

**PARENT/STUDENT HANDBOOK
AT – A – GLANCE**



**4841 E. Livingston Ave
Columbus, Ohio 43227
614-365-5400
614-365-5662 (fax)**

WELCOME SCOTS



The administration and staff would like to take this opportunity to welcome you to **Walnut Ridge High School**. We are proud to provide a quality educational experience by focusing on a comprehensive college prep high school curriculum. We are accredited by the North Central Association of Secondary Schools and Colleges, and by the Department of Education of the State of Ohio. We are an integrated public high school with student representation from 22 countries. This student handbook will serve as an abridged, not all inclusive, resource manual as you prepare to have a wonderful school year. **Please read over the information carefully with your parent/guardian and much success in the upcoming year!**

ADMINISTRATIVE STAFF

Dave Chamberlain, Principal 1st Floor/Main Office
Mindy Beall, Assistant Principal 9th & 10th grade, 2nd Floor/221
Shanise Kimbrough, Assistant Principal 9th & 10th Grade, 1ST Floor/122
Vikki Cumberlander, Leadership Intern, 11th Grade, 2nd Floor/204
Richard "Dustin" Ware, Athletic Director
Fawn Harris, Dean of Students, 1st Floor, Main Office

SECRETARIAL STAFF

Nannette Carr, Secretary II, Main Office
Mathena "Tina" Hunter, Records Secretary, Library/133
Tonya Hull, Attendance Secretary, Main Office

SUPPORT STAFF

Carla Williams, Area Treasurer, Main Office/100G
Kamala Bean – Special Education Coordinator/31
Jennifer Myser, School Psychologist/100F
Steve Stefanick, School Social Worker/109
Malik McWhorter, 9th & 10th Grade Counselor, Main Office/100C
Jessica Corder, 11th & 12th (A-K) Grade Counselor, Guidance Office/105B
Mona Towns, 11th & 12th (L-Z) Grade Counselor, Guidance Office/105D
Martha McFerran-Dahya, Career Development Coordinator, Guidance Office/105C
Karen Ryan, Transition Coordinator/116
Linda Davis, School Nurse/118
Jenna Scholtes, Speech Pathologist, Guidance Office/105A
Michael Spellis, TOSA Socio-Emotional Learning/33
Omowali Crowder, TOSA, Socio-Emotional Learning/33
I Know I Can College Adviser/Manager, Markita Briggs, Library Office/134
Mary (Young) Pozmantir, Jr./Sr. Service Center/101

ADVISORS

National Honor Society - Vacant
Senior Advisor - Enddy Stevens

TEACHING STAFF

English

Jarosik, Andrew
Jeffries, Michelle
McElwain, Rebecca
Murphy, Shane
Pope, Jonathan
Puleri, Justin
Stevens, Enddy

Math

Birchmore, Kyle
Drone, Amy
Heideman, Dawn
Johnson, Dale
Ritchey, Michael
Wagner, Sheri

Science

Assmann, Nick
Mohasses, Reza
Paulk (Fish), Leigh Ann
Robinson (Craft), LaShaunda
Wycoff, Keith

Social Studies

Au, Benjamin
Graham, Brock
Prillerman, Byrd
Richardson, Judson
Sano, Keiko
Skiles, David

Electives

Art – McFaddin, Robert
Turner, Claudia
Business Technologies – Simons, Mona
Yarbrough, James
Construction Technologies/NCCER
– Hatfield, Jason
Drama – Shipley, S. Brian
French – Chery, Wilmailer
Health – Kilbane, Caitlin
Music (Marching/Concert Band & Choir)
– Chapman II, Aldin
Physical Education – Mattox, Byron
Spanish – Adkins-Griffith, Andrea
Kesler, Ryan

Special Education

Cramer, Kathleen – E.D.
Dolman (Damico), Kylie – LD/HD
Huggins, Paris – LD/HD
Hughes-Waters, Lindi – LD/HD
Jones, Scott –E.D.
Ross, Diona – LD/HD
Williams, Margaret – LD/HD

Instructional Assistants

Ayers, Steven – Spec. Ed. SED
Harrison, Greg – Spec. Ed. SED
Berry, Alponso – Title I

SPED Tutors

Beatty, Michele
Booth, Patricia

ATHLETIC DEPARTMENT STAFF

Ware, Richard “Dustin” – Athletic Director
Grassi, Adam – Athletic Trainer
Hatfield, Jason – Baseball Coach
Jefferson, Chuck – Basketball, Boys
Harrison, Greg – Basketball, Girls
Mattox, Byron – Bowling, Boys
Kilbane, Caitlin – Bowling, Girls
Briggs, Markita – Cheerleading Advisor
Murphy, Shane – Cross Country, Boys
Kilbane, Caitlin – Cross Country, Girls
Jones, Kearston – Drill Team Advisor
Mattox, Byron – Football Coach
Hibbard, Mendell – Golf Coach
Richardson, Judson – Soccer Coach, Boys
Harrison, Greg – Softball Coach
McWhorter, Malik – Tennis Coach
Ayers, Steven – Track Coach, Boys
Vacant, - Track Coach, Girls
Ridgeway, Tonya – Volleyball Coach
Ayers, Steven – Wrestling Coach

General Information

BUILDING PHONE DIRECTORY

Athletic Director 365-6651 ext. 56651
Attendance Office 365-5400 ext. 71325
Cafeteria 365-6566 ext. 56566
Library Services 365-6814 ext. 56814
School Nurse 365-5400 ext. 71334
Police Officer 365-5400 ext. 71341

CHANGE OF ADDRESS OR PHONE NUMBER

It is extremely important that you promptly report a change of address or phone number to the record secretary. **We MUST have a way to reach your parents or guardian in the event of an emergency and for other normal communication during the school year.**

PHOTO ID IS REQUIRED

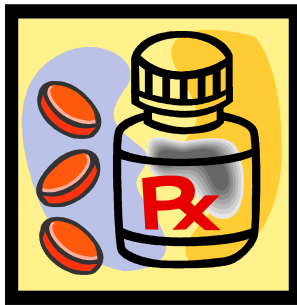
TO PICK-UP STUDENT FROM SCHOOL (District Policy)

Acceptable forms of Photo ID are: Driver's License, State issued ID card, Passport

MEDICATION POLICY

The Columbus Board of Education adopted a policy regarding students taking medication at school in December 1983. It permits students to take prescribed medication at school when an authorization card is on file with the school nurse. Authorization cards can be obtained from the nurse or the school office.

STUDENTS TAKING PRESCRIBED MEDICATION MUST HAVE A COMPLETED AUTHORIZATION CARD ON FILE.



EMERGENCY MEDICAL CARDS

State law requires that each student must have an emergency medical card on file in the school office. This card contains information in the event of an emergency. Please notify the school of any change of telephone numbers, contact people, and medical personnel to contact. If a student does not return the Emergency Medical Card, a "Hold" will be placed on the student's grade card.

AUTOMOBILES

Students who must drive to school because of work or other commitments **must register** their automobiles in the Safety & Security office, Room 214. Each student will be issued a parking pass. The pass permits school officials to identify authorized vehicles. It also allows a student to be contacted if lights are on or an accident takes



place involving a student's car. **All student parking is in the rear of the building next to the Tennis Courts/Stadium, NOT in front of the building or in the teacher's parking lot.** To ensure safe and orderly traffic at school the following rules must be observed or parking privileges will be revoked:

1. All State of Ohio & City of Columbus parking/driving laws & ordinances are applicable to Walnut Ridge High School. The speed limit on school property is 5 m.p.h.
2. Park only in student parking areas. Parking on school grounds, driveways, streets or in front of school buildings is prohibited. Parking is prohibited along curbs painted yellow or designated handicapped parking spaces/area.
3. Do not return to car until the school day is over. Walnut Ridge does not have 'open' lunch periods. Students may not use cars to travel off-campus during lunch. Loitering in parking areas and cars in not permitted.



4. **CARS ARE SUBJECT TO SEARCH AT ANYTIME.**
5. Failure to follow these rules may result in loss of driving privileges.
6. Student drivers are not permitted to transport other students in their vehicle without written consent given on the Driving/Riding Permission Slip turned in to Safety & Security.

VISITORS

Students are **not** permitted to have visitors in the building. Parents/Guardians are **not** permitted to report directly to a student's class, but **MUST** report immediately to the **MAIN OFFICE** to inquire about a visitor's pass. Anyone without a pass will **not** be permitted to remain in the building or on the school grounds, and could be subject to trespassing charges. Students **CANNOT BRING VISITING RELATIVES OR FRIENDS TO SCHOOL TO SPEND THE DAY. Visitor passes are issued on a limited basis and are at the discretion of administration.**

DELIVERIES TO SCHOOL

Columbus City Schools **DOES NOT** allow students to have food delivered from outside food vendors and restaurants via Uber, Lyft, DoorDash, or family/friends in compliance with food safety/allergy guidelines and National School Lunch Program regulations. Students are also not permitted to bring in/have delivered the following items: flowers, balloons, cakes, or large gifts during the school day. Students will not be permitted to carry such items to class or through the hallways. All such items will be held in Main Office until release at 2:30 pm.

SELLING AND ADVERTISING POLICY

According to Columbus Board of Education policy, neither students nor teachers are to sell or to advertise anything of any kind, within the school or on school grounds, unless it is sponsored by the school and approved by the school principal. Also, the sale of any school sponsored merchandise by community members must first be approved by the building principal. ***In the event such sales occur, the individual sponsoring the event will be personally liable for all of the financial obligations of the materials or goods for sale.***

CARE OF SCHOOL PROPERTY

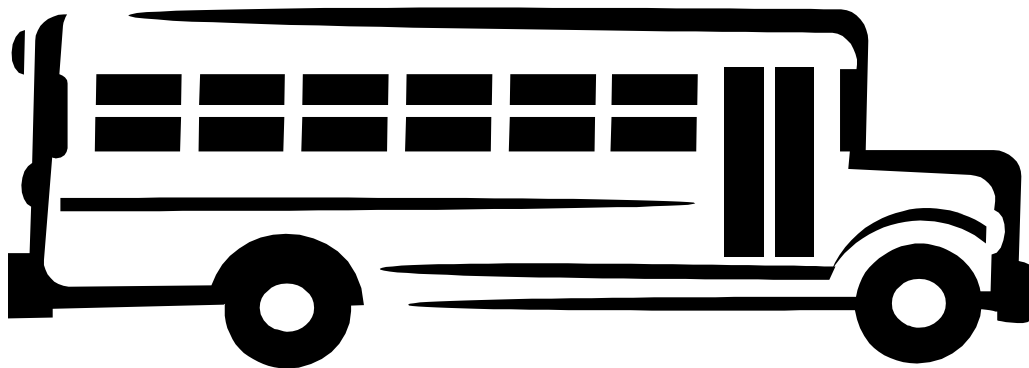
The maintenance and repair of a school building and its contents cost a large amount of money. Students should do their part to see that school property is not abused. Students should take pride in their school and do all they can to improve its appearance-not destroy it by damaging the building and its contents. Do all you can to impress upon our friends that writing on walls and misusing school property in other ways only distracts from your school and makes those who visit think less of the students who attend there.

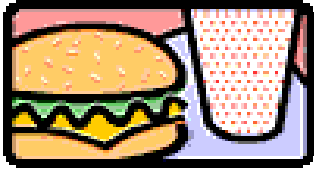
SCHOOL BUS SAFETY

The school bus is an “extended part of the school day.” Safety rules and regulations for school buses have been established by the State of Ohio and the Columbus City Schools. Students are expected to ride in their assigned seats and take direction from the driver, the adult in charge. In brief, students are not to participate in any unsafe behaviors or behaviors that may risk the safety of passengers or vehicles. The CCS Code of Conduct remains in effect while on a school bus/vehicle or at bus stops and are subject to school and bus suspension(s). A few safety rules from the Transportation Department of Columbus City Schools need to be noted.

- **Secondary buses leave school at approximately 2:38pm. Elementary departs at 3:38pm. Students need to get to buses immediately or they will be left at the school. Buses will not return to the school to pick up any student(s) left behind.**
- Students must ride assigned bus. No unauthorized passengers are allowed.
- Students must obey bus driver’s instructions at all times.
- School buses are not permitted to stop longer than necessary to pick up students; therefore, school buses cannot wait for tardy students. Get on and off at assigned stop only.
- Transporting of animals, pets, or glass containers on bus is not allowed.
- Changing from seat to seat while bus is in motion is not permitted.
- Excessive noise, loud talking, or laughter is not allowed.
- No noise or talking at railroad crossings and other danger points.
- Students may not extend any part of their bodies through bus windows.
- Spitting or throwing any object from windows is not allowed.
- Smoking, eating, drinking, and littering are not allowed.
- Students may not use profane language.
- Students must observe rules during crossing street when entering or exiting bus.
- Parents are responsible for any damage to the bus caused by their children.
- Any conduct which would endanger any passenger or driver or which could result in damage to the vehicle is not allowed.
- No radios, ipods/ipads, or cellphones are allowed on the bus.
- Gesturing to drivers/passengers and pedestrians is not allowed.
- Pupils must ride in assigned seats as determined by the bus driver’s seating chart.

State law prohibits parents or any unauthorized individual from boarding or impeding the orderly boarding or departing of students on school bus.





Breakfast & Lunch Procedures

BREAKFAST

Breakfast is available in the cafeteria from 7:00 a.m. to 7:15 a.m. All food must be eaten in the cafeteria. Students should not normally be late to first period classes. Any students late to first period class from breakfast must have an admit slip.

The Cafeteria is our shared dining room. Please be considerate of others in that shared space and leave a "clean table" for the next student.

The following procedures are to be observed by students during lunch: Please refer to the No Delivery and Closed Lunch Policies.

Also, Students:

1. Saving a place in line for another student is not permitted.
2. All tables are to be clear of debris and chairs are to be pushed in when leaving the lunchroom.
3. Talking should be held to a conversational level.
4. Students may remain in the lunchroom, or exit into the courtyard area during lunch.
5. Hallways are to remain clear. Students are not to be on stairways on first and second floors of the building during lunch periods.
6. NO SITTING ON TABLES students are restricted to the cafeteria and courtyard area during lunch.
7. Students who eat in the courtyard area must be sure to clean up your area after eating otherwise, the area will be closed to students during lunch.
8. Students are not permitted in their cars during the school day.
9. Students are to use only cafeteria restrooms by the cafeteria during lunch period.
10. **PLEASE REFER TO THE "DELIVERIES TO SCHOOL" SECTION MENTIONED ABOVE**
11. "Horseplay" and/or "Play Fighting" in the lunchroom is prohibited. "Play fighting" will result in disciplinary action
12. Students will not be permitted to leave the cafeteria to go to a teacher's classroom. If a student needs to work during this time, a teacher will need to pick the student up from the cafeteria and escort them to the classroom.
13. Students wanting to go to the Library during lunch must report to the Library first, complete tasks there and afterward, proceed to the Cafeteria. Students will not be allowed to go to the Library once in the Cafeteria.
14. *The Columbus Board of Education has a closed lunch policy. No students are permitted to leave school grounds during the school day unless they have been properly signed-out and picked-up by a Parent/Guardian.*



2019-2020

Traditional School Year Calendar

AUGUST 2019							SEPTEMBER 2019							OCTOBER 2019							NOVEMBER 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5					1	2	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30

DECEMBER 2019							JANUARY 2020							FEBRUARY 2020							MARCH 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4							1	1	2	3	4	5	6	7
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
15	16	17	18	19	20	21	12	13	14	15	16	17	18	3	10	11	12	13	14	15	15	16	17	18	19	20	21
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				

APRIL 2020							MAY 2020							JUNE 2020							JULY 2020								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
			1	2	3	4						1	2			1	2	3	4	5	6			1	2	3	4		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13			5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20			12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27			19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30							26	27	28	29	30	31	

■ All Schools Closed	■ Schools Closed for Students; Teachers Report for PD or Records Day	■ 90-Minute Early Release
■ First and Last Day of School	■ End of Quarters	■ 30-Minute Early Release

Aug. 19-21	Professional Development Days Teachers Report for Duty Students Not in Attendance	Jan. 15	Records Day Students Not in Attendance
Aug. 22	Students Report to School	Jan. 20	All Schools Closed Martin Luther King Jr. Day
Sept. 2	All Schools Closed Labor Day	Feb. 12	90-Minute Early Release
Sept. 11	90-Minute Early Release	Feb. 17	All Schools Closed Compensatory Day for Parent Conferences
Oct. 9	90-Minute Early Release	Mar. 11	90-Minute Early Release
Oct. 18	Professional Development Day Students Not in Attendance	Mar. 24	End of Quarter 3
Oct. 22	End of Quarter 1	Mar. 25	Records Day Students Not in Attendance
Oct. 23	Records Day Students Not in Attendance	Apr. 9	30-Minute Early Release
Nov. 5	Professional Development Day Students Not in Attendance	Apr. 10-17	Spring Break
Nov. 13	90-Minute Early Release	May 25	All Schools Closed Memorial Day
Nov. 27	All Schools Closed Compensatory Day for Parent Conferences	May 28	Last Day for Students
Nov. 28-29	Thanksgiving Recess	May 29	Records Day Teachers Report for Duty Students Not in Attendance
Dec. 11	90-Minute Early Release		
Dec. 20	30-Minute Early Release		
Dec. 23-Jan. 3	Winter Break		
Jan. 8	90-Minute Early Release		
Jan. 14	End of Quarter 2		

The 2019-2020 Columbus City Schools Academic Calendar is subject to revision due to emergencies created by severe weather, energy problems, or other public calamities that force the cancellation of classes.

Bell Schedule - Daily

Schedule A		Schedule B	
Period	11 th /12 th	Period	9 th /10 th
1	7:30-8:17	1	7:30-8:17
2	8:21-9:06	2	8:21-9:06
3	9:10-9:54	3	9:10-9:54
4	9:58-10:42	4	9:58-10:42
5A	10:46-11:16 A-Lunch- (11th/12th Grades) Teacher Meetings	5 AB	10:46-11:30
5BC	11:20-12:04	5C	11:34-12:04 C-Lunch- (9th/10th Grades) Teacher Meetings
6	12:08-12:52	6	12:08-12:52
7	12:56-1:40	7	12:56-1:40
8	1:44-2:30	8	1:44-2:30

Assembly Schedule – occasional Wednesday

Schedule A		Schedule B	
Period	11 th /12 th	Period	9 th /10 th
1	7:30-8:12	1	7:30-8:12
2	8:16-8:55	2	8:16-8:55
3	8:59-9:38	3	8:59-9:38
Assembly	9:38-10:18	Assembly	9:38-10:18
4	10:22-11:01	4	10:22-11:01
5A	11:05-11:35 A-Lunch- (11th/12th Grades) Teacher Meetings	5AB	11:05-11:44
5BC	11:39-12:18	5C	11:48-12:18 B-Lunch- (9th/10th Grades) Teacher Meetings
6	12:22-1:01	6	12:22-1:01
7	1:05-1:44	7	1:05-1:44
8	1:48-2:30	8	1:48-2:30

Early Release – 90 Schedule

Period	Time
1 st	7:30am - 8:04am
2 nd	8:08am - 8:40am
3 rd	8:44am - 9:16am
4 th	9:20am - 9:52am
5A	9:56am - 10:26am
5B	10:30am - 10:40am
5C	10:44am - 11:14am
6 th	11:18am - 11:50am
7 th	11:54am - 12:24pm
8 th	12:28pm - 1:00pm

Student Dress Code

BOTTOMS: Khaki (in material and color) - Pants, Dresses, Skirts, Capris, Shorts, etc. (**NO JEANS OR SHREDDED KHAKIS**). Skirts and/or Shorts must be at least to finger-tip length and have pockets with belt loops.

TOPS: RED, GRAY, BLACK or WHITE solid-colored polo (collared) or button-up collared shirts; WRHS school approved Spirit Wear.

ALLOWABLE LAYERS: - RED, GRAY or WHITE cardigans, shrugs, V-neck sweaters or sweaters. (Must be worn over collared RED, GRAY or WHITE polo or button-up)

- Pants, skirts & shorts **MUST** be worn with a **BELT** at the **WAIST**
- No **BARE MIDRIFTS** or **BARE SHOULDERS** (thin/thick straps)
- Skirts and shorts must be **BELOW** the **FINGERTIPS**
- No **HEADGEAR** (bandannas, hats, headphones, etc.)
- No fashion **SHREDDED** or **TORN KHAKIS**
- **If you are having difficulty with any portion of the School Uniform Policy, please see Mrs. Harris, Dean of Students, in the Main Office.**

Compliance with the standards listed above will be the responsibility of students, parents, and school staff.

Parents will be responsible to pick-up students when the “dress code” is violated.

Note: School administrators have the authority to adjust consequences for failure to adhere to this policy as they deem appropriate based on a student’s discipline history and offense.

WALNUT RIDGE HIGH SCHOOL UNIFORM GUIDE

APPROVED TOPS



Collared Polo-Style Shirts– **NO DESIGNS**

NO BARE MIDRIFTS or SHOULDERS

RED, GRAY, BLACK or WHITE

Spirit Wear/Walnut Ridge Attire

ALLOWABLE LAYERS

RED, GRAY, BLACK or WHITE:

Hoodies, sweatshirts, vests

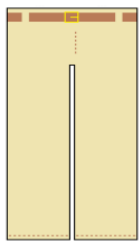
Must be worn over red, gray, black or white collared shirt.

APPROVED TOP

COLORS



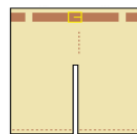
APPROVED BOTTOMS



PANTS



SKIRT



SHORTS



BELT

KHAKI in **COLOR** and in **MATERIAL**.– **NO JEANS.**

SKIRTS & SHORTS below fingertips

Please wear bottoms at the **WAIST** with a belt.

STUDENTS OUT OF UNIFORM

If a student comes to school out of uniform they may call their **PARENTS/GUARDIANS** to bring them appropriate attire. **PARENTS/GUARDIANS** will be responsible to pick up students when the dress code is violated.

School administrators have the authority to adjust consequences for failure to adhere to this policy as they deem appropriate based on a student's discipline history and offense.

Behavioral Expectations

ZERO TOLERANCE

Matters involving violent disruptive behavior in our school or on school grounds that threatens school safety and order, including fighting, assault, possession of weapon, drugs or gang related activity will be subject to the immediate involvement of our assigned school police officer. This will normally result in an arrest and the student's removal from school property. The disruptive student will be transported where a parent/guardian will be notified.

ANTI-HARASSMENT POLICY

On April 7, 1998, the Board of Education adopted a policy that, in accordance with federal and state laws and district policy, the Columbus City School District will not tolerate harassment against any staff member or students on the basis of sex, race, national origin, age, disability or sexual orientation. Harassment shall be defined as slurs, jokes, intimidation, or any verbal or physical attack directed at an individual's sex, race, national origin, age, disability, or sexual orientation.

USE OF TOBACCO

Effective August 1, 1993, there is to be **NO** smoking on any Columbus City School's property. The Ohio Revised Code 2151.87 (B) expressly forbids juveniles under 18 from the use, consumption, or possession of cigarettes, other tobacco products, or papers used to roll cigarettes. Students found in violation of this code are subject to a court summons and \$100 fine. In addition, students are subject to suspension per the Columbus City Schools, "The Guide to Student Conduct".

DRUGS AND ALCOHOL

Except for office-kept prescription medicine, no drugs or alcoholic beverages are ever permitted on school property. Severe consequences including possible arrest and/or expulsion may follow possession or usage.

BULLYING AND HARRASSMENT

In accordance with state law, the Columbus City School District prohibits harassment, intimidation or bullying of one student toward another particular student or students on school property, at school sponsored events and at all times where student conduct is related to school or school activities. Harassment, intimidation or bullying by one student toward another particular student or students shall be defined as an intentional written, verbal, or physical act that occurs more than once and which causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Any student who believes he/she has been harassed, intimidated or bullied by another particular student may bring forward a complaint to the school principal or designee. Any school personnel who are aware of prohibited incidents shall report those incidents to the school principal or designee. All allegations of harassment, intimidation or bullying shall be promptly, impartially and thoroughly investigated. Parents or guardians of students involved in a prohibited incident shall be notified and, to the extent permitted by federal and state law, shall have access to any written reports pertaining to the prohibited incident. Any school employee, student or volunteer, who in good faith and in compliance with procedures, reports an incident of harassment, intimidation or bullying shall be immune from civil liability.

What is Bullying?

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically is repeated.

- Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.
- Bullies often feel justified inflicting hurtful behavior because they think their victims deserve the mistreatment.
- Students who are repeatedly victimized experience more physical and psychological problems than non-bullied peers.
- Bullying occurs both with and without a teacher or another adult present.
- Bullies appear to be concerned with their own wants, pressures, and needs.
- Bullies are more likely than non-bullies to be involved in vandalism, fighting, theft, substance abuse, truancy, or to have an arrest by young adulthood.
- Victims can withdraw and become depressed if bullying continues over time. Some victims could take extreme measures and seek violent revenge or consider suicide.

What are the forms of bullying?

- **Physical:** Physical bullying involves harmful actions against another person's body. Examples include: biting, kicking, pushing, pinching, hitting, tripping, pulling hair; any form of violence or intimidation. It also involves the interference with another person's property. Examples include: damaging or stealing.
- **Verbal:** Verbal bullying involves speaking to a person or about a person in an unkind or hurtful way. Examples include: sarcasm, teasing, put-downs, name-calling, phone calls, spreading rumors or hurtful gossip.
- **Emotional:** Emotional bullying involves behaviors that upset, exclude, or embarrass a person. Examples include: nasty notes, saying mean things using technology (e.g., cyber bullying using emails, instant messaging, chat rooms, text messaging), intentional exclusion from games or activities, tormenting, threatening, humiliation or social embarrassment.
- **Sexual:** Sexual bullying singles out a person because of gender and demonstrates unwarranted or unwelcome sexual behavior. Examples include: sexual comments, abusive comments, unwanted physical contact.
- **Racial:** Racial bullying involves rejection or isolation of a person because of ethnicity.

What is Cyber Bullying?

Cyber bullying is a form of indirect or social bullying that uses technological communications (text or images) to humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students. Cyber bullies use instant messages, text messages, email, chat rooms, cell phones, and personal websites or blogs. Cyber bullying is the act of being cruel to others by sending or posting harmful material or compromising photographs online or through a cell phone.

ELECTRONIC DEVICES

NO ELECTRONIC DEVICES OR CAMERAS – Cellular telephones and other electronic devices such as iPads/iPods are not allowed during school time. Electronic devices must be out of sight during the school day and turned off. *(The school will not assume responsibility for devices that are damaged, lost or stolen when brought to school or after being confiscated for violation of this policy)* We do not have the manpower to investigate stolen electronics. Students may be permitted to use electronic devices for instructional purposes and during lunch. Repeated discipline will lead to removal for a parent conference.

Attendance

Students with regular school attendance are more successful academically and have more opportunities for important communications with their teachers. They also feel a stronger sense of connection with both their peers and the school community. The goal in Columbus City Schools is for every student to receive academic instruction every day of the school year.

AUTHORIZED ABSENCES

The district tracks authorized absences to determine the number of days a student was not receiving instruction in a regular school classroom setting. Tracking authorized absences provides a complete picture of the number of days a student missed but does not count those days against the student for Ohio Department of Education state reporting purposes.

- Activity Excused: Documentation Required
- Athletic Excused: Documentation Required
- Class Excused: Documentation Required
- Home Instruction
- Institutionalized
- Out of School Suspension with Class Work
- Positive Alternative Learning for Students (“PALS”)
- Removal (temporary code)
- Truancy Intervention Centers (“TIC”)
- Weather with Homework (Authorized by Deputy Superintendent and/or Superintendent)
- Medical with Class Work: Documentation Required

VALID EXCUSED ABSENCES

Counted absences are recorded as excused or unexcused absences. A signed note from the parent must be received for an absence to be considered excused. Excused absences must include one of the following reasons:

- Personal or Family Illness
- Medical appointments with documentation from medical office
- Quarantine of the Home
- Death of a Relative in the immediate family
- Observation of a Religious Holiday
- Emergency or Exceptional Situation: which, in the judgment of the principal or superintendent constitutes a good cause for absence from school

ATTENDANCE AND EXCUSED FROM SCHOOL

All students must be in school by 7:30 a.m. Daily attendance will be taken in first period class at 7:30 a.m. If you arrive after 7:30 am, report immediately to the main office to “sign in”. Failure to “sign in” when tardy, will be considered a violation of school rules. To be properly released from school due to

personal illness/appointment: Parent/Guardian must physically come in to the Main Office with proper/valid ID in order to sign out and pick-up student. Leaving school without being properly released will be considered an unexcused absence and count towards truancy.

- Upon entering the school, a student is expected to enter the cafeteria and remain there until the 7:25 a.m. bell. **No student is permitted upstairs until the 7:25 a.m. bell.**
- A student arriving **after 7:30 a.m.** should report to the table directly inside of the main entrance or to the Main Office to sign in.

If you leave school without being properly released by having your parent/guardian sign you out, you will be subject to disciplinary measures and will not be allowed back in without a parent.

IF YOU ANTICIPATE AN ABSENCE, PLEASE DO THE FOLLOWING:

A parent or guardian should call the Main Office prior to 9:30 a.m. on the day you are absent (365-5400 x71325)

- Upon return, student must bring a note stating the date and reason for absence to the Main Office the first day that you return. (Board of Education Policy).
- When absent for any reason, including field trips and school functions, the student is responsible for turning in assignments and making up class work. Contact teachers and classmates to learn about homework, assignments, and tests.
- Regardless of age, a student is not allowed to sign themselves out without a parent or guardian permission.

EXCUSED ABSENCES AND TARDIES TO SCHOOL-STUDENTS ARE EXCUSED FOR:

- Personal or family illness
- Death in the immediate family.
- Emergencies - these must be considered by the Principal to be a good and sufficient cause for "Excused" absence from school.
- Observance of religious holidays must be arranged in advance and must be approved by the school.
- Medical appointments with documentation from medical office.
- Court appearance with documentation from court.

PROCEDURE FOR EXCUSED ABSENCES:

- a. Student must have parents come to the main office with proper/valid ID in order to sign-out and pick-up student before leaving, if the absence begins after student has arrived at school.
- b. Upon returning to school, check in once again at the Main Office by logging return time in the Early Release book. Remember to bring your excuse slip back to school with you.
- c. Students returning to school **MUST** bring a note from parent or physician/dentist/court for absence to be excused.

Scot Parent/Student Handbook (School - Parent Compact) 2019-2020

Student Name: _____

Grade Level: _____ Homeroom: _____

I have received and read the Student/Parent Handbook for the 2019-2020 school year. I will work as a team with the school to make sure my student is successful.

Parent/Guardian Signature:

Date: _____

Telephone Number: _____

After you have read this handbook with your child, please complete this form and return it to your child's homeroom teacher by _____, September, _____, 2019.

Sincerely,

Dave Chamberlain, Principal

Mindy Beall, Assistant Principal

Linda Krelko

Shanise Kimbrough, Assistant Principal

Vikki Cumberlander, Leadership Intern

Richard "Dustin" Ware, Athletic Director

Fawn Harris, Dean of Students