

# **BROADLEIGH ELEMENTARY SCHOOL FAMILY/STUDENT HANDBOOK**

**2021-2022**



**“BUILDING EXCELLENCE IN LEADERS  
AND LEARNERS”**

**Mrs. Shonte` Ivey-Spears, Principal  
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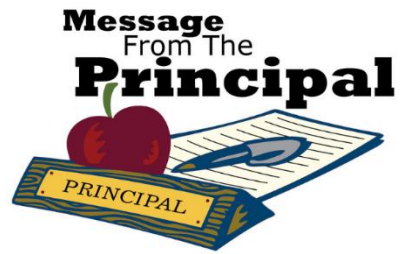
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614-365-6144  
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Columbus City Schools' Mission

*Each child is highly educated, prepared for leadership and service,  
and empowered as a citizen in a global community*

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Dear Parents and Students,

**WELCOME TO BROADLEIGH ELEMENTARY SCHOOL! We are looking forward to a productive year.**

We hope this handbook will provide the information, policies and procedures you need to help us provide your child with the best educational opportunities possible. This handbook has been prepared to assist us in creating a sense of teamwork among parents, children and staff. BROADLEIGH belongs to all of us!

We cannot stress enough the importance of parents and teachers working together to insure a successful school experience for your children. Please read this handbook carefully and keep it handy for easy reference.

Please feel free to call the school (614-365-6144) if you have questions or concerns. We ask that you check in at the school office to let us know when you are in the building. Once again, welcome.

Sincerely,

Shonte' Ivey-Spears

Principal

## 2021-2022 SCHOOL CALENDAR

Aug. 23-25	Professional Development Days - <b>Students Not in Attendance</b>
Aug. 26	First Day of School for Students
Sep. 6	Labor Day – <b>All Schools Closed</b>
Oct. 26	End of Quarter 1
Oct. 27	Records Day - <b>Students Not in Attendance</b>
Nov. 2	Professional Development Day - <b>Students Not in Attendance</b>
Nov. 24	Parent-Teacher Conference Comp Day - <b>All Schools Closed</b>
Nov. 25-26	Thanksgiving Break – <b>All Schools Closed</b>
Dec. 17	30 minute Early Release
Dec 11	End of Quarter 2
Dec. 20-31	Winter Break – <b>All Schools Closed</b>
Jan. 14	End of Quarter 2
Jan. 17	Martin Luther King Jr. Day - <b>All Schools Closed</b>
Jan. 18	Professional Development Day - <b>Students Not in Attendance</b>
Jan. 19	Records Day - <b>Students Not in Attendance</b>
Feb. 2	Professional Development Day - <b>Students Not in Attendance</b>
Feb. 21	Parent-Teacher Conference Comp Day – <b>All Schools Closed</b>
Mar. 9	Professional Development Day - <b>Students Not in Attendance</b>
Mar. 22	End of Quarter 3
Mar. 23	Records Day - <b>Students Not in Attendance</b>
Apr. 14	30- minute Early Release
Apr. 15-22	Spring Break – <b>All Schools Closed</b>
May 30	<b>Memorial Day- All Schools Closed</b>
June 2	Last Day for Students
June 3	Records Day- <b>Students Not in Attendance</b>

## COLUMBUS CITY SCHOOLS MISSION



Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

## BROADLEIGH'S MISSION STATEMENT

We exist to provide the foundation for graduation, and to ensure every student makes a positive impact on the community in which they live.

## BROADLEIGH'S VISION STATEMENT

At Broadleigh Elementary, all students will achieve at least one's years growth in the areas of Reading and Math.

## BROADLEIGH GOALS

- To address individual needs, learning styles and multiple intelligences.
- To frequently assess and provide a variety of opportunities for students to demonstrate mastery through state-aligned curriculum.
- To model the qualities and characteristics that we hope to instill in our students.
- To maintain a positive and safe school environment through consistent management.
- To increase parent involvement through activities and opportunities for shared learning.
- To build character and leadership in our students.

## COVID-19 Safety Protocols



Masks are required for all students at all times while on the school bus and in the school building. (cloth masks or 3 ply disposable masks are acceptable)

Parents are responsible for supplying masks for students.

Mask must cover the child's nose and mouth.



### ATTENDANCE

#### Arrival at school: 9:00 A.M.

Our school day begins at 9:00 am and ends at 3:30 pm. Breakfast will be served from 8:30- 9:00am.

All students will enter the building through the gym entrance doors from 8:30- 9:00am. Parents and students arriving after 9:00 am will need to enter the through the front entrance by the main office.

Car riders are to be dropped off in the rear of the building on Chesterfield Road. Please adhere to speeding and traffic directional flow signs. Chesterfield Road is a one-way street, parking is prohibited. Parents are to remain in their vehicles during morning drop off and afternoon dismissal.

If you would like to get out of your vehicle and walk your child to the gym door, please park on the side of the school on Broadleigh Road. Parking in the area near the dumpsters on the side of the gym or in the school driveway is a **SAFETY HAZARD AND IS PROHIBITED.**

Parents and students arriving after 9:00 am will need to enter through the front entrance by the main office. Parents must accompany their child to the front office.

Students will be marked tardy after 9:00 am.

### **Dismissal from school: 3:30 P.M.**

Buses will begin dismissal at 3:30pm, and car riders /walkers dismissal will begin at 3:15pm. Children are required to go directly home at the end of each day. Playground equipment is off limits at the end of the school day. Students who walk home with younger brothers and sisters may wait outside their exit at dismissal time.

Car Riders will be dismissed from the rear of the building out of the gym doors. The car pick-up lane will be located on Chesterfield Road. Please adhere to speeding and traffic directional flow signs. Chesterfield Road is a one-way street, parking is prohibited. Parents are to remain in their vehicles during pick-up. A staff member will be outside to get your child's name and call them out to your vehicle.

If you would like to get out of your vehicle and meet your child at the gym door, please park on the side of the school on Broadleigh Road. Parking in the area near the dumpsters on the side of the gym or in the school driveway is a safety hazard and is prohibited.

### **Changes to Student Dismissal**

***PARENTS/GUARDIANS, PLEASE NOTE:*** any changes to your child's regular dismissal routine **MUST BE CALLED IN TO THE SCHOOL OFFICE BEFORE 2:30 PM** to ensure the office staff has adequate time to notify your child and the teachers. **We will not accommodate change requests after 2:30** and your child will be dismissed as normal.

The school office will close at 3:00 pm to prepare for dismissal. After 3:00 pm, no parents or visitors will be granted access to the building.

## Absences and Acceptable Excuse Documentation

Columbus City Schools accept the following excuses for pupil absences:

- *Personal illness or quarantine*
- *Illness or death in immediate family*
- *Emergencies*

When a student is absent from school, please call the attendance hotline number at: 1-380-997-0223 by 9:00 a.m. so that your child receives an excused absence for one of the above reasons and follow up with a note for the absence when your student returns to school. Also, students should make every effort to make up work missed during the absence.

*PARENTS/GUARDIANS, PLEASE NOTE:*

**IF YOUR CHILD IS FEELING ILL, PLEASE KEEP HIM OR HER AT HOME UNTIL RECOVERY. IT MAKES LITTLE SENSE TO RISK THE HEALTH OF OTHERS!**

### Closing All Schools for an Entire School Day

Occasionally, schools are closed due to inclement weather or an emergency. The Superintendent of Schools makes the decision to close all schools for the day – *not the principal*.

Radio and television stations will broadcast school closing announcements beginning no later than 6:00 a.m. on the day of the emergency closing. If you do not hear “Columbus City Schools” named in the list of closings after 6:00 a.m., you should assume that schools are open on that day. Please listen to your radio rather than call the school.

### Closing All Schools during the School Day

The Superintendent of schools makes the decision to close all schools during the day. Public announcements will be made immediately after the schools are notified.



### **Closing an Individual School during the School Day**

It is the decision of the Area Superintendent who acts on available information and the recommendation of the school administrator. The Superintendent's approval is required. The public announcement will be made after the school administrator has been notified. In the event schools are closed as mentioned above, parents should instruct their children as to where they should go if no one is home.

### **Early Pickup of a child during school**

If you must pick up a child from school because of an emergency or medical/ dental appointment, you must sign them in and out in the office. PLEASE BE AWARE **ALL PICK-UPS BY A PARENT/GUARDIAN OR SOMEONE LISTED ON AN EMERGENCY CARD MUST HAVE A VALID ID. NO EXCEPTIONS WILL BE MADE!** Students will not be released to anyone not listed on the emergency card.

### **EMERGENCY CLOSING OF THE SCHOOL**

## ***ALWAYS HAVE A PLAN!***

Discuss with your children what they are to do and where they are to go in the event we need to close school early as the result of an emergency. A written plan for your child is requested at the beginning of each school year.

## **EMERGENCY INFORMATION AND PROCEDURES**

### **Emergency Phone Numbers**

You will receive an emergency contact card to complete for each child. Put the names and contact information for all immediate family members (including yourself) who you trust to care for your child in the event of an emergency.

### **Emergency Treatment Authorization Form**

You will receive an Emergency Treatment Authorization Form. This form gives the school, emergency squad, physician or hospital permission to provide emergency treatment if your child becomes ill or injured what at school or traveling to and from school. The Emergency Treatment forms are on file in the school office.

## Student Medication Authorization

The Columbus Board of Education has adopted a policy on student use of prescribed medications during school hours. **All medication will be administered in the Nurse's office.** Students will be permitted to use prescribed medication during school hours when the school has received the following:

- Written permission from the parent or guardian.
- Physician's written verification of the necessity for the medication to be taken during school hours and identification of the medication, dosage, and time it is to be taken.
- A statement releasing and holding the Board of Education and school personnel harmless from liability for damages, and/or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.
- All medication must be received by the school office in the original container dispensed by the physician or pharmacist.

Prescribed medication authorization cards are available in the school office. These cards must be completed and on file in the school office before students will be given prescribed medication during the school hours.

**IMPORTANT!**



An authorization card is required for each medication your child must take while at school.

## COMMUNICATIONS

We utilize a number of ways for sharing information with you about activities here at Broadleigh and about your child's progress, including: sending items to you with your children; through the U.S. Postal Service; contacting parents by phone when necessity arises; email; posting on Google Classroom; ROBO Calls; Remind App, and/ or Infinite Campus. The purpose behind all of our efforts is to keep you informed as much as possible. Our staff wants to keep the lines of communication open at all times. We believe this openness is in the best interest of you, your children and the school. Only to the extent that you are informed are you able to make quality decisions related to your support of our efforts of educating your children.

We value your support. We want to keep you informed in order to maintain your support. We pledge to keep the "lines open".

## VISITING AT SCHOOL AND TEACHER CONFERENCES

We welcome and encourage visitors for special events. It is important that our students' parents and guardians become better acquainted with the school and its programs through regular visits. **Any classroom visitation discussing a student's progress or behavior must be arranged through a scheduled conference.** (See "Teacher Conferences").

For visits with staff other than teachers, please phone for appointments to ensure you that they are available. To schedule any meeting with a staff member, please phone the school at 614-365-6144.

For all visits, proceed immediately to the school office. Using your driver's license please sign in at the Lobbyguard terminal located at the left side of the secretary's desk in the office. *THE SECURITY OF OUR STUDENTS DEPENDS UPON YOUR COOPERATION!*

### TEACHER CONFERENCES

If you desire a conference with your child's teacher, please send a note or call the school office **before** coming to the building. Scheduling conferences will help to ensure a more productive meeting and will minimize possible disruptions of the learning environment. You may leave messages for teachers by calling 614-365-6144 from 8:30 a.m. until 3:00 p.m. Teachers return messages usually within 24 hours.

### REPORTS TO PARENTS

Grade cards will be sent out at 9-week intervals as indicated on our school calendar through the parent portal. No grade cards will be printed or mailed. If there are questions regarding the report card, contact the teacher to arrange for a conference.

### BICYCLES

Children are **not** permitted to ride bicycles or scooters to or from school. **The school will not assume any responsibility for stolen or vandalized bicycles or scooters.**

Also, we will not permit any student to arrive or leave the building while riding double on someone else's bike.

## BUS PROCEDURES

### If your Child is a Bus Rider

- The student must obey the driver's rules for seat assignment.
- Stay in your seat during the ride.
- Fighting, cursing, leaving your seat during the ride, hanging out of the bus windows - - **THESE ARE PROHIBITED ON THE BUS. YOU WILL BE WRITTEN UP AND REMOVED FROM THE BUS FOR A PERIOD OF TIME.**
- Make sure that you know your child's bus number.
- Students should be at their bus stop at least five minutes before the bus is scheduled to arrive in the morning.
- Allow time for the bus to arrive after its scheduled time. The delay could be due to heavy traffic or inclement weather.
- School buses will not let small children get off the bus alone. If you miss your child at the bus stop, stay at that bus stop and **contact the Transportation Co. (614-365-5074)**
- Call the homes of your child's friend(s) to see if he or she is visiting another child.
- Have a plan and make sure that your child knows what to do. If you are home, the student should return home from the bus stop so that you can transport them to school. If, however, you are not available, enlist the help of a neighbor or friend.
- If your child is extremely late coming home on the bus, **contact the Transportation Co. (614-365-5074)**. Buses do not take students back to the school.
- FYI-Bus drivers will wait five (5) minutes after the dismissal bell for students.

### Bus Safety Suggestions

- Students should not take short cuts through other people's yards or private property.
- When three or more students wait at the bus stop, they should be in an orderly line preparing to board the bus.
- Students should not wait for the bus on citizens' property. Never pick flowers from anyone's yard.
- Loading and unloading must be on the resident side of the roadway or highway or streets that are either divided or have four lanes.

- Students who must cross the street or highway shall cross six (6) or more feet in **FRONT** of the stopped bus, and then only after the driver has verified that the warning lights are operating and notified the student it is safe to cross.
- Be polite and take your turn getting on the bus.
- Use the hand rail while getting on and off of the bus.
- Do not leave your seat until the bus has come to a complete stop.
- Take your turn; do not crowd in front of others.

### **RULES AND REGULATIONS FOR BUS STUDENTS**

At the beginning of each school year, the Bus Information Card containing the Bus Rules will be sent home with each student eligible to ride. Read and sign the card and return it to the bus driver immediately. The driver is responsible for enforcing these rules.

### **SCHOOL CONDUCT/DISCIPLINE**

It is necessary that classrooms and schools are places where effective learning can occur. Pupils and school personnel have a right to a safe and orderly learning environment. To ensure that an atmosphere conducive to learning and personal growth is present, standards of discipline must be developed and maintained. Please refer to Columbus City Schools **“The Guide to Positive Student Behavior”** and the **BROADLEIGH Discipline Policy** for details on the expectations of student conduct and consequences which can occur when school rules are broken.

### **SCHOOL RULES AND PROCEDURES**

1. Students cannot enter the building until 8:30 am. Breakfast begins at 8:30 a.m.
2. **ALL** children will be expected to behave in an appropriate manner in the classroom, hallways, and on the playground at all times. Children should be courteous, respectful and obedient to all school personnel. Remember our school motto: ***Be respectful, Be responsible, Be safe!***
3. Safe arms must be practiced in the hallways at all times. Walking is expected. Running is unsafe and causes disruption.
4. Children will be held responsible for damage to school property as a result of carelessness or disregard of rules.

5. **Keep your hands to yourself.** Fighting, verbal and physical threats, teasing and bullying will not be tolerated at any time.
6. Obscene or abusive language will not be tolerated at any time.
7. Cell phones are not to be out during the school day at any time. Students should keep the cell phone in their book bag turned off. If the cell phone is taken out during the school day, it will be taken and will need to be picked up by the parent.
8. If a student is playing with a toy during study periods, or class time, the toy will be taken and not returned until the parent picks it up. Toys are not to be brought to school unless requested by a teacher. **Radios, MP3 players, electronic games and devices, balls and bats unless issued by the school are prohibited.**
9. Students are never permitted to leave school property prior to dismissal without an adult.
10. Pets should not be brought to school except as a part of a planned class experience in which the pet can contribute to the learning situation. The child must secure permission from the teacher. Pets cannot be brought to school on the school bus.
11. **WEAPONS** – ANY OBJECT WHICH CAN BE USED TO INTIMIDATE OR INJURE ANOTHER INDIVIDUAL IS NOT PERMITTED ON SCHOOL PROPERTY AT ANY TIME.

### RECESS

Recess periods are designed to give children a break from classroom routine. Teachers, instructional aides and the Principal supervise the recess periods. All children are normally expected to go out for recess. If children are too ill to go out for recess, they should remain at home.

### PLAY AREAS

Our playground has been established and maintained for all students, each having a right to space which is safe and comfortable. The playground may be used by all students for their enjoyment of games, running, playground equipment, for being with friends, or being alone to think. No student has the right to interfere with

other students who are using the playground. The staff expects all students to cooperate with its efforts towards these goals.

Children are to play only in the designated play areas for their grade level and only on the grass and blacktop. These areas do not include behind the modular or near the fence. Students must play in a place that an adult in charge can see the students.

### **PLAYGROUND RULES**

The playground rules are as follows:

1. Children are to remain in their assigned area for recess.
2. On the playground we avoid games in which someone is knocked down because he or she may get hurt.
3. We play with our own playground items or ask permission to use those which are not ours.
4. Your personal equipment is to be left at home.
5. We keep our hands and feet to ourselves at all times unless tagging is a part of a game or if we are kicking a ball.
6. We use the materials for which they are intended so no one is hurt. Thus, we are careful when kicking or striking balls and when using tether balls and jump ropes.
7. When a tether ball game, kick ball game or a jump rope game is in progress we walk around the game instead of interceding with it. We make sure we do not play in anyone's space.
8. Dirt, snow, sticks, sand and rocks are to remain on the ground.
9. The monkey bars are used for going straight across one-way. There are no penny drops or flips off the bars.
10. We show respect to all children and adults on the playground by following these rules and talking politely.
11. When the whistle blows, we stop and freeze, then walk to our class lines. We stand in line and wait for our teacher without using our hands and feet.
12. Slides are used in one direction; going up stairs and sliding down the slide.

### **CHEWING GUM**

Regulations of the Columbus Board of Education prohibit student's chewing gum in any Columbus City School.

## **HOMEWORK POLICY**

As a general practice we at Broadleigh believe:

1. That all homework should make allowances for individual differences.
2. That homework is an extension of the classroom work.
3. That homework provides an opportunity for parent awareness of the classroom activities and academic work
4. That homework can be creative and varied among special projects.
5. That homework should be given during the school week or as the classroom teacher deems necessary.
6. That homework offers and opportunity for practice and mastery of concepts.
7. That homework should be read and returned by the teacher.
8. That frequency and length of homework will vary from grade level to grade level (e.g. fifteen to twenty minutes at first grade level versus one hour at fifth grade level).
9. Efforts should be made by the teacher so that homework assignments are clearly understood by the student.

## **BREAKFAST AND LUNCH PROGRAMS**

Broadleigh participates in the public school breakfast and lunch programs. **Breakfast and lunch are free for all students.** Breakfast hours: (8:30-9:00am).

***There are 3 lunch periods.***

**Grades K-3:** 11:30-12:00 pm;

**Grades 1-4:** 12:00-12:30pm

**Grades 2-5:** 12:30-1:00 pm.

We will provide you a breakfast and lunch menu each month in our monthly newsletter or you may visit [www.columbus.k12.oh.us](http://www.columbus.k12.oh.us). Students also are able to pack their lunch at any time. We discourage having fast food meals within our lunchroom due to federal guidelines. If you should have any questions, feel free to contact the school at 614-365-6144.



## **LUNCHROOM RULES**

1. Walk quietly into the lunchroom.
2. Be quiet until everyone is ready to eat.
3. Talk softly.
4. Use good manners.
5. Be quiet for one minute prior to the classroom teacher's arrival to pick up his/her students.
6. Walk quietly to your classroom.
7. Listen to and obey the directions of the lunchroom monitors.

## **LIBRARY LEARNING CENTER (LLC) MISSION STATEMENT**

The Library Learning Center is an integral part of the school program for both the students and staff. All students, beginning in kindergarten, have the right to borrow library materials for use in the school and home.

The Library Learning Center has a variety of materials available for pleasure reading and to support all areas of the curriculum. Students and staff are encouraged to make effective use of these materials and to be responsible for the care and return of these materials.

## **LIBRARY LEARNING CENTER (LLC) PROCEDURES**

1. Behavior rules of the school apply when students are using the Library Learning Center.
2. Every class will have forty- five minutes of scheduled time each week when they visit the LLC as a class with their teacher.
3. Students may check out one book at a time.
4. There is no fine for overdue books. However, students may not check out another book until the overdue materials are returned.
5. Students are responsible for materials checked out in their name. Responsibility includes taking care of the materials, keeping them in a safe place and returning them on time.
6. If the book is lost it is recommended that students "read off "fines. The book may be replaced.

# COLUMBUS CITY SCHOOLS POLICIES

## DRESS CODE

Student dress is basically a matter of parental responsibility. Students will be expected to follow the Columbus City Schools Dress Code Policy.

### **Elementary, Middle and High School Student Dress Code**

The Columbus City Schools is committed to establishing a positive learning environment in class, on campus and at school events. The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The dress code represents that commitment and applies to all students. Students are responsible for following the dress code. Parents are responsible for ensuring students are dressed appropriately for school. Staff is responsible for enforcement. The dress code is enforced at school and school functions not open to the public. These guidelines are intended to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances and minimize distractions of other students so as not to interfere with the educational process. These guidelines are also intended to help protect the health and welfare of the individual student. School building principals shall have the authority to further define dress code requirements for their individual school buildings in order to maintain the principles of this policy and consistent with the unique circumstances of their individual schools or grade levels.

All students shall abide by the following:

1. **All clothing shall be within the bounds of decency and good taste as appropriate for school.** Clothing shall be sufficient to conceal undergarments at all times.
2. Dress and skirt length shall be within the bounds of decency and good taste and not shorter than mid-thigh. **Use the fingertip rule.**
3. **No bare midriffs.** As a test for appropriate length student bodies shall not be exposed when arms are raised above their heads. Tops may not be low cut, off the shoulder or otherwise revealing. Tube tops, spaghetti strap tops, halter tops and/or any strapless top or dress which reveals the midriff or breasts are neither acceptable nor permitted. No undershirts shall be worn as outer wear.

4. **Clothing may not be “see through”.** Shirts must be worn at all times and must be sized appropriately so that they do not interfere with normal school activities.
5. Shorts, pants and skirts shall have **no writing across the seat area.**
6. Clothes **must not** be tight or form fitting.
7. **No** sleepwear.
8. **Shoes must be worn at all times.** Flip-flops, sandals, slippers/bedroom shoes and beach shoes are not permitted.
9. **Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire.** Clothing & jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, sexually suggestive or which advocate negative racial, ethnic, gender or religious prejudice, or use of glorification of drugs, tobacco, alcohol or violence.
10. Hats, caps and other types of head covering (other than for religious purposes) **shall not be worn inside buildings.**
11. **Coats, Heavy Jackets, Scarfs, Gloves, additional outerwear items cannot be worn during class.** Outer wear items will be stored in the coatroom during classroom instructional time. Light Sweaters or track style jackets (without a hood) are appropriate to wear with teacher/ administration discretion/ approval.
12. **Shirts, Sweatshirts, and/ or Dresses with hoods can be worn as long as the student does not put the hood on his/ her head. If the student has to be redirected multiple times or consistently about removing the hood, they will no longer be allowed to wear a hooded clothing to school. Parent/ Guardian will be notified.**

13. Students may wear Bermuda shorts, walking shorts or other shorts **within the following guidelines:**
  - a. Shorts must be hemmed and straight legged.
  - b. The length of shorts must be within the bounds of decency and in good taste as appropriate for school. Shorts must be no shorter than mid-thigh and must be worn at the waist. Saggy shorts are not allowed.
  - c. Short shorts or gym shorts are not to be worn other than for physical education courses.
14. **Long pants are allowed for both boys and girls.** The fullness of pants must not interfere with normal school activities and must be neat and clean at all times. Students wearing overalls or other bib-type attire must have the straps buttoned appropriately and wear an acceptable shirt or blouse underneath. All long pants must be proper waist size, length and leg size (no sagging).
  - a. Pants waist must not be more than one (1) inch bigger than the correctly measured student waist size. Pants cannot be gathered or drawn together at the waist and must not hang below the waist.
  - b. Pant inseams must be appropriately sized for the student. Pant length should not touch or drag on the ground.
  - c. Belts must not be more than three (3) inches longer than the student's measured waist size.

### **GANG SYMBOLS AND GANG-RELATED APPAREL**

The Board of Education desires to keep district schools and students free from the threats or harmful influences of any groups or gangs which advocate drug use or disruptive behavior. For purposes of these guidelines, "gang related apparel" is defined as apparel that, if worn or displayed on campus could be determined to threaten the health and safety of the school environment. In addition to the provisions of this policy, building principals in consultation with staff and others as appropriate may additionally establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang's presence that disrupts or threatens to disrupt the school's activities.

Principals may prohibit the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute denotes membership in such a group (i.e., wearing or possession of

chains, rags, bandannas, stocking caps, long belts, baggy/oversize pants, cutoff or saggy pants, pants worn very low below the waist, fronts, etc.).

Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership shall be referred to the building principal or assistant principal. In cases of questionable dress (not explicitly covered in these guidelines) the student will be counseled by a teacher, counselor or administrator and appropriate corrective and/or disciplinary action taken, including, when necessary, a home contact seeking parental cooperation and assistance. Students may also be sent home to change into appropriate clothing or be issued a school tee shirt, if necessary. Repeat infractions will result in appropriate discipline. Exceptions to these guidelines may be made by principals for recess, proms, physical education and certain other events.

Parent contact will be made in the case of a child arriving at school inappropriately dressed. Arrangements will be made when possible to provide suitable attire to enable the student to remain at school.

### **DRUGS AND ALCOHOL**

Drugs and alcohol may have harmful effects on the social, mental, physical and intellectual development of children if abused; thus adversely affecting their health. Except for supervised, prescribed medication, students shall not be under the influence of, nor use, possess, offer for sale, or distribute drugs or alcohol at Broadleigh (or any other school building), on the school grounds, in school-controlled vehicles, at school-sponsored events or in other situations under the authority of Columbus City Schools.

Our staff will take an active role in reducing and eliminating the use of drugs and alcohol by:

1. Prevention – foster students’ self-esteem and confidence in their abilities; make students, staff, parents and community members aware of the symptoms and effects of drugs and alcohol use or abuse; publicize the Board’s position and expectation regarding drugs and alcohol.
2. Support - identify students effected by their or others’ use or abuse of drugs and alcohol; take disciplinary actions; make referrals to community agencies; follow in ways that support students in adhering to recommended procedures.

## **CHILD ABUSE**

The staff is required by Ohio law to report even suspected child abuse. We will do this by contacting the Franklin County Children Services.

## **COLUMBUS CITY SCHOOLS BULLYING POLICY**

### **Behavior and Rights**

#### **Prohibit Harassment, Intimidation and Bullying**

*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 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 and incident of harassment, intimidation or bullying shall be immune from civil liability.*

The Superintendent shall develop procedures to implement this policy. This policy shall be widely disseminated to the Columbus City Schools community.

## EMERGENCY DRILL PRACTICES

School Safety is a major issue in communities across the country; it is our duty to create and maintain a safe environment for our families. Therefore, the importance of contingency planning can't be overstated. Our school district has prepared several drills to practice to ensure our preparation for evacuation especially if a crisis should arrive. The follow drills will be practiced:

<u>DRILL/REASON</u>	<u>PRACTICE PERIOD</u>
<b><i>Evacuation</i></b> – fire drill, bomb threats	Monthly (September through June)
<b><i>Reverse evacuation</i></b> – stranger outside, severe weather, hazardous materials released, unsafe events taking place on or around the playground.	Monthly (September through June)
<b><i>Duck, Cover and Hold</i></b> – tornado drill	Monthly (August through June)
<b><i>Lock Down</i></b> – intruder inside/outside threat near our school	Monthly
<b><i>Shelter-in-Place</i></b> – hazmat accident chemical In our nearby external surroundings	January
<b><i>Hit the Deck</i></b> – event of gunfire	Explained but no monthly drill

## PHONE MESSAGES TO STUDENTS

Unless there is an **extreme emergency**, please do not call the school and ask office personnel to deliver messages to students or request that students are called to the office for a phone call. Office personnel cannot guarantee that phone messages will be received by students prior to dismissal or that students will understand the instruction. Dismissal procedures are the parents' responsibility and should be determined and discussed with students before they come to school.

Please be advised that **changes to your child's regular dismissal routine must be called in to the school office by 2:30 p.m or a signed and dated note sent to the office** to ensure that the office staff has sufficient time to notify your child and the teacher. We must receive a phone call or note to change the routine. **We will not change a student's dismissal procedures without the things mentioned above.**

### **USE OF THE OFFICE TELEPHONE**

Use of the office telephone by students will be limited to emergency situations only. We ask that parents and students discuss lunch plans, dismissal plans and needs for special events (e.g. Field Day) before the students come to school. We understand that some situations require the students to call home, however limiting telephone use would be greatly appreciated. Students may not use the phone to call home for forgotten homework, library books and musical instruments or to remind parents about after school activities.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

If you move or change phone numbers, you **must** inform our office immediately. For the safety of your child, it is important that we know how to reach you at all times. If you do not have a phone, please ask a neighbor to serve as an emergency contact and then indicate the name and phone number on the yellow emergency card in the school office. All address and telephone number changes must be made through the parent portal as the school does not have access to change this information.

### **MEDICAL CONCERNS**

#### *Bee Stings and Other Allergies*

- Parents are responsible for informing the school of a child's allergies, especially allergies to bee stings.

Children who do not have evidence of proper immunizations will be excluded from school after fourteen days and may not return until the required immunizations have been received.

#### *Recess*



Only students who have a statement from a physician may remain inside during recess. All other students will go outside, weather permitting.

### **MEDICATIONS**

The Board of Education Policy #5161.4: “Medications Authorization”. A student possessing or using prescribed medication during school hours must have on file a signed Medication Authorization Form from the parent or guardian and a properly completed physician’s statement. This authorization must include the following:

1. The name and address of the student.
2. The school and class in which the student is enrolled.
3. The name of the medication and the dosage to be administered.
4. The times or intervals at which each dosage of the medication is to be administered.
5. The date the administration of the medication is to begin.
6. The date the administration of the medications is to cease.
7. Any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency.
8. Any special instructions for the administration of the medication, including sterile condition and storage.
9. The parent or guardian agrees to submit a revised statement signed by the physician if the previously provided information changes.

When, in the judgment of the principal, compliance with the parent’s request is not feasible, permission will be refused.

**Please send medication in its original container!**

Parents are responsible for informing the school of emergency medical treatment they desire for their child. This includes the name of the doctor they wish to treat the child and the hospital they wish to care for the child in an emergency. If you did not receive the forms, please contact our office. We **must** have completed forms and cards up-to-date, especially emergency phone numbers.

## **EMERGENCY CARDS**

Please make sure that you have on file in our school office a yellow emergency information card and a white emergency medical authorization form. These cards will be sent home with your child on the first day of school. Please keep these cards up-to-date throughout the school year, especially when your phone number changes. Also, please note that we will not release your child to anyone who is not listed on the yellow emergency information card. If your phone number (either work or home), your address or your emergency contacts change during the school year, please contact our office and complete a new emergency card.

## **LOST AND FOUND**

Students should not bring toys or any other unnecessary items to school. Coats, hats, gloves, boots etc., should have the student's name clearly marked on each item. We have a "lost and found" box located at the end of the purple hallway past the stairs.

If a student is missing an item, the student should check the lost and found box. If the item is small, such as jewelry, please check with the secretary in the office.

Any toys lost or confiscated by faculty or staff members will not be returned to parents only.

The school cannot be responsible for personal belongings. We suggest that items of value be left at home.

## **SCHOOL PICTURES**

Information will be sent home and/ or emailed to parents about school picture procedures, dates, and pricing.

## **DIRECTORY INFORMATION**

In accordance with federal and state law, Columbus City Schools policy states that we may release "directory information". This includes name, address, date of birth and expected graduation date. In the past, requests for "directory information" have been from colleges, universities and from non-profit institutions.

If it is your wish to have “directory information” for your child or children withheld from future release, please inform the office and we will send you the proper form to complete.

### **PARTIES/ BIRTHDAY CELEBRATIONS AT SCHOOL**

We have children with allergies to foods such as eggs, peanuts, milk, flour, etc. at our school. Therefore, please do not send any food treats to school to celebrate your child’s birthday.

We will only allow nonfood items as part of birthday celebrations at school. Suggested alternatives might include:

- Small gift bags for each child in the class including such items as pencils, stickers and erasers
- Donation of a classroom game to be used during inside recess
- Donation of a book in your child’s honor to the school library

Please contact your child’s teacher for preferred birthday options. To avoid disruption to the classroom environment, any balloon/floral arrangements delivered to the school will be held in the office until the end of the day.

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

1. A copy of the Students Rights and Responsibilities Handbook is available for review by parents and students in the school office.
2. Students are entitled to due process of law as administrators enforce the Expulsion, Suspension and Removal policy of Columbus City Schools.
3. The school has the right to regulate dress and grooming, but only in the interest of health, safety and effective instruction. Improper dress will be judged on an individual basis.
4. A student may be searched when there is clear reason to believe that an illegal item, which will cause harm to the student or others, is on his/her person.
5. Students, parents or guardians have the right to review a student’s school records with a member of the professional staff. A request to review records should normally be honored within three days.
6. It is the responsibility of the student to know what the school rules are and to act in accordance with them.

## HARASSMENT POLICY

The Board of Education adopted a policy which pertains to all students and staff. In accordance with federal and state laws and district policy, the Columbus City Schools will **NOT** TOLERATE HARASSMENT AGAINST ANY STAFF MEMBER OR STUDENT.

This policy prohibits harassment on the basis of sex, race, national origin, religion, age, disability or sexual orientation. Harassment is defined as slurs, jokes, intimidation or any verbal or physical attack directed at sex, race, nation origin, religion, age, disability or sexual orientation.

For the purpose of implementation and enforcement of this policy:

*Harassment shall be deemed to occur only when the alleged conduct is so severe, persistent or pervasive, that it materially and adversely affects a student's ability to benefit from an educational program or activity, or creates an intimidating, threatening, hostile or abusive educational or employment environment.*

The entire staff has received in service training dealing with harassment. ALL students will be told to keep their hands, feet and mouths to themselves. If this simple rule is followed, there should not be a danger of harassment charges being brought forth against your children. Keeping one's mouth to themselves includes touching someone else with the mouth or saying things to people that can be defined as slurs, jokes, intimidation or any verbal attack directed at an individual's race, sex, national origin, religion, age, disability or sexual orientation.

## PEAK

### POSITIVE EFFORTS for **ADJUSTMENT** and **KNOWLEDGE**

An in-school suspension (PEAK) center exists in every building. A trained educational aide, who works under the direction of the building administrator, staffs each PEAK center at the elementary level.

Assignments for in-school suspension may range from 1-5 days depending on the severity of the infraction.

Elementary students only may be assigned to PEAK for time-out by classroom teachers or administrators. Elementary assignments for time-out may range from as little as 15 minutes to as long as 1 hour or more (depending on the time of day).

Students serving detention may be assigned for longer blocks of time during the day.

Parents are notified when a student is assigned to PEAK and will usually receive a copy of the incident.

There are suggested limits on the number of assignments to PEAK during a nine-week grading period. Active intervention assistance teams have been established at the building level to address chronic repeaters.

**LET'S HAVE A GREAT AND SUCCESSFUL SCHOOL YEAR...**

**ALWAYS REMEMBER THAT LEARNERS TURN INTO LEADERS!!!!**