

## **STUDENT/PARENT HANDBOOK OF RULES AND RESPONSIBILITIES**

### **INTRODUCTION**

Washington Park Community School is dedicated to preparing its students to become future leaders. In doing so, we will treat students with dignity, respect, care and discipline. The staff at Washington Park Community School is charged with the responsibility of maintaining a disciplined learning environment. They are given full responsibility to issue consequences to any student whose behavior is inappropriate. In order to protect the safety of Washington Park Community School students and to create the best possible learning environment, the students must follow the guidelines below:

### **MISSION STATEMENT**

The mission of Washington Park Community School is to produce scholars who are good citizens in the school, in the community and the neighborhood in which they live and the world that they share. Washington Park Community School will be a virtue-centered school committed to academic excellence, emphasizing attention to being and becoming just, wise, courageous, persevering, responsible, generous and caring citizens. Emphasis will also be placed on the importance of public participation through civic action and community service. These are the values and goals that this community school will instill in the young minds of tomorrow's leaders.

### **PROOF OF RESIDENCY**

Prior to the enrollment of a student at Washington Park Community School, parents/guardians must provide proof of residency in the Cleveland Municipal School District. The most recent copy of a utility bill or lease/mortgage agreement are acceptable documents to verify proof of residency. If a student moves during the course of the school year, a change of address must be submitted to the school office along with proof of residency such as a utility bill or lease/mortgage agreement.

### **ATTENDANCE**

Regular attendance is required of all students. Students cannot keep up with the rapid pace of study if they are not in school.

The school day begins at 8:00 a.m. Students are not permitted on school property until 7:50 a.m. For the safety of your child, please do not drop off your child until after 7:45 a.m.; staff members are not available until that time to monitor the students. Students who are not in their classrooms by 8:05 a.m. will be considered tardy to school. Students who are late to school will be disciplined.

**ATTENDANCE (continued)**

If a student is not able to attend school, the parent/guardian must telephone the school on the day of the absence by 8:15 a.m. A written notice from the parent/guardian or a physician indicating the cause of the absence must be provided to the Director of Operations the day the student returns to school. The school reserves the right to verify the written notice. If written notice is not presented to the school, the absence will be recorded as an unexcused absence.

Any student with 7 consecutive days or a total of 10 days of absences during a term (i.e., Fall/Winter/Spring) will be considered a “truant”. The authorities will be informed of this student’s truancy record.

Absences and tardies will be reported to the State.

**GRADING SCALE**

**First – Eighth Grade**

A 100-90  
B 89-80  
C 79-70  
D 69-65  
F 64-0

**Kindergarten**

O Outstanding  
S Satisfactory  
U Unsatisfactory

**CARE OF SCHOOL PROPERTY**

Washington Park Community School teaches its students to respect property and develop pride in their school. Therefore each student is held responsible for the proper care of school property, supplies and equipment.

Students who cause damage to any school property will be disciplined and their parents or guardians will be financially liable for the cost of damages. Fines will be imposed for the loss, damage or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, as well as for damage to school buildings and/or grounds. Washington Park Community School reserves the right to withhold a report card or educational credits from any student who has not completely paid their (damage) fines.

Washington Park Community School may report to the appropriate juvenile authority any student whose damage of school property has been severe or chronic in nature.

**BOOKS AND SUPPLIES**

Each student is responsible for taking care of his or her schoolbooks and/or calculators. Books/calculators should never be thrown, dropped on the floor, or damaged in any way. Books/calculators should always be kept in a desk or with a student. Any lost books/calculators are the responsibility of the student and a replacement must be purchased within two days of the loss. Report cards will be held if fees are owed.

### **SEARCH AND SEIZURE**

The Director of Operations (or designee) reserves the right to search persons, personal belongings, lockers, desks, etc. when there is reasonable suspicion that one of the school rules is being violated and/or when order, health and safety of persons and/or the school environment may be an issue. This also applies to any and all school sponsored activities at any location.

Lockers, desks, etc. are not private property and students should have no expectation of privacy and may be searched at any time.

### **ANTI-BULLYING POLICY**

Bullying is not acceptable and will not be tolerated at Washington Park Community School or any school-sponsored event or activity. According to section 3313.666 of the Ohio Revised Code, “harassment, intimidation or bullying” means any intentional written, verbal or physical act that a student has exhibited toward another student more than once. Also, the behavior (1) causes mental or physical harm to the other student and/or (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

The following are examples of bullying. The **verbal form** may consist of name-calling, racial comments or personal character attacks. The **physical form** may consist of physical assault or taking or damaging possessions. The **social form** may consist of excluding others from groups, activities or otherwise ostracized. The **psychological form** may consist of peer pressure, causing harms to someone’s self-esteem or feelings of safety, done by the powerful over the powerless and is systematic and ongoing.

All incidents should be reported to any staff member. The staff member will then inform the appropriate school Administrator immediately. The report will be investigated and all students involved will be interviewed. Parents will be notified of the incident when appropriate. They will also be given the results of the interviews and investigation at this time. Disciplinary actions will be taken which could include suspensions and/or recommendations for expulsion.

### **SEXUAL AND OTHER FORMS OF HARASSMENT**

Washington Park Community School recognizes the right of students and employees to work in a pleasant environment free of harassment and discrimination. Therefore, Washington Park Community School strictly prohibits any student or employee from harassing another employee, student or visitor to the school with regards to religion, sex, race, color, disability or place of origin. Harassment includes but is not limited to verbal abuse, physical abuse, mental abuse and sexual harassment.

## **SEXUAL AND OTHER FORMS OF HARASSMENT (continued)**

Any student or employee who believes he or she is a victim of harassment or has witnessed harassment should contact an administrator immediately. If a school Administrator is the alleged source of harassment, the student or employee should inform a Board member.

Every effort will be made to conduct an investigation of the harassment as soon as practical after notification of the situation. Any student or employee involved in the investigation is required to cooperate. A student or employee who has had harassment allegations brought against him or her may be suspended without pay while an investigation is being conducted.

A student or employee who has been found guilty of harassment charges against another employee, student or visitor to the school, will be disciplined and may be expelled (student) or terminated (employee).

## **GANGS**

Membership or affiliation in gangs is against the philosophy of Washington Park Community School. Indication of gang involvement (colors, hats, signs, language, etc.) is strictly prohibited. Writing gang symbols on any property of Washington Park Community School is grounds for discipline, and may result in expulsion. Any student who indicates possible gang affiliation will be referred to authorities.

## **STUDENT CODE OF CONDUCT**

This conduct policy is issued under Ohio Revised Code Section 3313.661. Its goal is not to be punitive but to be corrective and to assure a safe school environment where the school's educational mission can be fulfilled.

This conduct policy applies while a student is on school property or at a school-sponsored activity. It also applies to a student's misconduct off school property that is connected to activities or incidents that occurred on school property. It also applies to a student's misconduct, regardless of where it occurs, that is directed at a school official or employee or the property of a school official or employee.

Any student engaging in a type of conduct listed below is subject to any of the following disciplinary actions, depending upon the severity of the offense and all relevant surrounding circumstances: warning, referral to the central office, after-school detention, in-school suspension, out-of-school suspension, or expulsion.

The types of conduct prohibited by this policy are:

1. Damage, defacement, or destruction of school property, property of a school official or employee, property of another student, or any other private property on school premises.

**STUDENT CODE OF CONDUCT (continued)**

2. Fighting and or instigating a fight.
3. Hazing.
4. Disregard of directives from teachers or other school authorities.
5. Buying, selling, attempting to sell, using or possessing any tobacco or any lookalike tobacco product or tobacco paraphernalia, including, but not limited to, cigarettes, cigars, pipes, clove cigarettes, chewing tobacco, snuff, mint snuff, or tobacco in any other form.
6. Buying, selling, attempting to sell, using, possessing or being under the influence of any controlled substance (marijuana, narcotics, etc.), inhalants, or any counterfeit or lookalike controlled substance; buying, selling, attempting to sell, using, or possessing any drug paraphernalia.
7. Buying, selling, attempting to sell, using, possessing or being under the influence of any prescription drug, medication, or inhalant which can be taken internally where the student does not have a legitimate health or other reason for the use or possession of such a substance.
8. Buying, selling, attempting to sell, using, possessing or being under the influence of any alcoholic beverage or intoxicant.
9. Conveying, attempting and/or threatening to convey, or possessing a firearm, explosive, incendiary device, fireworks, smoke bomb, poison gas, Mace, pepper spray, knife, dangerous ordnance or any other weapon.<sup>1</sup>
10. Unauthorized possession of a beeper, pager, cellular phone, other electronic communication device, or an electronic laser pointing or light-emitting device.
11. Participation in gang activity or the display of gang-related symbols or messages.
12. Cheating or plagiarism.
13. Forgery of a school or school-related document.

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<sup>1</sup> "Firearm" includes any pistol, revolver, rifle, shotgun, or other device designed to or that may readily be converted to expel a projectile through a barrel by the action of an explosive. "Knife" includes any razor, shiv, or other sharp implement with a cutting blade exceeding two (2) inches in length and also includes any implement redesigned, filed down, or altered by the student or another for use as a knife. "Weapon" includes any device that is either designed by its manufacturer or redesigned or altered by the student or another for use as a weapon, including any device in a student's possession that the student intends to use for the infliction of permanent or temporary bodily harm.

**STUDENT CODE OF CONDUCT (continued)**

14. Gambling.
15. Stealing
16. Cursing and/or using indecent or obscene language (verbal and nonverbal).
17. Publication or possession of obscene or pornographic material.
18. Truancy.
19. Repeated tardiness.
20. Leaving school premises during school hours without permission of the proper school authority.
21. Violation of the school dress code policy.
22. Disrespect or insubordination to a teacher or other school authority.
23. Arson, attempted arson, playing with fire, or possession of lighters or matches.
24. Assaulting, battering and/or inappropriately touching a teacher, other school official or employee, student, or any other person.
25. Harassment of a school official or employee, student, or other person.
26. Misbehavior that disrupts or interferes with any school or school-sponsored activity.
27. Engaging in any sexual acts, indecent exposure, improper display of affection, or other inappropriate behavior which would include, but is not limited to touching or groping a person of the opposite or the same sex.
28. Making a bomb threat or turning in a false fire, tornado, or other disaster alarm.
29. Aiding another student or person to violate school rules or regulations.
30. Commission of a crime or juvenile offense under Ohio's criminal or juvenile codes.
31. Violating the school's acceptable use policy as to computers and the internet.
32. Failing to report the known action or plan of another student or person to a teacher or school official where such action or plan, if carried out, would result in harm to another person or damage to property.

**STUDENT CODE OF CONDUCT (continued)**

33. Breaking and entering or being present in an area where the student has no legitimate business without permission of a proper school authority.

Except for serious offenses, the goal is to keep a student in school and teach the student that poor choices will lead to removal from school activities. For non-serious offenses, the progressive disciplinary sequence shown below will normally be followed. A student's misconduct, however, is always assessed case-by-case and deviations from the normal sequence may occur depending upon such factors as the nature and severity of the offense, the age and maturity of the student, the student's prior behavioral or disciplinary record, the student's demonstration of remorse and understanding of why the misconduct was unacceptable, etc. The proper authorities will be contacted in the case of serious offenses such as weapons, drugs, bullying etc.

Subject to these qualifications, the normal sequence for non-serious offenses is:

1st Offense	Warning or referral to central office.
2nd Offense	After-school detention.
3rd Offense	In-school suspension (1-5 days).
4th Offense	Out-of-school suspension (1-5 days).
5th Offense	Out-of-school suspension (5-10 days).
6th Offense	Out-of-school suspension for a minimum of 10 days, which may also include a recommendation of expulsion.

After-school detentions will occur Monday through Thursdays from 2:50 p.m. to 3:30 p.m. In-school suspensions will run daily from 8:05 a.m. to 2:45 p.m.

**STUDENT DISCIPLINE PROCEDURE**

This policy is issued under Ohio Revised Code Sections 3313.66, 3313.661, and 3313.662 and paraphrases certain requirements and provisions from these statutes. Should any such statute be amended in a way that is inconsistent with a term of this policy, the amended statute shall prevail.

The requirements of this policy do not apply to:

- a case of normal disciplinary procedures where a student is removed from a curricular activity for a period of less than one (1) school day and is not subject to an out-of-school suspension or expulsion;

### **STUDENT DISCIPLINE PROCEDURE (continued)**

- any in-school suspension where the student serves all of the suspension in a school setting; or
- the emergency removal under Ohio Revised Code Section 3313.66(C) of a student by an administrator or teacher from a curricular activity or from school property where the student's presence poses a continuing danger to students or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on school property (in such a removal the procedures appearing in Section 3313.66(C) will apply).

Minor or technical deviations from the procedure outlined in this policy that are not prejudicial to the rights of the student will not taint the discipline of that student.

### **OUT-OF-SCHOOL SUSPENSIONS**

A school Administrator may suspend a student from school for up to ten (10) school days. If fewer than ten (10) school days remain in the school year in which the misconduct occurs, the Administrator may apply any remaining part or all of the suspension period to the following school year.

Prior to imposing a suspension, the student will receive written notice of the intent to suspend and be afforded an informal opportunity to appear before the Administrator (or Administrator's designee) to challenge the reason for the intended suspension or otherwise explain his/her actions.

### **EXPULSIONS**

The appropriate school Administrator may expel a student from school for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester in which the misconduct that gives rise to the expulsion takes place. If fewer than eighty (80) days remain in the school year in which the misconduct occurs, the Administrator may apply any remaining part or all of the expulsion period to the following school year.

The appropriate school Administrator shall expel a student for a period of (1) one year for bringing a firearm onto school property or to a school-sponsored activity located off school property or at another school. The Administrator also may expel a student for a period of one (1) year for making a bomb threat to a school building or to any premises at which a school-sponsored activity is occurring at the time of the threat, for bringing a knife onto school property or to a school-sponsored activity located off school property or at another school, for possessing a firearm or knife initially brought onto school property by another person, or for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property as those terms are defined in Ohio Revised Code Sections 2901.01.

### **STUDENT DISCIPLINE PROCEDUDRE (continued)**

An expulsion under this paragraph may extend, as necessary, into the school year following the school year in which the misconduct that gives rise to the expulsion takes place. Any expulsion under this paragraph may be reduced on a case-by-case basis by the appropriate school Administrator based on such factors as the age and maturity of the student, the degree of harm done, the candor and honesty of the student, the student's prior behavioral or disciplinary record, the degree to which the student exhibits remorse for the misconduct, or any other circumstance deemed relevant to the case. For purposes of this paragraph, "firearm" and "knife" have the meanings identified in the school's student code of conduct issued under Ohio Revised Code Section 3313.661.

Prior to an imposing expulsion, the Administrator will give the student and the student's parent<sup>2</sup> written notice of the intent to expel and afford the student and parent (and the student's representative, if any) an opportunity to appear before the Administrator (or Administrator's designee) to challenge the reason for the intended expulsion or otherwise explain the student's actions.

Such notice will include:

- the reason(s) for the intended expulsion; and
- notification of an opportunity for the student, parent, and representative (if any) to appear before the Administrator (or Administrator's designee) to challenge the intended expulsion or explain the student's action and the time and place to appear (which will be no earlier than three (3) nor later than five (5) school days after such notice is given unless this time limit is extended at the request of the student, parent, or representative).

If the student withdraws from school after the misconduct that gives rise to the hearing but prior to the hearing itself or subsequent decision to impose an expulsion, expulsion proceedings will nevertheless proceed.

### **PROCEDURE FOLLOWING OUT-OF-SCHOOL SUSPENSIONS AND EXPULSIONS**

Within one (1) school day after a student's expulsion or suspension the Administrator (or other school official who imposed the discipline in the case of a suspension) will notify the parent in writing of the expulsion or suspension. Such notice will include:

- the reasons for the expulsion or suspension

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<sup>2</sup> "Parent" means the student's biological or adoptive parent, guardian, or custodian, as applicable.

### **STUDENT DISCIPLINE PROCEDUDRE (continued)**

- notice of the right of the pupil or parent to appeal to the Board (or Board's designee), to be represented during such appeal, and to be heard against the expulsion or suspension;
- notice of the right to request that the appeal be heard in executive session; and
- if the expulsion is for more than 20 school days or if, regardless of its length, the expulsion extends into the following semester or school year, the notice will also provide the student and parent with information about services or programs offered by public and private agencies (including names, addresses, and phone numbers) that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident giving rise to the expulsion;
- if the student is at least age 16, notice that the expulsion may be subject to an extension under Ohio Revised Code Section 3313.66(F) and that the Director may seek the student's permanent exclusion if the expulsion or suspension was based on an offense listed in Ohio Revised Code Section 3313.662 and the student is convicted of or adjudicated a delinquent child for that violation.

The student or parent may appeal the expulsion or suspension to the Board (or Board's designee) and be represented at such appeal. If requested by the student, parent, or representative (if any), the appeal will be heard in executive session. Any deliberations after the hearing may be held in executive session irrespective of the student's or parent's wishes. Action on the appeal must occur at a public meeting. The Board (by majority vote of its full membership)--or the Board's designee, if applicable--may affirm, reverse, vacate, or modify the expulsion or suspension. This decision may be appealed in accordance with Ohio Revised Code Chapter 2506. To perfect such an appeal, notice of the appeal must be filed with the Board and the Common Pleas Court of Cuyahoga County within 30 calendar days of the decision.

### **HONORING SUSPENSIONS OR EXPULSIONS FROM OTHER SCHOOLS**

The appropriate school Administrator, after offering an opportunity for a hearing, may temporarily deny admission to any student currently suspended or expelled from another school until the expiration of that suspension or expulsion period. If such prior suspension or expulsion was from a school outside Ohio, such temporary denial will persist until the earlier of (A) the expiration of the suspension or expulsion period, or (B) the expiration of the period for which the student would have been suspended or expelled under the Washington Park Community School's student conduct policy had the student's out-of-state offense been committed here.

## **STUDENTS WITH DISABILITIES**

Students with disabilities may be suspended for a period of up to ten (10) school days for a violation of the student code of conduct. Additional days of suspension or removal from school beyond ten (10) days may be assigned to students with disabilities if the school follows the procedures described in the book **Ohio Model Policies and Procedures for the Education of Children with Disabilities and the New Ohio Operating Standards and Procedures (2008)**. This document is available in the office and will be made available to you to review upon request. During a period of removal beyond ten (10) days, a student with a disability may be required to continue his/her education in a place other than school. In addition, the student and/or parent/guardian will be expected to participate in a series of meetings/hearings to plan the steps necessary to correct the misconduct. This is controlled by federal law (IDEA 20 U.S.C.1401 et seq.)

## **STUDENT RIGHTS DURING INVESTIGATIONS BY LAW ENFORCEMENT PERSONNEL AT SCHOOL**

### **During Criminal/Delinquency Investigations**

It is important for students to cooperate with the police or other law enforcement authorities in the investigation of suspected illegal activities. Under some circumstances students being interviewed/questioned by law enforcement authorities at school may find that they are suspects in the investigation. Students are entitled to certain rights when questioned by law enforcement authorities and may also have a legal obligation to cooperate.

The school Administrator shall make every effort to contact the parent(s)/guardian(s) for the student before the interview begins. The student must properly identify him/herself to law enforcement authorities. The parent(s)/guardian(s) may notify the school Administrator that they do not wish to have the student interviewed unless they are present. The school Administrator shall notify the student and the law enforcement authorities of the parent(s)/guardian(s)' desire and appropriate arrangements shall be made agreeable to all parties.

### **In the event that the interview proceeds on school premises, the administrator must:**

1. Ensure the student has been advised of his/her rights
2. Be present during the entire period of questioning
3. Not enter into questioning on behalf of law enforcement authorities

The Administrator will not be the student's defender or accuser. Students have the right to be informed if they are under arrest when questioned. If the student is unclear about this he/she may ask to resume his/her regular schedule. If law enforcement authorities deny permission, then the student should consider him/herself as actually under arrest. Students who believe themselves under arrest or suspects in an investigation may freely invoke their constitutional rights against self-incrimination and against illegal search and seizure and are entitled, if requested, to the presence of legal counsel while being questioned.

**STUDENT RIGHTS DURING INVESTIGATIONS BY LAW ENFORCEMENT  
PERSONNEL AT SCHOOL (continued)**

School Administrators will be present when interviews by social workers or law enforcement officers are conducting investigations on school premises regarding suspected child abuse or neglect.

In all cases, school administrators are expected to extend courtesy and reasonable cooperation to law enforcement authorities, including an effort in the event of disputes, to find alternative means of accommodations; such as arranging for an interview outside of school time and off school premises.

**PERSONAL PROPERTY**

Students are **not permitted** to bring personal property or pets to school without permission from the teacher for a special project. Examples of personal property include: Game Boys, pagers, cell phones, radios, headphones, action figures, trading/collectable cards, etc. Items brought to school without permission will be confiscated by the office and **held until a parent comes to retrieve them.**

**PLAYGROUND RULES**

1. **No** student leaves the playground without permission.
2. SLIDE- Up the ladder. Down the slide sitting.
3. BALLS- Only “nerf” type allowed. Monitors will retrieve “out of bounds balls.”
4. FOOTBALL- **“Touch”** only. NO TACKLE!
5. JUMP ROPES- For jumping only.
6. NOT PERMITTED ON PLAYGROUND AT ANYTIME:
  - A. Throwing of dirt, stones, mulch and snow
  - B. Bad language
  - C. Bullying
  - D. Toys
  - E. Eating or drinking
7. No Tag on playground equipment
8. LINE UP IMMEDIATELY WHEN CALLED

**PLAYGROUND DISCIPLINE PROCEDURES:**

1. Verbal reprimand
2. “Time Out”
3. Removed from playground

## **DRESS AND GROOMING**

**Students at Washington Park Community School are expected to adhere to the following dress code policy. The objective of this dress code is to provide an appropriate and safe educational environment while allowing students to dress comfortably, within limits, to facilitate learning. Our mission is education and we expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school. Parents and children are equally responsible for the appearance of the child. There is appropriate and inappropriate attire for all of life's activities. Keeping these ideas in mind, please help your child adhere to these guidelines.**

**The specific dress code requirements are as follows:**

### **I. DRESS**

#### **A. PANTS, SHORTS, SKIRTS, SKORTS, BELTS**

- Colors: Dark Blue, Black, or Khaki Tan.
- All pants, shorts, skorts and skirts will be worn at or above the students' waistline.
- NO jeans or denim pants, shorts, skorts or skirts are allowed.
- Shorts, skorts and skirts must be mid-thigh in length to 1" below the knee.

#### **B. SHIRTS**

- Colors: Solid White or Solid Light Blue.
- Short or long sleeved shirts with a collar must be worn.
- Shirts may not contain any type of logo or print on them such as "Nike" or "Tommy Hilfiger".
- NO t-shirts, tank tops, sleeveless, tied front or "belly" shirts are permitted.
- **Shirts must be tucked in at all times while on the school grounds.**

#### **C. SHOES/SOCKS**

- Colors: Brown or Black with rubber soles appropriate for school or plain black tennis shoes with plain black laces.
- No "Heelies", , soccer or track shoes, plastic or canvas shoes, hiking boots, combat boots, or ankle high boots.
- No platform shoes with heels and or sole above 1" or other "fashion" shoes (*such as; stiletto heels, shoes with straps above the ankle, formal wear shoes*) are permitted.
- No backless shoes, clogs, flip-flops, or sandals.
- Shoes and socks are to be worn while in the building.
- Students may wear any color tennis shoes to school on gym days.

## **DRESS AND GROOMING (continued)**

### **D. SWEATERS**

- Colors: Solid Dark Blue, Black or White.
- Solid, plain cardigans or pullover sweaters with **no hoods**.
- Sweaters may not be oversized, bulky or have ornamentation.
- **Sweatshirts or warm-up jackets are not permitted as sweaters.**

### **E. HATS, CAPS, BANDANNAS, SCARVES, WRISTBANDS, HEADBANDS**

- Hats, caps, bandannas, scarves, wristbands, and headbands are to be removed upon entering the school building. If a student wears a hat, cap, bandanna, scarf, wristband, or headband into the building, he or she must remove it immediately upon request from a staff member without argument and place it in a book bag or locker where it must remain until the end of the instructional day. ***No clothing or items related to any gang or gang activities are permitted on school grounds.***

## **II. GROOMING**

### **A. HAIR**

- Hair should be neatly groomed and trimmed and of natural color. Examples of unnatural hair color include, but are not limited to: blue, red, green, orange, purple, etc.
- No tails, mohawk cuts or comparably extreme hairstyles are permitted.
- Hair must be kept out of the face.

### **B. JEWELRY**

- The wearing of any body piercing jewelry, ring, hook, stud, spike, chain, spacer or other items (“piercing jewelry”), on any part of one’s body (e.g. eyebrows, nose, lips, tongue, and naval) other than one’s ears or earlobes is not allowed at School or during School activities.
- Piercing jewelry worn on one’s ears or earlobes may not extend beyond one’s ear or earlobes, must be reasonable in size, must be compatible with the activity or event in which the student is participating and may not be distracting or likely to draw unnecessary attention.
- Small, clear plastic retainers (i.e. “no-see-um” flat bead retainers) may be used.
- Bandages, tape, or other coverings used for the express purpose of covering prohibited piercing jewelry **will not be allowed**.
- Students are cautioned that body piercing has health and safety risks, except for ear piercing.

### **C. TATTOOS**

- Students are not permitted to display decorated body parts or tattoos.
- Students with visible tattoos must cover the tattoo with an adhesive bandage.

## **DRESS AND GROOMING (continued)**

### **D. NAILS**

- No artificial nails.
- Nails must be kept neat and trimmed.

***The Administration reserves the right to determine if a student's attire is inappropriate. Any requested deviation from these requirements because of a bona fide religious or medical reason will be considered and resolved by the administration case-by-case.***

The classroom teacher and/or Administrator will enforce the dress code each day. The administration will also randomly conduct bi-monthly whole class inspections. **If a student is not dressed properly the following actions will be taken:**

- 1<sup>st</sup> offense- Warning/Uniform violation sent home/Phone call home
- 2<sup>nd</sup> offense- Parent/guardian must bring appropriate attire (If clothing item is not brought the student will have a lunch detention that day)
- 3<sup>rd</sup> offense- Parent/guardian must bring appropriate attire (If clothing item is not brought the student will have a lunch detention that day)
- 4<sup>th</sup> offense- Parent/guardian must bring appropriate attire (If clothing item is not brought the student will have a lunch detention that day)
- 5<sup>th</sup> offense- Student will be **recommended for expulsion** for excessive uniform violations

## **DRESS CODE FOR DRESS DOWN DAYS**

On occasion the students of Washington Park Community School are allowed to dress down. Although the students are allowed to dress down their attire must still be appropriate for school. The school reserves the right to determine what is and what is not appropriate attire for school. Students are never allowed to wear flip flops, sandals, crocs and open-toed or slip on shoes, short shorts, mid-drift tops, low plunging necklines or shorts/pants with holes or tears in them. Parents/Guardians will be called and a change of clothes must be brought if an outfit is deemed inappropriate

## **DRESS CODE FOR PHYSICAL EDUCATION**

Your child will receive instruction in physical education (PE) two (2) days each week.

All students of Washington Park Community School must wear one of the following on gym days:

- Students may wear the **approved school uniform** with tennis shoes on gym days.
- Students may wear the **approved gym uniform** which contains the Washington Park Community School logo with tennis shoes (The gym uniform is **optional** and may be purchased through the school).

**DRESS CODE FOR PHYSICAL EDUCATION (continued)**

- Students may wear navy blue sweat pants, navy blue t-shirts and/or navy blue sweat shirts with **no** logo and must be size appropriate on gym days only.
- Non-skid, Non-marking tennis shoes (No black soles). Children will wear their tennis shoes to school on **GYM DAYS**.

Order forms for school gym uniforms are available at the school office. All gym uniform orders should be turned into the school office along with payment.

**UNIFORM COLLECTION**

Throughout the school year, the Washington Park Community School will accept school/gym uniforms from parents/guardians who wish to donate uniforms that their children have outgrown. Please make sure the uniforms are clean and not in disrepair. They may be dropped off at the school office.

**BOOK BAGS AND PURSES** – Book bags and purses must remain in lockers at all times.

**COMBINATION LOCKS**- Combination locks will be provided by the school for lockers issued to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. No other type of combination or key lock will be permitted.

## **INTERNET POLICY**

Students at Washington Park Community School now have the ability to access the Internet in their classrooms. Although most of the internet is suited for viewing by children and young adults, there are several locations on the internet that are not. We will make every effort to ensure that your child does not view inappropriate material, however even with the filters and blocks, students might still be able to access inappropriate material. Classroom internet is for **educational purposes only**. Outlined below are the acceptable practices that all students and staff members must adhere to in order to use the internet here at Washington Park Community School.

All students that wish to use the internet will need to have a signed **Student Agreement and Parent Permission Form for Electronic Information Access** on file in the school office.

### **INTERNET MULTI-MEDIA ACCEPTABLE GUIDELINES OF USE**

Washington Park Community School offers student's access to the Internet for educational purposes and preparation of the students for life and work in the 21<sup>st</sup> century. Students are expected to follow all guidelines; unacceptable use of the internet will result in termination of internet access, in whole or part, as well as other disciplinary or legal actions.

**Acceptable uses** of the Internet include participation in collaborative efforts, accessing real-time data and unique resources, publishing information and resources, and conducting research.

**Unacceptable uses** include, but are not limited to: accessing material that is profane or obscene; suggesting illegal acts and/or advocating violence or discrimination; using access to commit chain letters or personal contact information; participating in relayed internet chats; news groups or mailing lists; granting access to unauthorized persons; intentionally failing to notify a teacher or administration when a student tries to access restricted information; agreeing to meet someone online; disruption of access to other users; causing damage or changing the standard operating function of the technology; use of obscene, vulgar, or threatening language; harassing others; posting defamatory information; disregarding copyright laws of owners; causing or permitting protected material to be uploaded or broadcast in anyway without written permission of the owner and school; posting items without adult or teacher consent; downloading large files; buying or selling any product or service; by-passing internet filters; using the internet without authorization of school personnel.

It is important to remember that the use of the internet is a privilege not a right. This privilege will be revoked if a student or staff member uses the internet in ways that are described under the **unacceptable uses** section. All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal law and that violations can lead to prosecution

## **EMERGENCY SCHOOL CLOSING**

Information about a school closing (due to weather or an emergency) will be listed on the school's telephone system and listed on WKYC-TV3, WEWS- Newschannel 5, WJW-Fox 8, WOIO-TV19, and WUAB-TV43. When the weather is threatening, please tune into these stations. If you do not hear or see Washington Park Community School included on the list of closed schools, then assume the school is open.

Washington Park Community School is not associated with the Cleveland Municipal School District.

## **SUICIDE PREVENTION POLICY**

The Washington Park Community School in recognition of the need to protect the health, safety and welfare of its students, to promote healthy development, to safeguard against the threat or attempt of suicide among school aged youth, and to address barriers to learning, hereby adopts this policy. This policy corresponds with and supports other federal, state and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury. Students who are in need of intervention will be referred to the administration.

All staff are responsible for safeguarding the health and safety of all students. All staff are expected to exercise sound professional judgment, err on the side of caution and demonstrate extreme sensitivity throughout any crisis situation. All school personnel should be informed of the signs of youth depression/suicide. Any staff member who is originally made aware of any threat or witnesses any attempt towards self-harm, that is written, drawn, spoken or threatened, will immediately notify the Director of Education or their designee. Any threat in any form must be treated as real and dealt with immediately. No student should be left alone, nor confidences promised. Thus, in cases of life threatening situations a student's confidentiality will be waived. Our district's suicide crisis response procedures will be implemented. The entire policy may be viewed in the main school office.

### **Definitions:**

\***Suicidal Crisis**- A situation where suicidal ideation and/or behavior occurs.

\***Suicidal Gesture**- An act of bodily harm or intended bodily harm with the expressed intent of suicide.

\***Suicidal Ideation**- (Specific) Thoughts and feelings which, when expressed, communicate a plan for self-harm resulting in death.

\***Suicidal Ideation**- (Non-specific) Thoughts and feelings which communicate no specific plan but do express a desire to harm self resulting in death.

Parents will be contacted regarding the crisis and a course of action will be discussed. It will include obtaining an evaluation for the student from a qualified mental health professional within 24 hours, in order to ensure the safety of the student.

### **SUICIDE PREVENTION POLICY (continued)**

Document must be presented to the school or a phone call from the mental health provider to the appropriate school Administrator.

Outside agencies such as Mobile Crisis Intervention, Child Services or the Newburgh Heights Police or Fire Departments will become involved in the crisis when necessary.

### **ACCIDENT/INJURY/ILLNESS PROCEDURES**

If a child is injured at school to the extent that it is more than a minor cut or nosebleed, Parents/guardians will be contacted. The school's first course of action will be to contact the parent. The parent's instructions will be followed. If the parent/guardian cannot be reached by phone, the school will contact the next person listed on the child's emergency medical form.

The Newburgh Heights Fire Department Rescue Squad will handle a child that is **seriously injured. The school Administrator will stay with the child while they are transported to the nearest hospital.** During a life-threatening situation, the rescue squad may be called prior to the parent.

Students who are sent home with a fever, diarrhea, vomiting, etc. must remain symptom free for **24 hrs** before returning to school. If the student has been diagnosed with a contagious disease must remain out of school until a doctor writes a return to school note.

### **HEAD LICE POLICY**

The State of Ohio affords the right for school districts to implement policies that protect the general health and welfare of the student population as well as our staff. Therefore, the Board of Directors of Washington Park Community School has adopted the following Head Lice Policy:

Once it is determined that the student has contracted head lice, the parent/guardian will be notified and must come in to pick up their child. The child must have proper treatment, be nit free and pass a head inspection by a school staff member or school nurse before they are readmitted to school. A parent/guardian must accompany the student on their return to school in order to assure that the student passed the head inspection and is going to be readmitted to school.

If a student encounters chronic occurrences of Head Lice within the school year, the following suspension schedule will be enforced:

6 Occurrences	1 day of out-of-school suspension
7 Occurrences	2 days of out-of-school suspension
8 Occurrences	3 days of out-of-school suspension
9 Occurrences	4 days of out-of-school suspension

## **HEAD LICE POLICY (continued)**

10 Occurrences          5 days of out-of-school suspension  
After the 10<sup>th</sup> occurrence, the student will be recommended for expulsion.

## **IMMUNIZATIONS**

Students enrolled in Kindergarten through Grade 8 are required to have written proof on file at Washington Park Community School that they have been immunized against Diphtheria, Tetanus, Pertussis, Poliomyelitis, Measles, Mumps, Rubella, Hepatitis B and Varicella (Chicken Pox) as set forth in Section 3313.671 of the Ohio Revised Code, unless specifically exempt for medical or other reasons. Students who have had the actual Chicken Pox disease are not required to have the vaccine; however we must have written proof from a physician. The Ohio Department of Health requires that all students entering the 7<sup>th</sup> grade receive a second dose of the Measles, Mumps and Rubella vaccine (MMR #2). Therefore, all students entering the 7<sup>th</sup> grade will need to show proof of having received a second dose of the MMR vaccine prior to returning to school. **Your child may not enter 7<sup>th</sup> grade without this vaccine.** Students who are not in compliance with all immunizations, **no later than the fourteenth day after admission** are to be excluded from school attendance.

## **PHYSICALS**

A physical examination is strongly recommended for all new students to ensure that the student is able to take maximum advantage of the educational opportunities afforded at school.

The school office will provide a physical form to be completed by your physician at the time of your child's physical. Please return signed/completed form to the school office as soon as possible.

## **MEDICATION**

Many students require the use of medication in the treatment of disabilities or illnesses. When possible, **administration of medication at home is strongly encouraged.** When it is necessary for a student to take medication at school because no alternative is available, the following guidelines based on the Ohio Revised Code and the school district policy will be followed:

1. A request form for each medication must be completed and signed by the student's physician and be delivered to the school office before medication will be administered to a student. This includes over the counter medication as well as prescription medication.
2. Parent / guardian must sign the parent section of the request prior to medication administration.
3. Parent / guardian shall agree to:

### **MEDICATION (continued)**

- Deliver medication to school; no student shall carry medication in backpacks, pockets or in hand. An exception may be made for emergency medications which the physician has designated may be carried by the student
  - Notify the school if there is a change of prescribing physician
  - Submit a revised request completed and signed by the physician who prescribed the medication if any information on the original request changes.
4. Notes from parents / guardians will not be accepted in lieu of physician's request.
  5. New request forms will be submitted each school year and may be obtained in the school office.
  6. Medication must be received in the container in which it was dispensed by the pharmacist and labeled with:
    - Student's name
    - Name of medication
    - Dosage and route of administration
    - Time of administration
    - Physician's name
    - Pharmacy name and phone number
  7. The pharmacist will divide medication into separate containers for home and school upon request. Medication sent to school in any other container will not be administered.
  8. Over the counter medication must be the original container and be clearly marked with the student's name.
  9. Empty medication bottles will be sent home with the student and parents will be called to give notification of the need for more medication. Parent/guardian will deliver replacement medication to the school office. Medication will not be accepted from the students.
  10. All students are responsible for coming to the school office at the time the medication is to be administered. Medication will be administered by designated school personnel according to the school medication procedure, which provides for safe administration and storage of all medications.
  11. A medication record will be kept on each student and will become part of the student's confidential school health record.
  12. The school nurse will act as a consultant, and will be contacted when there are any questions about the medication, its administration or side effects. No medication will be administered at school if there are any unanswered questions.

### **SELF-ADMINISTRATION OF ASTHMA INHALERS**

Ohio House Bill 121 allows children to carry their own inhalers for asthma rescue. This law was enacted to ensure the safety of students who experience asthma related distress during the school day. In the past, students were required to travel to the school office/clinic to obtain their inhaled medication when they experienced asthma symptoms.

If the following criteria are met, a student may carry and use their inhaler at school and school-related events:

- Permission from the student's healthcare provider to carry and use the medication must be given to the school nurse/building administrator.
- The school nurse/building administrator must receive:
  - Name of medication
  - Dose
  - Start and end date
  - Indications for use of inhaler
  - Written instructions of what to do if the drug fails to reduce symptoms
  - Emergency phone numbers to contact the Physician and family
  - Adverse Reactions that can be expected if another student uses the inhaler
- According to this law the responsibility for asthma rescue is with the student.
- Students who are not able to assume this responsibility should not be allowed to carry their own medication. The asthma medication for these students should be managed and monitored by the school nurse or delegate.
- If a student will carry their own asthma inhaler, parents must educate and reeducate about the proper use of the inhaler including frequency and amount of medication. They should instruct their child to inform a responsible adult when they use their inhaler.
- A responsible adult should be aware when a student uses his/her inhaler. Frequent use of the inhaler may indicate a problem and should be reported to the parent/guardian, school nurse and building administrator.
- The school nurse will perform follow-up assessment to ensure the safety and proper administration of the inhaler by the student.

### **BLOODBORNE PATHOGEN PROGRAM- Parent Notification**

Washington Park Community School is subject to Federal and State regulations to restrict the spread of Hepatitis B, C and HIV in the workplace. These regulations are designed to protect employees of the school who are, or could be exposed to blood or other contaminated bodily fluids while performing job duties.

## **BLOODBORNE PATHOGEN PROGRAM (continued)**

We are committed to taking the necessary precautions to protect both students and staff.

One mandated procedure requires the school to request the person who was bleeding at the time of an exposure consent to be tested for HBV, HCV and HIV. The law does not require parents/guardians to grant permission for the examination of their child's blood, but it does require the school to request the consent.

The school must notify parents/guardians of this requirement in advance of any possible exposure. If an incident of exposure to blood does occur, the reason for the request is already known. These are serious diseases and through proper precautions and cooperation, they can be prevented from spreading.

## **HANDWASHING POLICY**

**It is well known that frequent and adequate hand washing will reduce the transmission of communicable disease. In light of this fact, Washington Park Community School has implemented the following building-wide hand washing policy. This policy is based upon the recommendations of the Ohio Department of Health.**

Hand washing shall be required to occur after:

- Using the toilet
- Cleaning toilets and bathrooms
- Handling animals
- Cleaning up after vomiting or fecal accident
- Cleaning and sanitizing environmental surfaces
- Eating and drinking

Hands should also be washed before

- Preparing or handling food
- Eating food

Hand washing facilities shall be maintained in good repair and will be properly supplied to encourage hand washing by students and staff as recommended in the Ohio Department of Health's school inspection guide manual:

- Hot and cold water shall be available at all rest rooms
- Soap and paper towels shall be available at all sinks
- Sinks will be properly supplied with cleaning supplies
- Hand washing posters shall be visibly posted by all sinks
- Hand sanitizer shall be available in classrooms.

In order to reduce absenteeism from communicable diseases staff will:

- Teach students proper hand washing techniques annually with frequent reinforcement.

- **HANDWASHING POLICY (continued)**
  - Teach students about how germs are spread
  - Encourage students to wash their hands
  - Encourage students to use hand sanitizer when hand washing is not possible and to wash hands as soon as possible after coughing, sneezing, blowing nose.
  - Clean and sanitize classroom environmental surfaces on a daily basis.
  - Clean and sanitize doorknobs, handrails and water fountains on a daily basis (custodial/cleaning)

## **DROP OFF – PICK UP PROCEDURES**

### **MORNING ARRIVAL:**

**7:50 A.M. – 8:00 A.M. (Students are not permitted on the school property until 7:50 a.m. For the safety of your child, please do not drop off your child until after 7:45 a.m., staff members are not available until that time to monitor the students)**

**DO NOT PARK OR STOP IN FRONT OF THE SCHOOL BUILDING – if you must park it has to be on the side streets or on the East 49<sup>th</sup> side of the Boulevard.**

When dropping off your child in the morning, please enter the parking lot from McGregor Avenue only. Cones will designate a drop-off lane for you to follow. Please have your child follow the sidewalk to the front doors of the building. Although we will have adults assisting with this process, please stress to your child that he/she is **not** to cross the parking lot area and must stay on the sidewalks. Once the child has been dropped off, please proceed to exit on Alpha Avenue. **There will be no parking allowed in the lot area.** This lot is used for Village business and staff parking only. Parking permits (tags) will be issued to staff members to indicate the vehicles allowed in the lot. **In order to assure the safety of our students**, the Newburgh Heights Police Department will be notified of those vehicles unauthorized to park in the lot during school hours.

**A student will be considered tardy if the student is not in his/her classroom by 8:05 a.m.**

### **DISMISSAL**

#### **KINDERGARTEN/FIRST GRADE DISMISSAL:**

In an effort to reduce the amount of congestion at the front of the building during dismissal time, we ask that all parents/guardians of **Kindergarten and First Grade students only** meet their student at the front door. Kindergarten and First Grade students will be dismissed from their classrooms and will be delivered to parents/guardians at 2:50 p.m.

## **KINDERGARTEN/FIRST GRADE DISMISSAL (continued)**

Parents/guardians are to remain outside of the building and behind a designated line during dismissal. **THERE IS NO PARKING FOR STUDENT PICK -UP IN THE VILLAGE LOT AT ANYTIME.**

## **DISMISSAL OF GRADES 2-8**

### **3:00 P.M. Grades 2-8**

As students exit from the front of the building, please wait for your child on the front sidewalk. **Parking at this time will be on the side streets or on the East 49<sup>th</sup> side of the Boulevard only, NO PARKING OR STOPPING IS PERMITTED IN FRONT OF THE SCHOOL BUILDING. NO PARKING IS PERMITTED IN THE SCHOOL LOT DUE TO SAFETY REASONS.**

It is difficult to ensure the safety of the children with cars moving in and out of the lot. Again, please use the side streets for parking and stress to your child that they must follow the sidewalks.

**All students must exit the building by 3:10 p.m.** The school may contact authorities if a student is not picked up from school by 3:10 p.m.

## **WALKING PERMITS**

Students who are permitted to walk to and from school must have a walking permit signed by a parent/guardian on file in the school office. There must be a signed walking permit for each individual student no matter how many siblings are in a family.

## **BICYCLE POLICY**

**All students in grades Kindergarten through Eighth grade are able to ride bicycles to school. Students who ride bicycles to school should dismount and walk bicycles across all crosswalks. All bicycle riders must wait and cross with the crossing guard. Bicycle riders must be courteous to walkers, one another, and follow directions of adults, and avoid strangers.**

Students are not allowed to ride bikes on school sidewalks because of possible dangers to themselves and to others. Students must dismount and walk bicycles to the bicycle rack. Students must lock up bicycles and they must be placed neatly in the rack. Students must provide their own locks. Washington Park Community School and the Village of Newburgh Heights are not responsible for lost, damaged or stolen bicycles.

We are encouraging all students who ride bicycles to school to wear a helmet. This is for the protection of the student. Parents/guardians should review bicycle safety with students.

### **BICYCLE POLICY (continued)**

It is a privilege to ride a bicycle to school. Students who cannot follow the rules will be disciplined. The students will be given a verbal warning first. If problems persist bike riding privileges can/will be taken away and parents/guardians will be notified.

Any student who rides a bicycle to school **must have a permission slip** completed by a parent or guardian. The school is not liable for any accidents or injuries that may occur to any child who is coming or going from school property. **Scooters, skateboards, skate shoes, and rollerblades/in-line skates are not permitted.**

### **RELEASING STUDENTS**

If one parent has been awarded custody of a student by the courts, the parent with custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations on the rights of the non-custodial parent. Without court documents, the school will presume the student may be released into the care of either parent.

No student will be released to anyone who is not authorized by the parent to receive the child. Parents must provide in writing to the Director of Operations the names of individuals to whom the school is authorized to release their children. The school must be provided this written list before it will release the child to anyone other than a recognized parent or guardian.

### **LEAVING BUILDING DURING SCHOOL HOURS**

All students that must leave the school building during school hours must be signed out by their parent/guardian in the school's main office. If a student will be returning to school after his/her appointment parent must accompany student back in the building to sign student in. A signed verification of appointment form, from the doctor/dentist, must be presented upon the student's return to school. We encourage parents to make doctor, dentist, and etc. appointments **after school hours**.

### **MISSING CHILD POLICY/PROCEDURE**

The Board of Directors of Washington Park Community School believes in the shared social responsibility of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

At the time of initial registration into school, the student's parent/guardian shall present an official copy of the student's birth certificate and copies of those records pertaining to him/her which were maintained by the school which he/she most recently attended.

### **MISSING CHILD POLICY/PROCEDURE (continued)**

In lieu of a birth certificate, birth documentation may include: a passport; an attested transcript of the certificate of birth; an attested transcript of the certificate of baptism; an attested transcript of a hospital record showing the date and place of birth of the child; or a birth affidavit.

If the parent/guardian does not present copies of the required documents, the school administrator shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not sent the records in 14 days, the administrator shall notify the appropriate law enforcement agency with the possibility that the student might be a missing child.

The welfare of children in our care is paramount. Any report of a missing student, while attending Washington Park Community School, coming to the attention of school staff is considered very serious.

In the event of a missing student during school hours, the staff will follow the procedure listed below:

- 1) Check restrooms, special areas and sign out sheets to make sure the student is not in the school building.
- 2) Notify School Administration
- 3) Notify parents/guardians immediately (check records to determine who has legal custody of missing child).
- 4) Police should be notified by school administration immediately.
- 5) When a student is missing collect following information and provide to police, parents/guardians:
  - a. When and where the student was last seen, what the student was wearing, picture from student's file, and who the student was with.
  - b. The names of any other people who might be able to provide significant information (i.e. crossing guards, babysitter, neighbors).
  - c. The names of student's close friends and whether those friends are at school.
  - d. The student's route and means of transportation to and from school.
  - e. Any people or vehicles around the school that was suspicious.

### **HIGH SCHOOL SHADOWING FOR EIGHTH GRADERS**

Any Eighth grader who wishes to shadow at a high school must obtain **prior consent** and a **form** from the school office. A day of shadowing is considered an excused absence. Parents/guardians must follow the absence guidelines by calling into the office of the day of the absence and submitting a note. Parents/guardians assume all responsibility for transportation to and from the high school on the day of the visit. Students are expected to adhere to the behavior and dress code policies of the school they are visiting.

### **VISITORS**

All parents and visitors are required to sign in at the main office upon entering the building. They will be given an identification badge to wear for the duration of their visit. For the safety of our students and staff, it is important for us to be able to identify all visitors to our building.

### **CLASSROOM VISITS**

When a parent wishes to visit their child's classroom or meet their child for lunch, the following procedure must be followed: Visits should be pre-arranged through the teacher and will last thirty (30) minutes in length. All visitors must sign in at the main office prior to going to the classroom or lunchroom.

### **PARENT-TEACHER CONFERENCES**

We will hold parent-teacher conferences twice during the school year, once in the Fall and once in the Spring. Parents will receive an appointment prior to the conference dates.

### **VIEWING STUDENT RECORDS**

In compliance with all provisions of State and Federal law, parents may view their child's school records. Please call the school's office to arrange an appointment.

### **CLASSROOM PARTIES**

In line with the vision of the school and in order to maximize student learning and time on task, classroom parties will be at the discretion of the classroom teacher/administrator.

If a parent or guardian would like to celebrate a child's birthday, he or she may send a wrapped treat (in-line with the school wellness policy) to school for each class member. The treats will be distributed at the end of the school day.

### **LUNCH PROGRAM**

Washington Park Community School participates in the National School Lunch Program. The National School Lunch Program mandates that in order for your child to participate in the lunch program, the parent/guardian must complete, sign, and return to the school office a Free and Reduced Price School Meals Application each school year. The information contained in the application helps us determine the cost of your child's lunch. Meal applications are available through the school office.

### **LUNCH PROGRAM (continued)**

A school lunch will be provided for students who do not have a lunch when possible. Only a certain amount of lunches are ordered for each day from an outside agency. When students are given a school lunch they will be charged for the price of the meal. Parents/guardians must pay these lunch fees. If fees are not paid Washington Park Community School has the right to withhold report cards or records until the fees are paid.

Parents/guardians must provide lunches and juice or milk for their child if a school lunch has not been purchased. Per the school wellness policy, students are **NOT ALLOWED TO BRING POP OR ENERGY DRINKS** for lunch. Students are also **NOT ALLOWED TO CHEW GUM** at anytime during the school day.

### **FIELD TRIPS**

It is the policy of Washington Park Community School to provide for classroom field trips. Each classroom may take no more than two field trips during a given school year.

The field trips must be tied in to an area of the school's curriculum/course of study. No field trip will interfere with Direct Instruction math and reading lessons on a daily basis. The classroom teacher will notify Students/Parents of upcoming field trips. **No child may attend a classroom field trip without written permission from a parent/guardian. Verbal permission either in person or over the phone will not be accepted.**

The school will provide transportation. **No student will be transported in staff or parent/guardian vehicles.**

### **SELLING ITEMS**

Students are prohibited from selling any items on school property, including the school bus, unless they have the permission from the Director.

### **HIRING OF PARENTS/GUARDIANS/RELATIVES**

The Board of Directors has determined that Washington Park Community School may employ a parent/guardian, immediate family member, or grandparent, of any student attending Washington Park Community School. Candidates must complete an Employment Application, possess and provide proof of a High School Diploma, and pass a Criminal Background check (BCI and FBI). Qualified candidates for vacant positions will be selected through a lottery process and will begin employment upon approval of the Board of Directors.

**PARTICIPATION IN PUBLIC MEETINGS**

Parents or guests of the Board of Directors meetings will be given an opportunity to speak during Open Session (20 minutes) or they may submit a question or issue in writing to the President of the Board of Directors. The question or issue must be written and submitted to the President of the Board of Directors at least one week prior to a regularly scheduled Board meeting. Board Meetings are conducted every other month on the first Thursday of that month. A schedule of Board Meetings is posted in the front lobby.

**THANK YOU FOR CHOOSING  
WASHINGTON PARK COMMUNITY SCHOOL!**