

FOREST HILLS SCHOOL DISTRICT

Dear Parent/Guardian:

It is the intent of Maddux Elementary to guide students toward being productive, informed and successful individuals. To achieve these ideas, mutual respect and understanding must be present in the learning process on the part of all participants – the staff, students, parents and community. Hence, we share with you the following Parent/Student Handbook. It is not an all-inclusive handbook, but general information to guide you. If you have additional questions, please feel free to contact the Principal or Assistant Principal.

We ask that you review this Student Handbook with your child. Then please complete the information below and return the slip to your child's teacher by August 30, 2013.

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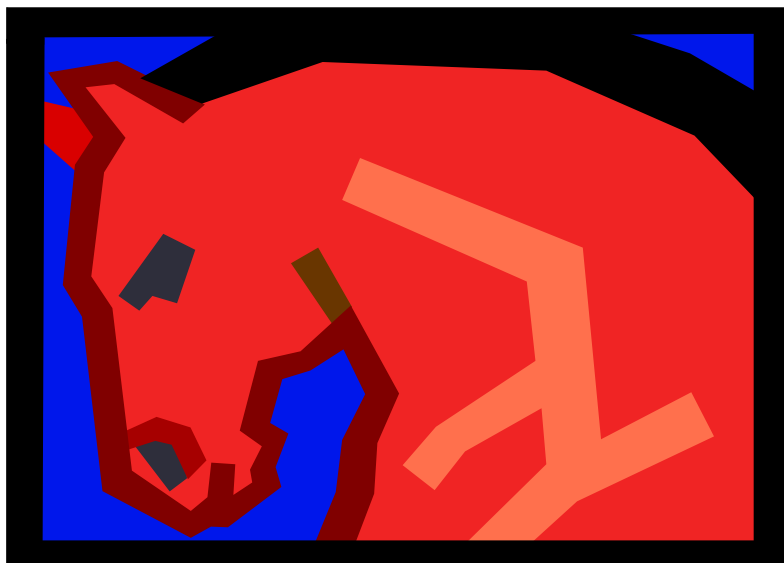
My child, _____, and I have reviewed and understand the Student Handbook for the 2013-2014 school year.

Student Signature

Parent/Guardian Signature



Maddux Elementary
Parent/Student
Handbook



2013-2014

Board of Education

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Tami McKinney	Coordinator/Special Education
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Richard Porter	Supervisor/Transportation

Administration Building	231-3600
Anderson High School	232-2772
Turpin High School	232-7770
Nagel Middle School	474-5407
Ayer Elementary School	474-3811
Maddux Elementary School	231-0780
Mercer Elementary School	232-7000
Sherwood Elementary School	231-7565
Summit Elementary School	474-2270
Wilson Elementary School	231-3240

Emails: All staff members have access to email accounts. You can reach a staff member through email by typing in their first name followed by their last name and then foresthills.edu. An example would be: **johnsmith@foresthills.edu**

Forest Hills School District

Our Vision: Success for ALL students.

Our Mission: To provide educational opportunities that enables our students to acquire the knowledge, skills and personal qualities necessary for responsible citizenship and lifelong learning.

Our Beliefs:

- *The responsibility for the education of our students is shared by our students, their parents, the school district and the community.
- *We must invest in our students- they are our highest priority.
- *Quality education recognizes that students learn in different ways and at different rates.
- *Our educational programs should address the needs of the total person.
- *Our school district must strive for excellence through continuous improvement.
- *Community awareness, involvement and support are essential to successful public education.
- *Our staff promotes learning through their positive interactions with our students.
- *We must remain a safe and secure learning environment.
- *All persons deserve respect and acceptance of their individuality and diversity.

Our Goals:

- ◆ Provide rigorous academic challenges and interventions that support and help meet each child's educational needs
- ◆ Work with school personnel, community and governmental agencies to provide a safe and healthy environment
- ◆ Recruit, professionally develop, and retain, highly qualified, talented staff
- ◆ Operate and manage an efficient fiscally sound school district that meets or exceeds all state auditing standards
- ◆ Create a school environment that promotes respect and care for self, others, and the environment and provides opportunities for students to develop and apply skills necessary to positively contribute to our global society



INFORMATION FOR PARENTS

SCHOOL HOURS: AM Kindergarten: 9:10-11:55
PM Kindergarten: 12:55-3:40
Grades 1-6: 9:10-3:40

Children should arrive no earlier than 8:55 a.m. The school cannot be responsible for students who arrive before 8:55 a.m.

OFFICE PHONE: 513-231-0780 (main line)
513-231-5308 (fax)
513- 852-9019 (attendance line)

WEB SITES

District: www.foresthills.edu

School: www.foresthills.edu/maddux

Board of Education Policies (for additional information): <http://www.neola.com/foresthills-oh/>

District calendar and area map: <http://www.foresthills.edu/about.aspx?cid=40>

Staff Directory Support: <http://www.foresthills.edu/staffdirectory.aspx>

District Forms: <http://www.foresthills.edu/forms.aspx>

ARRIVAL/DISMISSAL PROCEURES

Early Dismissal: Children should NOT be dropped off at school by parents/guardians before 9:00 a.m. unless they are participating in a school sponsored activity. We do not provide supervision for students that arrive before school starts except for those in planned school activities.

Morning Drop Off Students: Students may be dropped off between 9:00 a.m. and 9:10 a.m. Please follow the drop off traffic flow. Enter the main drive, loop through the parking lot and a staff member will assist your child at the crosswalk.

Under NO circumstances should cars enter the circle near the buses. Students are asked to ride the bus to and from school. Students must leave the school grounds immediately after school and go home. We are attempting to provide the safest procedures for your children.

Pick Up By Parents At Dismissal Time: When you arrive at dismissal time for the purpose of driving your child home from school, you must follow one of the two following pick-up procedures.

6th Grade Pick Up:

1. Enter the main drive and proceed to the closest playground on the left. Circle the modular and the perimeter of the playground.
2. Wait for your child in your car until it is your turn to load.
3. Staff will assist your child through this process.

Wetheridge Pick Up:

1. Children riding home in a car will be dismissed from the 4th grade hallway. Students will walk down the sidewalk to Wetheridge.
2. Staff members will supervise children getting into the cars.
3. Children should enter the car from the passenger's side.

If you are late arriving at school, your child will be waiting in the office.

Walkers/Bike Riders: All students are expected to ride the bus home unless there is a note from a parent giving permission for their child to walk home or ride a bike.

Follow these procedures for the safety of the children.

ATTENDANCE

The educational program offered by this District is based upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which she/he has been assigned. Please note that vacation requests will be considered unexcused absences.

In alignment with the approved Board of Education policy (i.e. 5200) the following factors are considered to be reasonable excuses for time missed at school:

- A. Personal illness (a written physician's statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death in the family
- E. College visits as approved by the building principal
- F. Observation or celebration of a bona fide religious holiday
- G. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
- H. Such good cause as may be acceptable to the Superintendent

A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year.

Habitually truant and chronically truant student may result in a complaint with the Judge of the Juvenile Court and/or any other appropriate intervention actions as set forth in this Board's policy 5200.

If your child must be absent or tardy for any reason, **please call the Absentee Voice Mail before 9:00 a.m. at 513-852-9019**. If we do not hear from you, the absence will be recorded as unexcused. We will call you if we do not hear from you to confirm the whereabouts of your child.

Tardy/Early Dismissal

All children who are tardy (**after 9:10 a.m.**) should report to the front office **with a parent or guardian** before going to class to sign in and receive a tardy pass. It should be kept in mind that every time a student comes in late or leaves early, it is a disruption to the entire class.

A written request for early dismissal should be submitted in advance so that we can better plan for your child's instructional day. Parents picking up children must stop at the front office to sign them out.

Arrive: 9:10-12:10 ~ Tardy, 3 Hours

Arrive: 12:11-1:44 ~ Absent ½ day in the A.M., 1 hour 33 minutes

Arrive: 1:45-3:40 ~ Absent all day, 1 hour 55 minutes

Leave: 9:10- 10:44 ~ Absent all day, 1 hour and 34 minutes

Leave: 10:45-12:39 ~ Absent ½ day, 1 hour and 54 minutes

Leave: 12:40- 3:40 ~ Early dismissal, 3 hours

Five unexcused tardies are equivalent to one unexcused absent day when considering days for truancy and court referral.

When a student is absent and/or tardy on a regular basis, the parent receives a letter after 5 days absent. The letter states, "If absences continue, you may be required to provide a doctor's note stating the reason for the illness and the day/days the doctor excused your child from school attendance." After 10 days absent, the parent receives a letter stating, "...a physician's note indicating a need to be absent from school will be required for all further school absences. Failure to provide such documentation will result in the student being considered truant from school...Chronic truancy can result in disciplinary action and/or court referral.

BULLYING AND HARASSMENT

Please refer to the appendix at the end of this document - Board Policy 5517.01

CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

A student may possess a cellular telephone or other electronic communication devices (ECD) on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or other ECD remains off (not just placed into vibrate or silent mode) and out of sight.

CHANGE OF ADDRESS/PHONE OR WITHDRAWL

It's very important to notify the school office of any change of address or phone number in case of illness or accident while at school. It is also important to notify the school office when a child is withdrawing from the district.

CODE OF CONDUCT

Please refer to the appendix at the end of this document – Board Policy 5610

CONFERENCES/COMMUNICATION

Open communication between parents, teachers, and administrators is important for your child. If you have a concern, a note or email or phone call to the teacher may solve the problem. A conference may be called where all adults with helpful information concerning the child may attempt to solve any problems together. Regular conference times occur in November and March (see school calendar). The conferences allow us to communicate your child's progress to you.

CUSTODY ORDERS

Parents who are divorced or legally separated must provide the school with a copy of any custody order or decree pertaining to a pupil currently enrolled or desiring to be enrolled in the Forest Hills School District.

If the custody order is ever changed, it is the responsibility of the custodial parents or legal guardian to provide the school with a copy of the new custody order or decree.

This is a legal requirement and will give many safeguards to students and parents including improved safety on issues relating to "missing children."

DISCRIMINATION (SECTION 504)

The Forest Hills School District has adopted policies and procedures related to Section 504 of The Rehabilitation Act of 1973. For more information please refer to <http://www.neola.com/foresthills-oh/> for Board policy 2260.01.

DRESS AND GROOMING

At Maddux Elementary, dress and grooming should promote a safe and healthy school setting and enhance the educational environment. Grooming guidelines prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. prevent the student from achieving his/her own objectives because of blocked vision or restricted movement.

Students should wear clothing which is appropriate for the weather, and footwear should provide adequate protection. Flip flops are inappropriate and unsafe for the school setting. Clothing or accessories that advertise illegal and inappropriate products for minors are prohibited. Immodest clothing should not be worn. As an example in the upper grades, short shorts or skirts, bare midriffs and spaghetti strap tops and pants below the waistline exposing the undergarment are inappropriate as is hair color that is not of a natural shade.

Special functions may result in allowing hats, sunglasses or other items to be worn at specific and scheduled times; otherwise, they should not be worn in school. Special dress rules may be outlined for those attending extra-curricular activities, field trips etc.

Building administrator(s) will make decisions regarding inappropriate, disruptive or distracting appearance. He/she may notify parents and/or require a change of clothing.

EMERGENCY EVACUATION

If it is ever necessary to evacuate the school building because of an emergency situation, students will be bused to Summit Elementary School. It is imperative that parents be aware of this and not attempt to come to Maddux. The emergency personnel need to perform their duties, and students need to be safe. Summit Elementary is located at 8400 Northpoint Drive, and the phone number is 474-2270.

E-READERS OR ELECTRONIC DEVICES

If your child has a technology device (e.g. Kindle, Nook, etc.) that he/she wishes to bring to school, please register the device online with Forest Hills. It is important that the devices are registered using the following link: <http://bit.ly/deviceregistration>. As a part of this registration process, the following rules and regulations are stated:

- 1.) Students and parents should be aware that personally owned devices are subject to search and seizure by school officials if the school district has a reasonable suspicion that evidence of a violation of the student code of conduct, acceptable use policy or federal law is present on the technological device.

2.) The Forest Hills School District accepts no responsibility for personal property brought to school by students. Students who choose to bring a personal device to school assume total responsibility for their device. Devices that are stolen or damaged are the responsibility of the student and their parents or guardians.

3.) Repairs are the responsibility of the student and parent. School personnel will not be involved in repairing student-owned devices.

4.) Using the device at school is a privilege and can be revoked at any time.

FEES/EZpay

Yearly school fees per child are as follows: Kindergarten: \$40.00, Grades 1-6: \$45.00

We ask that these fees be paid by the first day of school. If for any reason this is not possible, please call the school office, and we will help arrange a payment schedule or provide fee waiver forms when applicable. Please see the school fee waiver policy 6152.01 in the Appendix.

If fees are not paid, report cards will not be given to students.

EZpay is an online convenience for paying for food service, school fees and pay to participate fees online. Parents will need their 6 digit ID number(s) to set up their family account. Once the account is set up then the EZpay account can be accessed at anytime.

SPS EZpay will be on the district website (www.foresthill.edu – then click on EZpay link) or you may use www.spsezpayforesthills.com

HOMEWORK

Homework is a valuable ingredient in the educational process and should be reinforcement, extension, or enrichment of the material taught in the classroom. Although it is considered supplemental training in self-discipline and responsibility, homework must be related to the instructional program.

Typically, the amount of homework required of students at the primary levels would be less than that required at succeeding grade levels. The time that should be needed to complete homework assignments would vary according to the maturity and ability of the student to work independently. More advanced students may be able to exceed the general guidelines shown below:

K – 1.....as requested through teacher correspondence
2 – 3.....15 – 30 minutes
4 – 5.....30 – 45 minutes
6.....45 – 60 minutes

In addition to the above minutes, your child may be expected to read nightly. Daily planners have been given to each student in grades 2 – 6 and he/she is expected to keep all assignments in this planner. This is a good communication tool between home and the classroom.

ILLNESS

A student must be fever free for 24 hours before returning to school.

If a student is absent during the school day he/she may not attend evening events.

HOMEWORK DURING ABSENCE

Requests for homework must be made when you call saying your child will be out for the day. This will give the teacher enough time to compile the work your child will have for the day. You need to let the school know if the work will be picked up in the front office by 4:30 or if the work needs to be sent home with another student. If the homework is to be sent home with another student, please give the child's name, grade and teacher. The student will be given reasonable time to make up the work. When an excused absence occurs, students will be given the opportunity to make up missed school work.

INCLEMENT WEATHER

In the event that Forest Hills Schools are closed or delayed, bulletins will be issued over AlertNow and local radio and television stations. We try to notify the media by 5:45a.m. The message usually is broadcasted by 6:15 a.m.

One Hour Delay – Buses run regular routes one hour later. Continue to monitor your radio since changing conditions could warrant a later announcement of closing schools.

Two Hour Delay - Buses run regular routes two hours later. Continue to monitor your radio since changing conditions could warrant a later announcement of closing schools.

AM Kindergarten will begin its day at 11:10 AM and end at 1:40 PM.

PM Kindergarten will begin its day at 1:10 PM (15 minutes delay) and end at 3:40 PM.

Schools Closed – No transportation service provided (public or non-public). No classes in session.

Early Dismissals – Midday snow storms or hazardous conditions create different problems; however, we seldom use early dismissals. **Note:** If weather conditions in the afternoon are such that parents wish to go to the school and pick up their children early, they may do so. The principal will release the children to parents, and the absence will be excused. In the event of an early school closing, please be sure that your child knows where he or she is to go or what to do if you are not at home.

Please be assured that we shall continue to exercise every effort to transport our children safely. All of our buses are equipped with two-way radio communication to the district transportation office. If you, as an individual, wish to exercise parental discretion different from ours, your child's absence will be excused once you call the attendance number. Parents and students are urged to listen to the radio or watch TV for announcements concerning changes in school time or bus schedules. Please do not call the school or transportation office for this information. Please check the Forest Hills web site for information on school closing.

Radio stations that broadcast school closings are as following:

WLW 700 AM	WSAI 1360 AM	WGUC 90.9 FM
WLWA 550 AM	WUBE 1230 AM	WVXU 91.7 FM
WCKY 1530 AM	WCIN 1480 AM	WINK 94.1 FM
WQFX 94.9 FM	WRRM 98.5 FM	WIZF 100.9 FM
WKRQ 101.9	WEBN 102.7 FM	WGRR 103.5 FM

Or watch local TV stations Channels 5, 9, 12, and 19 for closings.

INTERNET POLICY

All students and parents must sign the district Network/Internet Access Agreement in order to utilize this educational tool. Forms will be made available on the district website in August and also in the school office.

KINDERGARTEN REGISTRATION AND SCREENING

Kindergarten screening will occur each year for incoming kindergarten students. The child will go through a series of simple assessments that will give us some basic information about his/her stage of development.

LATCHKEY

Our before and after school latchkey program is operated by the local YMCA. If you are interested in this program, call the Lyons YMCA at 474-1400. In the event that school is closed, delayed, or dismissed early, Latchkey will also be closed.

LOST/STOLEN ITEMS

Students are not to bring valuable items and/or money to school. The school is not responsible if they are lost or stolen.

LUNCH GUESTS

In an effort to work within the district wellness policy and keep lunch options equitable, we ask that if you plan to eat lunch with your child or have a guest come in, we ask that you choose items from the school menu. If you chose to bring food in from an outside source, please bring it only for you and your child.

LUNCHESES

A nutritionally balanced lunch is served at school each day. The menu is sent home at the beginning of each month. Students may buy the school lunch or bring a packed lunch from home. Students may select side items and one entree for the school lunch. Students may also buy ala carte items such as juices, fruit snacks and baked chips.

Free or reduced lunch programs are available for those families who qualify. Inquire at the school office for the necessary information and forms. Or visits the district website

<http://www.foresthills.edu/forms.aspx>

Lunch is offered at a cost of \$2.00. Milk may be purchased separately for \$.50. You have the choice of paying for the lunches in advance by sending the money or a check with your child or paying on EZPay. If a child does not have money for lunch, he may charge for the day and bring the money in the next day. If charges continue to accrue, the child will be given an alternative lunch (e.g. a cheese sandwich) until the charges are paid in full.

MEDICATION

According to Board policy 5330, before any medication (i.e. a prescribed drug or non-prescribed, over-the-counter drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent. These documents /forms are available in the health office or on the district website <http://www.foresthills.edu/forms.aspx>

A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. It is expected that parents will bring the medication to school or send it with a responsible adult. **Medication should never be sent with your child.** Medication must be picked up at the end of the year. Medication not picked up within two weeks will be disposed of.

PARKING

When picking up children during the day, please park your car in a visitor parking spot.

PESTICIDE APPLICATIONS

Pesticides may periodically be applied to school property in a manner that ensures maximum efficiency, with minimal hazard to students and the staff. Parents have the right to request prior notification of such pesticide applications. For more information, see Board policy 8431A at <http://www.neola.com/foresthills-oh/>

PARENT TEACHER ASSOCIATION (PTA)

The PTA is involved in promoting the welfare of children and youth in home, school and community. Parents/Guardians are encouraged to join the PTA to strengthen the partnership between school and home.

RECORDS

If a parent/guardian does not want Forest Hills to disclose information from their child's education records (including directory information and photographs) without their prior written consent, the parent/guardian must notify Forest Hills in writing within thirty (30) days of the first day of school.

REPORT CARDS

A written report card is issued three times a year for each student. The purpose of this report card is to aid in the growth of your child in scholarship, health habits and character. Reading, writing, mathematics, science/health and social studies are assessed. Effort, work habits and personal development are also measured.

For kindergarten through second grade, the report card's evaluation is as follows:

AS = Area of Strength

SP = Satisfactory Progress

PH = Progressing with Help

AC = Area of Concern

N/A = Not Applicable

For 3rd grade, the report card's evaluation is as follows:

1 – Area of Strength

2 – Meets Grade Level Expectations

3 – Requires Assistance to Meet Grade Level Expectations

4 – Does Not Meet Grade Level Expectations

For grade four through grade six, the report card's evaluation is as follows:

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = Below 60%

N/A = Not Applicable

In addition, Music, Art and Physical Education are measured in grades one through six. Elementary chorus is evaluated in grades five and six.

RESPONSE TO INTERVENTION (RTI)

We believe all students can learn. We also believe that to truly be a high achieving district, we must meet the varying needs of our students from support instruction to rigorous coursework to enrichment opportunities. By using a systematic approach to know our students as learners including data analysis and Response to Intervention we maximize the learning potential for individual students. RTI provides a framework for this.

A multi-tiered system of support is put in place, including strong core curriculum and differentiated instruction at a Tier 1 (classroom) level. Response to Intervention (RTI) includes screening of all of our students, and utilization of data to guide educational decisions in a problem solving model. Much as doctors use screens such as temperature and blood pressure checks to help determine which patients may require a deeper diagnosis with possible treatment and monitoring, AIMSweb, our universal screener, helps identify students who need further attention and more careful consideration. The purpose of screening activities is to predict possible academic and behavior problems as well as to identify areas of

student strength. Students demonstrating needs, based on data based decision rules will receive instruction and proven, research-based intervention at varying levels of intensity. By monitoring student achievement throughout intervention, we are able to adjust the level of needed support.

SAFETY DRILLS

In accordance with the law, Maddux Elementary conducts a fire drill once a month when school is in session. Teachers carry red safety bags and attendance sheets with them so that each child is accounted for upon arrival at the appropriate station outside. Fire drills may also be conducted during lunch time and during after school activities so that children will be aware of the escape routes from various locations in the building. The average amount of time for an evacuation of the school is approximately 2-3 minutes. Tornado drills are held once a month during tornado season. Shelter-in-place and lock down drills are conducted in the fall to reinforce the importance of safety during other types of crises. Drills are conducted to approximate the actual emergency and students are directed to respond in a like fashion.

SCHOOLMESSENGER AND EMERGENCY INFORMATION

The Forest Hills School District has implemented a notification system, **SchoolMessenger**, that uses a combination of phone calls, emails and/or text messages to keep you informed and up-to-date about emergency situations, closings, early dismissals, delays and upcoming events.

The school requires an emergency phone number and work numbers for use in case of an accident or illness. The school also keeps on hand an early dismissal form in the event we have to close early or there is a crisis. This form indicates where your child will be going after a dismissal.

Please notify the school of any changes to phone numbers and addresses.

SECURITY

Our security system requires that visitors push the “buzzer near the front door so the office staff can release the door lock. Visitors must then report directly to the office to sign in and wear a required name tag when traveling through the building. Video cameras can and will be used on school grounds and buses.

SNACK AND TREATS

To promote healthy eating habits, students are encouraged to bring healthy foods to school as their snacks and treats (e.g. crackers, fruit, low fat cheese, dried cereal, pretzels, air popcorn, mini bagels, baby carrot). All food provided for students to be distributed/consumed in the classroom (e.g. birthdays, holiday parties) must be pre-packaged, peanut free, individually wrapped by the inspected facility, and include attached nutrition and ingredient labels. Some snack cakes/foods do not have the ingredients listed on the individual wrappers but the ingredients appear on the box. These are also acceptable, just so the box displaying the ingredients accompanies the treats. If the snack is not individually wrapped (e.g. pizza), the parent/guardian must notify the teacher so notice can go out to parents/guardians at least three days before the event, informing them of the food and ingredients. Healthy Classroom Party Snacks may be purchased through Forest Hills Food Services at 231-3215.

STUDENT ABUSE AND NEGLECT

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency.

STUDENT RECORDS

Access to and review of student records must be made by a parent. A request must be made in writing to the principal. The principal will establish a time and date to meet with the above, not to exceed 10 school days from the date of request.

STUDENT ACCESS TO DISTRICT-OWNED AND/OR PROVIDED EDUCATIONAL SOFTWARE

The Board of Education (i.e. policy 7540.06) is firmly committed to ensuring that all District educational programming, including educational computer software and programs, are accessible or can be made accessible to students with physical disabilities. The Board believes that students with physical disabilities should be provided an equal opportunity to participate in and benefit from educational programs and activities that involve the use of computer-related or computer-operated programs. Any concerns, questions, and/or complaints concerning the accessibility of District computer programs and software shall also be directed to the District by the 504 coordinator in accordance with the policies and procedures in the Section 504 policy.

TELEPHONE CALLS

Telephone calls by students on school phones should be limited to emergency use only. (Forgetting a homework assignment or lunch is not an emergency.)

TESTING

The State of Ohio has mandated that all students (grade 1 – 6) are tested for competency in the areas of reading, writing, math and science. Specific calendar dates will be communicated with parents throughout the school year.

TOBACCO ON SCHOOL PREMISES

The Board of Education (i.e. policy 7434) is committed to providing students, staff, and visitors with a tobacco and smoke-free environment.

TRANSPORTATION

Bus transportation is provided according to the bus time schedule. Children are to ride their respective buses at their scheduled time. **ONLY IN A CASE OF AN EMERGENCY WILL A CHILD BE PERMITTED TO RIDE A DIFFERENT BUS OR BE PERMITTED TO GET OFF AT A DIFFERENT STOP.** A written note signed by the parent or guardian is need for a change. Social visiting with friends or for community activities is not a reason to change buses or bus stop. Children are to go directly home.

If a child's transportation needs change during the school year (e.g. the child need to be dropped off at the daycare rather than at home), a parent must complete, several days in advance, an Alternate Transportation Arrangement Form which is available in the school office or on the district website <http://www.foresthills.edu/forms.aspx>

VACATIONS

Due to compulsory attendance laws, vacations are not considered excused absences. Please schedule vacations when student are already off school according to the school calendar.

VISITORS/VOLUNTEERS

Parent/visitors/volunteers must check in at the front office by signing in and wearing a **VISITOR/VOLUNTEER STICKER** before visiting classrooms. This is important in terms of maintaining a safe environment for your child. We appreciate your assistance in this matter. In order for parent volunteers to work with students and attend class field trips, parents must go to the Board of Education Building for a free background check. When leaving the school, we ask that you also sign out.

Appendix

Policy 5517.01-BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Forest Hills School District Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the School District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Harassment, intimidation or bullying is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about harassment, intimidation or bullying that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment, intimidation or bullying.. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been harassment, intimidation, or bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The School District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the School District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. School District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the School District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the School District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the School District shall provide all students enrolled in the School District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

To the extent that State or Federal funds are appropriated for these purposes, the School District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

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5610 - STUDENT CODE OF CONDUCT

The administration will make every effort to make sure students and parents are familiar with the Student Code of Conduct. Copies of the Student Code of Conduct will be posted in a central location in each school building. Additional copies will be available to students and their parents upon request.

Ohio Revised Code 3313.66 requires that students be provided with a written notice of intent to suspend prior to being suspended. The Forest Hills School District authorizes assistant principals and principals to suspend students. The statute also requires that students and parents be provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; and (4) the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and parents/guardians and the student and parents/guardians will be provided an opportunity for an informal hearing prior to a decision to expel. Within one (1) school day after the student's expulsion, the Superintendent shall notify, in writing, the student's parents of the reasons for the expulsion.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or his/her parents/guardians may appeal any decision of the Forest Hills Local School District administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his/her parents/guardians may appeal an expulsion from school to the Board of Education or its designee. The notice shall specify that if the student, parent, guardian, or custodian intends to appeal the suspension or expulsion to the Board of Education or its designee, such notice of appeal shall be filed, in writing, with the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. The student and his/her parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent/guardian may further appeal a suspension or expulsion to Hamilton County Court of Common Pleas.

It is the policy of the Forest Hills Local School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his or her absence.

Suspension, Expulsion, and Removal of Students This Code of Conduct is adopted by the Board of Education of the Forest Hills Local School District pursuant to sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed in the accompanying regulations is subject to expulsion, suspension, emergency suspension, removal, or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This Code of Conduct applies while a student is in the custody or control of the school, on school grounds, or closely proximate thereto, while at a school-sponsored function or activity or on

school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Forest Hills Local School District schools.

Alternative Educational Service It is the premise of the Forest Hills School District that removal from school and cessation of the educational process is not in the best interest of the individual student. In instances determined by School District administration, placement in an alternative educational setting may be offered to the student and his/her family in lieu of out of school suspension and expulsion, if such services are available. Specific conditions and requirements may accompany the placement in an alternative setting.

Any requirements mandated as part of the consequences must be fulfilled by the student and his/her family or the original penalty (suspension and/or expulsion) will be imposed.

If a student is placed in an alternative educational setting, credit will be given for completed homework and coursework during this placement. By accepting the offer of alternative services, the student and his/her family waives any right to appeal the suspension/expulsion.

Guidelines for the Student Code of Conduct

The types of conduct prohibited by this Code of Regulations are as follows:

General Provisions

1. Willfully aiding another person to violate school regulations.
2. Violation of any board rule, regulation, or policy.
3. Repeated violations of the student code of conduct and/or any other board rule, regulation, or policy.
4. Violating computer and/or on-line student privileges policy.

Damage to or Theft of Public or Private Property

5. Theft or possession of stolen goods.
6. Damage or destruction of private property on school premises or in areas controlled by the school.
7. Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.

Disruption or Potential Disruption of the Educational Program for Self or Others:

8. Truancy.
9. Tardiness.
10. Improper or suggestive dress.
11. Cheating or plagiarizing.
12. Continuously and/or intentionally creating a noise or acting in any manner that interferes with a teacher's ability to conduct class.
13. Demonstrations by individuals or groups causing disruption to the school program.

Threat to the Health, Safety, or Well-Being of Self and/or Others:

14. Upon initial arrival, leaving school property without permission

15. Leaving school premises during school hours without permission of the proper school authority.
16. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
17. Presence on school property with a communicable disease.
18. Disobedience of driving regulations while on school premises.
19. Cursing.
20. Cellular telephones (including but not limited to camera phones), beepers, pagers, or any other related electronic communication devices are not to be turned on or visible during the school day. If a teacher or administrator observes any electronic communication device during the school day, it may be confiscated. Electronic devices with the capacity to take pictures raise concerns about individual privacy. No pictures are to be taken anywhere in the school building or on school property without administrative/teacher authorization.
21. Possession of an electronic laser pointing device or electronic light emitting device without expressed written permission of administration.
22. Failure to abide by reasonable dress and appearance codes set forth in student hand-books or established by administration or the board of education. This includes the prohibition of all clothing, jewelry, signs, etc., which, at the discretion of the administration is reasonably related to or represents gang or gang-like activity.
23. Possession of matches or lighters or other similar devices.
24. Buying, selling, transferring, using, or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
25. Use of indecent or obscene language in oral or written form.
26. Publication of obscene, pornographic, or libelous material.
27. Fighting.
28. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary, and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance, or other reason is prohibited. (Also see Policy 8-21.05 Violent, Disruptive, or Inappropriate Behavior Not to be Tolerated)
29. Hazing (to persecute, harass, or humiliate another student and/or employee).
30. Harassment of school personnel or other students during school and/or non-school hours.
31. Assault on a school employee, student, or other person.
32. Extortion of a student or school personnel.
33. Arson or other improper use of fire.
34. Buying, selling, transferring, using, possessing, or being under the influence of any alcoholic beverage or intoxicant of any kind. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
35. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
36. Buying, selling, transferring, using, possessing, or being under the influence of any drug, medication, inhalant, or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.

37. Buying, selling, transferring, using, possessing, or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
38. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
39. Possession or use of dangerous weapons or ordnance or objects, which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
40. Convey, attempt to convey, or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the board of education.
41. Carrying concealed weapons.
42. Indecent exposure.
43. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
44. Turning in false fire, tornado, bomb, disaster, or other alarms.
45. Making a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat.
46. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.
47. Aggravated assault.
48. Felonious assault.
49. Involuntary manslaughter.
50. Voluntary manslaughter.
51. Murder.
52. Aggravated murder.
53. Gross sexual imposition.
54. Felonious sexual penetration.
55. Rape.
56. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
57. Placing of signs and slogans on school property without the permission of the proper school authority.
58. Distribution on school premises of pamphlets, leaflets, petitions, buttons, insignia, etc., without the permission of the proper school authority.
59. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
60. Skipping detention.
61. Disrespect to a teacher or other school authority.
62. Refusing to take detention or other properly administered discipline.
63. Any disruption or interference with school activities.

64. Any other activity by a pupil, which the pupil knows or should know, will disrupt the academic process or a curricular or extracurricular activity.
65. Chronic misbehavior, which disrupts or interferes with any school activity.
66. Any type of prohibited activity listed herein taking place on a school bus shall be reason for expulsion, suspension, or removal.
67. Failure to abide by rules and regulations set forth by administration for student parking.
68. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
69. Gambling.
70. Forgery of school or school-related documents.

** Entire Code of conduct is printed in Student Handbook*

** This entire Code of conduct is also posted in all buildings*

6152.01 - WAIVER OF SCHOOL FEES FOR INSTRUCTIONAL MATERIALS

The Forest Hills Local School District shall waive fees assessed by the District for instructional materials only for students whose parent(s) or guardian are unable to afford them. The Superintendent may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding the requests for the waiver of fees. This waiver does not include District fees associated with extra-curricular activities or student enrichment programs that are not part of a course of instruction.

Additionally, the District may charge fees for tools, equipment, and materials, as specified that are necessary for workforce-readiness training that may be retained by the students after completion of the course.

Eligibility Standards

Students eligible for a waiver of school fees include, but are not limited to, the following:

- A. Students who qualify for aide under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).
- B. Students who qualify for free lunch under the National School Lunch Act.
- C. Students whose families have suffered very significant financial losses due to severe illness or injury in the family or unusual expenses including, but not limited to, fire, flood, or storm damage.
- D. Other good and just reasons.
- E. Students who qualify for reduced breakfast and/or lunch under the Ohio School Meals Program.

Notification to Parents

- A. Annually the substance of this policy shall be communicated in writing to the parent(s) or guardian of all students in the District.
- B. The first bill or notice sent to parents or guardians who owe fees shall state:
 - 1. The District will waive fees for persons unable to afford them in accordance with its policy.
 - 2. The procedure for applying for a fee waiver, and the name, address and telephone number of the person to contact for information concerning a fee waiver.

Procedures for Resolution of Disputes

- A. A parent(s) or guardian who cannot pay school fees may write a letter requesting a waiver of fees to the Superintendent. The letter must contain the following:
 - 1. name(s) of student(s)
 - 2. name of parent(s) or guardian(s)
 - 3. address of parent(s) or guardian(s)
 - 4. phone number of parent(s) or guardian(s)
 - 5. school where child(ren) attend(s)
 - 6. reason for request for waiver of fees

The Superintendent shall have the authority to review the waiver request and request such further information, if any, as s/he deems necessary in order to make a decision on that request.
- B. No fee shall be collected from any parent(s) or guardian who is seeking a fee waiver in accordance with the District's policy until the District has acted on the initial request or appeal (if any is made), and the parent(s) or guardian have been notified of the decision.
- C. If the Superintendent denies a request for fee waiver, then a copy of the decision shall be mailed to the parent(s) or guardian within fifteen (15) school days of receipt of the request. The decision shall state the reason for the denial and shall inform the parent(s) or guardian of the right to appeal, including the process and timelines for that action. The denial notice shall also include a

statement informing the parent(s) or guardian that reapplication may be made for a waiver any time during the school year, if circumstances change. The decision of the Superintendent is final.

Nondiscrimination

The Board expects all staff members to exercise the utmost care to see that, as a result of their actions or comments, students cannot differentiate between those students whose parents are unable to purchase required instructional materials or pay required fees and those whose parents can.

R.C. 3313.642

Revised 12/21/09

Revised 12/19/11

District Guidelines For Medical and Food Related Conditions 2013- 2014

In compliance with recent national legislation (FAAMA) and House Bill 1, which directs all Ohio school districts to put in place a policy safeguarding students from food related allergies and medical conditions, the Forest Hills School District has adopted important guidelines. These guidelines safeguard students from life-threatening (peanut or other) food-related allergies as well as extreme medically related conditions. The guidelines also encompass practices from the Healthy Schools Initiative, mandates from the Hamilton County Department of Health and the promotion of health and wellness for all of our students.

- All District classrooms will be free of peanuts, tree nuts and other nut products. For daily snacks, each child is encouraged to bring his/her own healthy snack without peanut butter or nut products.
- Food served to all students in the classrooms (i.e. special events, birthdays) needs to be individual servings (this includes ice cream) and pre-packaged (except fruits and vegetables) from an inspected facility. Nutrition and ingredient labels must be attached. Suggestions for acceptable snacks, ingredient information and carb counts are posted on the District's website. Parents may also contact their building principal or teacher for more information.
- When food is being used in a curriculum related activity, teachers will notify parents of students with food/health related conditions at least 3 days in advance. This information will include ingredients and nutritional labeling, the approximate serving size, and how it is being used. The teacher will incorporate appropriate food safety practices (e.g. without cross contamination) while teaching the lesson. Peanuts/nut products may not be used in any classroom activities.
- Special food related events such as pizza parties, cultural activities, end of year lunches and tasting parties must include the following:
 - Food served must be from a health inspected facility (e.g. grocery stores, restaurants)
 - Nutritional and ingredient labels must be provided for each item served
 - Parents of students with food/health related conditions must be notified 3 days in advance
 - These events should be in place of lunch (not in addition)
 - Non-nutritious foods (e.g. candy) should be discouraged as a reward for students. It is important to promote health and wellness, encouraging physical activities and non-food items

- Considerations must be made for items that are brought into the classroom (e.g. classroom pets, potting soil, latex items, lotions, soaps, coffee creamers, candy, and individual food reinforcements) as these items may contain allergens.
- Teachers are responsible for having a conversation with parents about their child's health conditions and how activities can impact the student (i.e. diabetes and the impact of extra recess on blood sugar levels, allergies and the foods and products that must be avoided). Collaboratively, a plan should be developed for those times to accommodate the activity.
- School bus drivers will be informed of important food/medical related conditions to ensure safe travel needs.
- **District Early Childhood Program** - It is a licensing requirement that snacks be provided during the program sessions. These snack items may not contain peanuts, tree nuts or nut products. Snacks may be bulk items (items purchased in large quantities) but must be sealed/intact as purchased from an inspected facility/grocery. These snacks will be distributed in portioned serving sizes by the classroom teacher.

*****These guidelines do not impact activities that take place outside of the school day including team or club meals, open houses, ice cream socials, etc. where parents accompany their child. We will notify/share these guidelines with groups who are utilizing our district facilities (i.e. PTA, Latchkey, Sports Teams, and Scouts). *****

Developed 6/2010
Revised 5/2013