschool student sent home with a fever of more than 100 degrees must be fever-free for 24 hours without the aid of medication in order to return to school.

Clinic/Specific Health Concerns

Families are responsible for informing the school and keeping final forms updated of any specific health problems their child may have, especially life-threatening conditions, such as asthma, bee allergy, or food allergies. Parents/Guardians are required by Ohio Law to complete and sign an emergency medical form for their child in Final Forms.

All preschool students must have a Child Medical Statement for Child Care form signed by his/her doctor upon enrollment in the program. This medical form must be kept up to date throughout the school year. This form is required by the Ohio Department of Education.

Medications at School

Medications may not be taken at school unless certain procedures are followed.

If your child needs medication at school we will use the following procedures:

In accordance with Ohio state law and the Chillicothe City School District's policy for the administration of medication to students in school, the following procedure has been created and MUST be followed before ANY medication may be administered to any student who falls under the Handicapped Children Act of 1975, 20 U.S.C. 1401, under the chronic health impaired conditions, or where the physician deems it necessary for the student to receive medication during the school day.

A signed medication form must be completed and include the following information:

- Student's name and address
- The school and class the student is enrolled
- The name of the drug and dosage
- The time and intervals at which each dosage of the drug is to be administered
- The date on which the administration of the drug is to begin
- The date on which the administration of the drug is to cease
- Any severe adverse reactions which should be reported to the physician and one or more phone numbers at which the person who prescribed the medication can be reached in case of an emergency
- Specific instructions for administration of the drug, including sterile conditions and storage
- All medication must be in its original container. Pharmacists can make a duplicate bottle for school.

New request forms must be submitted each year and whenever there is any change in the medication order (i.e. an increase or decrease in dosage). The medications and the signed forms must be brought to school by a parent/guardian. Students are not permitted to carry medication with them. Forms can be faxed from home or the physician's office to school.

Parents/Guardians are responsible for picking up unused medication at the end of the school year. Medication will not be sent home with the student. A trained staff member will administer all medication at the preschool.

Immunizations

In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless he/she presents written evidence that they have received the required immunizations by such means as approved by the Department of Health. Ohio Immunization Law (ORC 3313.67) requires that all students produce an acceptable record of immunization or written evidence of medical exemption to immunization for enrollment. A student, who presents a written statement in which the parent or guardian objects to the immunization for good cause, including religious convictions, is not required to be immunized. Any immunization required by this section can be waived if a physician certifies in writing that such immunization is not medically advisable.

Program Academics & Assessment

The Chillicothe STEM Preschool curriculum is based on the Ohio Pre-Kindergarten Content Standards and is delivered through an innovative STEM & Literacy-focused curriculum that is developmentally appropriate for the preschool-aged child utilizing the Creative Curriculum.

STEM stands for Science, Technology, Engineering, and Math. In our preschool program, STEM learning is based on curiosity, inquiry, and play.

- Our goal is to provide children with opportunities in:
    - o Fine motor
    - o Gross motor
    - o Critical and creative thinking
    - o Language development
    - o Social and emotional skills
    - o Increased self-esteem

Classroom activities include the use of a variety of age and developmentally appropriate equipment and materials. Individual, small, and whole group instruction is utilized to develop and promote age appropriate skills, and to allow for individual growth goals in terms of academic differentiation as well.

Early Learning Assessment (ELA)

All students will be administered the ELA assessment in the fall and spring. The Ohio Department of Education developed this test with the purpose of identifying literacy skills in order to inform instruction. It also provides a measurement of growth in reading readiness skills. Results are shared with parents/guardians on progress reports and during conference times.

Progress Reports

Each quarter, parents/guardians will receive a progress report based on the Pre-Kindergarten Standards for the State of Ohio. These reports are a continuum of the child's growth in Preschool. Every child progresses at different rates and these are just one reflection of a child's growth. Parents/Guardians also receive a letter explaining the grading system and age appropriate skills.

Program Expectations & Rules

Daily Schedule

Chillicothe STEM Preschool Daily Schedule

Session Title	Arrival Time	Dismissal Time
All Day	8:00 a.m.	2:45 p.m.
Half Day	8:00 a.m.	11:30 a.m.

Pick Up & Drop Off Procedures will be shared once finalized.

Sign in/out Procedures

The parent/guardian, or other Final Forms approved adult, must sign the child in/out as needed through the main office. All individuals authorized to pick up a child must be at least 16 years old, and listed on the child's Final Forms. If your child will be leaving or arriving early/late for any reason, please call the main office.

Early Release

Chillicothe STEM Preschool Early Release will take place occasionally throughout the school year, as scheduled and as announced by the district/program.

School Communication

All preschool families are automatically signed up to receive all-calls and automated text messages from the Chillicothe STEM Preschool program. Announcements, reminders, and other important information will be shared using the program's all-call notification system. If you are not receiving the all-call messages from the program, please contact the main office to be added.

In addition to the all-call notifications, we encourage families to follow the program's social media page on Facebook at "Chillicothe STEM Preschool". Each teacher also maintains a Class Dojo for parent/family communication and updates.

Chillicothe City Schools operates and maintains a website as a valuable information resource for students, parents/guardians, and community members. Please visit our website at www.ccsd.us. From

there, you can access an individual building and programs, including our Chillicothe STEM Preschool webpage at https://mllc.ccsd.us/o/cpkls

School Closing and Delays

The Chillicothe City School District has adopted the Education Connection phone notification system to inform all district parents of closings, cancellations, and any other emergency alert information concerning our district buildings or property. Local radio WKKJ and tv stations will also carry this message along with our website www.ccsd.us or the Chillicothe City Schools Facebook page. Parents/Guardians should have a plan worked out for the supervision of their child in these situations.

Behavior Management

We believe that the goal of behavior management in the preschool setting should be to help children develop self-control and appropriate social skills, such as cooperating, helping, negotiating and communicating with others to solve problems. Children will be provided with corrective feedback or redirection. Each classroom teacher utilizes "Class Dojo," which is a positive behavior reinforcement management and communication tool. Through this tool and consistent classroom expectations, teachers address social development throughout the year and are responsible for discipline in his/her respective classroom, but all staff support all children in the program as a whole.

Learning self-control and behavior management is important as we guide our students along the path of school success. As a program, we use positive responses that strengthen the self-esteem of children, and help them to grow emotionally and developmentally.

The Chillicothe STEM Preschool program allows for individual student planning in regards to behavior management strategies and consequences. Ultimately, it is our goal that students remain in the classroom, encouraging readiness for kindergarten and life beyond, and that all students and staff are safe. It is at the discretion of the Principal that any further decisions are made regarding consequences for behavioral concerns, including but not limited to reduced attendance and/or removal from the program.

Special Education

Services

Parents/Guardians may request an evaluation for special education services if a disability is suspected for their student. Requests for evaluation should be directed to our program's main office at 740-773-2638. Services can occur through itinerant or in-program delivery, dependent upon space and availability, and will ultimately be the decision of the IEP team.

Itinerant services can be scheduled for 3 year old students who qualify for special education services, but are not enrolled in the preschool program. Services can be scheduled as student needs dictate, and based on parent/guardian and staff availability. Minutes and services will be met as outlined in the child's Individualized Education Plan (IEP).

In-program services occur during the scheduled school day with the staff responsible for the specified services. Students may receive services in the classroom setting, in small groups, in pull-out sessions, or a combination of these locations, depending upon the needs and services as listed in the Individualized Education Program (IEP).

Related Services

Related services are frequently provided as part of the student's center-based preschool program. Related services may include: Occupational Therapy, Speech/Language Therapy, and Physical Therapy. Related services are primarily provided in the classroom setting with typically developing peers, whenever possible. This approach assists the student in generalizing acquired skills to other settings. Contact information for each specific staff member will be given to the parents of Special Education Students.

Resolution of Complaints (Due Process)

Due process is Your Right. If you have a complaint involving the programs, services, policies, or administrative practices of the Chillicothe STEM Preschool, you can be heard. Contact: Debbie Swinehart, Superintendent - Chillicothe City Schools 740-775-4250, or by email at deborah.swinehart@ccsd.us . All complaints or reports of any suspected violations concerning the operation of the programs such as ours which are regulated by Chapter 3301-37 of the Administrative Code may be reported to the Ohio Department of Education's Division of Early Learning and School Readiness by calling 614-466-0224.

School Safety

Safety Plan

The protocols in our Comprehensive School Safety Plan are the result of a procedure designed to comply with Ohio Revised Code 3313.536. This plan contains protocols for emergencies that may develop in our school. Each staff member is familiar with the district's Safety Plan. Administrators, staff, and students are instructed on the various procedures to follow in the case of an actual emergency. Drills will occur periodically throughout the school year, as mandated by the Ohio Department of Education and per the Ohio Revised Code.

Child Abuse & Neglect Reporting

As required by law, all school employees are legally bound as mandated reporters, and must immediately report any suspicions of abuse or neglect to Ross County Children Services (ORC 2151.421). We are committed to the safety of our students first, and we will work together with local community agencies to ensure the highest level of safety for our students.