

Granville T. Woods Community Shule

Grades K – 6

General Information

Granville T. Woods Community Shule

Main Offices and Grades K-6

720 Mt. Vernon Ave.

Columbus, Ohio 43203

Office: (614) 252-3630 Fax: (614) 252-3649

E-Mail: gtwcs2002@ameritech.net

Website: <http://www.gtwshule.org>

School Hours

Office Hours: 8:00am – 4:30pm

School Hours: 8:45am – 3:15pm

Tardy: 9:01am

Pick-up: 3:15pm – 3:30pm (after 3:30 penalty will be charged)

Lunch and Recess: 11:30am – 12:30pm

Key Personnel

Carol Rivers, Director/Co-Founder

James Devers, Principal

Rodney Dunn, Board of Trustees, Chairman

Ladawn Williams, Administrative Secretary

Jesse Jackson, Administrative Assistance in African Studies/ Co-Founder

GRANVILLE T. WOODS COMMUNITY SHULE MISSION STATEMENT

Granville T. Woods Community Shule (GTWCS) is an institution that believes in order to ensure success; children must be instilled with a firm foundation of language, math and science reinforced through an Africentric pedagogy, which recognizes the importance of a holistic approach to learning which includes a parental - teacher partnership.

SHULE EDUCATION PHILOSOPHY

“We must nurture the spirit of the student and the mind will follow.”

The educational philosophy of Granville T. Woods Community Shule is to integrate a holistic curriculum, utilize learner centered techniques, achieve comprehensive community involvement, utilize cutting edge technology, and provide an intimate nurturing learning environment that will enhance positive self-images. It is a school where students won't fall through the cracks with an education program based on the principles of high expectations, high standards, and the fact that all students are capable of learning. Schools can make a difference in students' lives and success breeds success. The GTWCS is commitment to zero failure.

The school is committed to implement a learning environment that addresses the full range of student's alternative learning styles. This commitment includes employing core curriculum content standards and maintaining high academic standards for all students. The foundation of our plan for success is a school-home-community partnership that will increase stakeholder involvement and participation in promoting the social, emotional and cognitive growth of their children. The professional staff will function as an educational team with the Principal providing leadership and guidance.

Linkage of Educational Philosophy and Educational Program

Committed to the premise that children who understand and appreciate their cultural heritage are more likely to develop a healthy sense of self, an interest in the world around them, and a stake in what happens to them in the classroom, Granville T. Woods Community Shule will devote all of its resources toward reversing the trend of failure among children in traditional school environments.

Brief Biography of Granville T. Woods: Inventor

“It's hard to believe that a man who was forced to leave school at the age of ten could have patented over thirty-five electrical and mechanical inventions. Yet Granville T. Woods did just that, educating himself outside of school in practical skills for his future. A prolific inventor, Granville Woods was awarded more than 60 patents.

“Born in Columbus, Ohio in April 23, 1856, Woods literally learned his skills on the job. Attending school in Columbus until age 10, he served an apprenticeship in a machine shop and learned the trades of machinist and blacksmith. During his youth he also went to night school and took private lessons. Even though he had to leave formal school at age ten Granville Woods realized that learning and education were essential for developing critical skills, abilities that would allow him to express his creativity with machinery on the railroad. 1872 he obtained a job as a fireman on the Danville and Southern railroad in Missouri, eventually becoming an engineer. He invested his spare time in studying electronics. In 1874 Woods moved to Springfield, Illinois worked in a rolling mill. He moved to the East in 1876 and worked part time in a machine shop. He took a mechanical engineering course in an eastern college and in 1878, he became an engineer aboard the Ironsides, a British steamer, and, within two years, he became The Chief Engineer. Even with this background and all his engineering skill he was unable to get anywhere in these jobs. His travels and experiences led him to settle in Cincinnati, Ohio.

Granville T. Woods was a great electrician and an inventive genius. His talents could not go unnoticed. Woods invented fifteen appliances for electric railways. Granville Woods received his first patent in 1884 on an improved steam boiler furnace.

By 1880, he had established his own shop in Cincinnati, Ohio. Woods, along with his brother Lyates, went on to organize the Woods Electrical Company in Cincinnati, Ohio. And, in later years, he succeeded in selling many of his inventions to some of the country's largest corporations. American Bell Telephone Company bought many of his ideas, as did General Electric and the Westinghouse Air Brake Company. In 1888 Granville Woods developed and patented a system for overhead electric conducting lines for railroads, which aided in the development of the overhead railroad system found in contemporary metropolitan cities, such as Chicago, St. Louis, and New York City.

Granville T. Woods attained great fame. He was a great electrician, inventor, and compassionate human being. He brought luster to his name and benefited mankind through inventions of exceptional interest to the world of communications and science. He will be remembered as an ingenious American and a prolific inventor. Granville T. Woods died in New York City on January 30, 1910.

NONDISCRIMINATION STATEMENT

The Granville T. Woods Community Shule is committed to a policy of nondiscrimination in relation to race, religion, sex, or sexual orientation, age, national origin, handicap, marital status, arrest or conviction record, or other human differences. This policy also prohibits discrimination as defined by the Title IX of the Education Amendments of 1982, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. The Shule will comply with all federal and state laws regarding the education of handicapped students (ORC 3314.06C).

The Shule encourages informal resolution of complaints under this policy, however; a formal complaint resolution is available. Any questions concerning this policy should be directed to the Principle.

PHOTOGRAPH/VIDEOTAPE DISCLAIMER

In the course of a school year, groups of students are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, and on field trips.

The resulting photo and/or videotape may be used in a variety of ways: to promote the school, individual school, or specific programs to the community; to instruct students or staff members; or, to orient new parents, staff and students. The final product could also take a variety of forms: photo displays; slide presentations; newspaper articles; pamphlets; or video programs.

Pursuant to Family Education Right and Privacy Act and State Statute 118.25 (1)(d), any parents, guardian or eligible student (18 years of age or older) may inform the school of their **desire** that their child not be photographed or videotaped by completing a PHOTOGRAPH AND/OR VIDEOTAPE DISCLAIMER form, which is located in the school office. ***Parents wishing to photograph or videotape classroom activities should obtain permission from the classroom teacher prior to the taping.***

USE OF SCHOOL PHONE

The school telephone is a business phone. Only in the case of an emergency will children be permitted to use the phone. Parents are encouraged to assist their children in deciding after school plans before leaving for school in the morning. Please notify the school in writing or via phone call when plans change.

EMERGENCY CLOSING

In the event of inclement weather, Granville T. Woods Community Shule will close when Columbus Public Schools close. Notice of this closing will be broadcasted on local radio and television stations between 6:00 - 7:30am. Any other emergency closing, parents will be contacted by phone, radio, and television announcement when possible. Parents may call the school if they have a question about closing.

LINES OF COMMUNICATION

Follow these steps when seeking to resolve a problem or trying to obtain answers to questions relative to your child's education, or regarding school policies and procedures.

- Step 1 Talk with your child's teacher.
- Step 2 Talk with the Principal.
- Step 3 Conference with teacher, Principal and parents
- Step 4 Principal or parent will contact Director.

FORMAL COMPLAINT PROCEDURES

In the event complaints are made to school officials by parents or citizens, the following procedures will be adhered to:

- Step 1: A parent or citizen should be directed to bring a complaint to the attention of the school employees most directly associated with the concern. The employee should keep accurate notes as to the nature of the complaint and agreements or disagreements.
- Step 2: If the complaint is not resolved at **Step One**, the Principal will arrange a conference between the parties involved, at which time - the complaint will be put in writing. Every effort will be made to resolve the issue at this time.
- Step 3: If the complaint is not resolved at **Step Two**, the complaint then goes to the Board.
- Step 4: The Board arbitration team will handle the complaint to a resolution.

COMPULSARY (MANDATORY) ATTENDANCE

Granville T. Woods Community Shule is a community school established under Chapter 3314 of the Ohio Revised Code. The school is a public school and students enrolled in and attending the school are required to take Achievement tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school.

For more information about this matter contact the School Manager or the Ohio Department of Education.

ATTENDANCE AREA

Students will be accepted from the Columbus Public Schools district wide, with students also accepted from adjacent Districts that includes the following: Pickerington, Gahanna, Hilliard, and Whitehall. A priority will be given to students residing in the Columbus Public School District. The first enrollment area will be the Columbus Public School District and the second enrollment area will be the aforementioned adjacent Districts.

TARDY

Students are considered tardy if they arrive in the classroom after 9:00am. Tardiness will be excused for prearranged appointments and for emergencies. The administration reserves the right to make the final decision as to the tardy being excused or unexcused. Parent must sign student in at the office when they are late. If a child is tardy 5 days in one month, a hearing will result and the student will possibly be given an At-Home Study Day.

ABSENT

Absences fit into two categories:

Excused - Parents can request to excuse their son or daughter from school. A telephone call prior to 9:00 A.M. to the office is expected each day a student is absent unless an extended absence has been indicated. A written note from parent, doctor, etc. should follow. The administration reserves the right to make the final decision as to an absence being excused or unexcused.

Unexcused - The student is absent and a parent does not provide an excuse.

TRUANT

A student is considered **TRUANT** when they have had unexcused absences for part or all of five (5) or more consecutive days or absences that show a pattern.

Once a student meets the above criteria a hearing will be required with parents, teacher and principal to devise a plan. Continued truancy could result in referral to an appropriate agency.

STUDENT ARRIVAL AND DEPARTURE

Students departing and/or arriving during the school day must check in and out at the front office or they will receive an unexcused absence for the time missed.

LATCHKEY

Latchkey will begin from 7:00am - 8:45am and after school from 3:30pm- 6:00pm. The fee is \$40 per week for AM and PM latchkey or \$30 per week for AM or PM only. Fee is to be paid the week **prior to** the child staying. A latchkey form must be completed.

RECESS EXCLUSION

Students will be required to go out for recess play, weather permitting. The only acceptable reasons for staying in at recess or noon are under the teacher or principal's request for make-up work, discipline, or a written medical excuse due to injury or illness. A parent may excuse their child from recess for the **first** day upon returning to school from a recent illness.

LUNCH PROGRAM

We have an excellent nutritional school lunch program. You will be notified of your lunch status: Free, Reduced, or Full Price is based on the Economical Status Report form. The money is to be paid on **Monday** of each week. Also, you must call by 9:00am if you are going to be late and would like a lunch for your child. Otherwise, you will have to pack a lunch. **Lunch fees must be paid in advance.**

SENDING MONEY TO SCHOOL

All money should be sent to school in a sealed envelope with the following information on the front:

1. Child's name
2. Teachers name
3. Amount of money enclosed
4. Intent of money (lunch/milk, field trip, etc.)

(If using a check please make it payable to Granville T. Woods Community Shule)

WORKBOOKS FEES

There will be a one - time fee for workbooks. This fee is to be paid prior to the first day of school.

LOST AND FOUND

For lost items to be recovered and returned to the owner, please label all of your child's clothing and/or equipment, and materials for identification and recovery purposes. Any items that are not claimed by the last school day will be donated to charity.

VISITORS/PARENTS

Parent/Adult visitors are welcome to visit classrooms on a prearranged basis. However, students will not be permitted to visit classrooms during school hours. Student visitors may attend school during lunch periods with prior approval of the principal. For safety and identification purposes **ALL** visitors must sign in and out of the office and wear a "visitor badge". Parents must drop off and pick up children at the door. **Parents are asked to not go into class for conversation with teacher after school has started or before children are dismissed.**

VOLUNTEERS

Parents are encouraged to volunteer in the Shule. It is important for volunteers to be able to commit their time consistently so school personnel can plan, schedule, and depend on your being there. If you are able and willing to volunteer at school, please contact your child's teacher.

To ensure building safety, **ALL** volunteers must sign in and out of the office and wear a "volunteer badge".

ACADEMIC INFORMATION

Alignment with Ohio State Standards

Efforts have been made to align the mission, philosophy, curriculum, instructional program, student assessment and student learning outcomes with each other, the Ohio Core Curriculum Standards and the state required achievement tests.

To assure alignment, the Founders of Granville T. Woods Community Shule have chosen to adopt as the basis of all academics the Competency Based Academic Curriculum developed by the Ohio Department of Education.

A major component of staff development will be the dynamic process of integrating the Competency Based Academic Curriculum with the Africentric Curriculum selected for the Shule.

The academic curriculum will meet the Ohio Core Curriculum Standards and prepare the students for the state required achievement tests while the Africentric curriculum will provide an overlay of approach, attitude, and outlook – comparable to the traditional European-centric approach. In so doing, the Shule will present the knowledge and skills contained in the Core Curriculum Standards, while reinforcing the validity of all cultural perspectives.

The Shule recognizes that the proposed integration of Ohio Department of Education Curricula Requirements (especially the Ohio Core Curriculum Standards and the state required achievement tests) and the Africentric Curriculum will be a long-term project for the learning community to accomplish. It is for that reason (in part) that the Founders chose to adopt the clearly aligned ODE Academic Curriculum.

STUDENT ASSESSMENT SYSTEM

Students will be assessed pre and post using standardized testing instrument, which is the MAT8 (Metropolitan Achievement Test).

A portfolio assessment approach will be used to measure and evaluate student achievement of established expectations. The portfolio will consist of standardize tests and performance based assessments such as projects, presentations and performances as evidence of what the student has acquired through instructions. The Ohio Proficiency tests will be administered in the fourth grade,

Teachers will assess students to determine their progress and to guide their instructional decisions using:

- The portfolio and curriculum based assessment approach,
- Rating on school activities and participation.
- The Ohio Achievement Tests (Grades 3-6)
- The Metropolitan Achievement Tests (Grades K-6)

Student assessment will also measure the following:

- Student academic performance
- Parental involvement and ways they can help
- Student participation and progress

- Student self-assessment

Every student learns differently, therefore a team approach will be used consisting of teachers, administrators, parents, and support staff, to determine the correct remedial course of action to be used on behalf of the student. Those students not performing at an acceptable level on statewide testing will have targeted remediation.

Within each student's cumulative file will be a portfolio of work accomplished and assessment measures employed over the course of the student's enrollment. Granville T. Woods Community Shule's authentic assessment program will be a collaborative staff effort in which teachers created portfolios for each student with work selection by the teacher and by the student. Portfolios will be cumulative, following the student as he or she progresses through to Middle School.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued at the end of each nine-week period. The report card envelope should be signed and returned to school within 7 days. The final report card will be sent home at the end of school. This report should be retained by the parents/guardians.

Interim Progress reports for grades 1-6 will be sent home midway between each nine-week grading period. All students will receive one between the first 9-weeks. Only students not performing at grade level will receive one between the remaining 3 9-week periods. These reports are an attempt to keep parents/guardians informed about their child's progress. These reports should also be signed and returned to school within 7 days. If at any time you have questions regarding your child's progress, please notify your child's teacher.

ASSIGNMENTS/HOMEWORK GUIDELINES

In an effort to maintain and increase student academic success, evening homework assignments are essential. Homework is seen as any school related assignment and is expected to be completed at home. These assignments may include, but are not limited to, written work, flash cards, spelling review, research or reading a book.

The average amount of time that a student spends on assignments each night should be up to 30-45 minutes for grades K-4 and up to 1 hour for grades 5-6. If any assignment becomes a frustration for your child due to lack of understanding of what is being asked, please contact your child's teacher and every effort will be made to re-teach the concept.

STUDENT RECORDS

The principal maintains student records for grades K-6. Parents of elementary students may view these records by scheduling an appointment with the building principal.

SPECIAL NEEDS SERVICES AND SUPPORT

Policies and Procedures for the education of children with disabilities, which comply with ORC Chapter 3323 and PL 105-17 Individuals With Disabilities Education Act (I.D.E.A.) will be adopted and implemented. The Shule will operate in accordance with these procedures for the duration of the contract.

The special education teacher will work as consultant with the regular education teachers, developing techniques and strategies, such as adjusting the regular curriculum for appropriate instruction. The model used is one of mainstreaming and inclusion. The special education teacher will also provide services one on one or in small groups, or in learning center according to the student IEP (Individual Instruction Plan). Services will be provided cross-categorically. Services for students with disabilities will be provided in accordance with team recommendations and parental approval.

Related services: Supportive services to assist a child with a disability to benefit from special education and, if indicated, assistive technology devices (e.g., an item, piece of equipment, or product used to increase, maintain, or improve functional capabilities of children with disabilities) will also be determined and listed on the IEP. Related services will be provided or referral will be made.

GIFTED AND TALENTED STUDENTS

The Shule's emphasis on behavioral and cultural development in addition to academic learning will provide an environment rich in opportunities for each child to display and enhance their natural gifts. As with those students demonstrating challenges, a philosophy of inclusion and a child centered commitment to be responsive to each student's unique needs and abilities will ensure the maximum opportunity for Gifted and Talented students attending the Shule.

Teacher to Student Ratio: Classes will range from 15 to 20.

SCHOOL TRANSPORTATION PLAN

Granville T. Woods Community Shule will access the available options for student transportation specified in ORC.3314. As an elementary shule, it is likely that many students will be enrolled from the community most easily accessible to the facility. For other students, the Shule will coordinate meeting their obligation to provide transportation as specified in Ohio Law.

STUDENT WITHDRAWAL

If you plan to move and have your child attend a different school, you must first complete a "Student Withdrawal" form. If possible, please complete this form one week prior to the last day of attendance. Parents will be responsible for seeing that their child is cleared from all obligations (fees paid, books returned, etc.) before transferring.

SUPPORTIVE SERVICES

SPECIAL EDUCATION

It is the responsibility of the school to provide appropriate educational opportunities for all students. All children who are in need of special education services must be identified by a process that includes screening, referral and IEP (Individual Education Plan) procedures.

SCHOOL NURSE

The Granville T. Woods Community Shule provides emergency nursing services. A school nurse oversees the training of staff for provision of first aid and medication administration. Vision and hearing screening is conducted for grades K, 1, & 3. Students may also be referred for vision or hearing screening by parents and school staff.

MEDICATION

Medications should be administered to students by their parents/guardians at home whenever possible. No student or school staff member may share any form of prescription medication, over-the-counter medication, herb, or vitamin. If it is necessary that a student receive medications during the school day the following protocol must be followed according to school board policy and state regulations.

PRESCRIPTION MEDICATIONS

Definition: Those medications that are obtained only with the written prescription of a licensed physician or health care professional. If a student requires the administration of a prescription medication the following provisions must be met:

Consent Form - the **parent** and **physician** must complete a medication permission form. These are available in the school office. The form must be completed in its entirety, providing the information requested and authorizing the school nurse to contact the physician if needed for concerns regarding the medication.

Medication Information - The medication prescribed must be delivered to the school in the original pharmacy bottle containing the pharmacist's/physician's instructions. Tablets will not be split at school. If a student requires a tablet to be split, the medication must be brought to the school already split.

Responsibility - It is the responsibility of the student, where appropriate, (not the school personnel) to report for his/her medications at the designated time.

Medication Storage - Medications will be kept in a safe and secure location, not accessible to students and accessed by an employee designated to administer medications. The school nurse and administration shall approve exceptions.

NON-PRESCRIPTION MEDICATIONS

Definition: Those medications available over-the-counter without a physician's prescription.

1. Only designated personnel shall administer non-prescription medications to students and only with parental consent. Physician consent is not required for non-prescription medication.
2. Medications must be kept in the original container. Dosages listed on the bottle will not be exceeded except by written physician order.
3. Under no circumstances may school personnel provide medications of any kind to students that have not met the above criteria.

Accurate and confidential written records shall be established and maintained for each student receiving medication.

STUDENT SELF ADMINISTRATION OF MEDICATIONS

Students in grades K-6 may not self-administer medications other than those approved by the building administrator in consultation with the school nurse. (An exception is asthma inhalers).

STUDENT DISCIPLINE AND CONDUCT

Student discipline will be handled by instilling self-control and self-discipline. Techniques used will be talking to students, conferencing with parents, peer mediation and rewarding positive behavior. School rules and classroom rules will be posted. Parental support and involvement is a part of all successful discipline. Communication with parents is an integral part of the discipline plan.

SUBSTANCE ABUSE:

No use of illegal substances and/or alcohol will be permitted at Granville T. Woods Community Shule. In accordance with statute and code, penalties shall be assigned for use, possession and distribution of prescribed substances. The penalties shall be graded according to the severity of the offense. Confidentiality shall be protected in accordance with federal and state law.

Substance abuse will be treated proactively with the assistance of community partners. Drug Abuse is a serious call for intervention. The school will provide treatment through referrals as needed.

DISCIPLINE POLICY

Classroom control is a prerequisite to classroom learning and students who are well disciplined direct their interests, efforts, and abilities toward achievement.

Discipline and control is a **cooperative** effort upon the part of the school and the parents. Self-discipline is the goal. The cooperation and support of students and parents in establishing and maintaining a well ordered school environment is solicited in the belief that is a reasonable and mutually beneficial goal.

The staff of the Granville T. Woods Community Shule believes that a discipline system should be educational rather than punitive. Our goal is to help students understand the difficulty that troublesome behavior causes and to help them to develop self control and discipline to avoid similar difficulties in the future. The first step in this process is to help student to recognize and discuss negative and unacceptable behavior. Students who are willing to discuss their actions truthfully will find that any disciplinary penalty associated with the behavior in question is less severe.

At-Home Study Day

An At-Home Study Day (HSD) is not a punishment but an opportunity to stay home and contemplate possible consequences for not focusing at all times, following rules and putting forth maximum effort. There is no appeal when the Principal or Director determines that an At-Home Study Day is necessary. If an appeal is requested or significant time spent by the Principal dealing with the parent, then the HSD will be changed to a suspension. Students will be given an assignment by the teacher that is to be turned in when the student returns to school. If the assignment is complete, the student will receive an “excused” absence.

Suspension

In the event that a discipline problem is more serious or the student’s behavior has not changed he or she may be suspended from school. Suspension is the removal of students from school attendance, after school programs and any related activities for from one (1) to ten (10) school days.

The parent or guardian of the student to be suspended will receive written notification from the school within 24 hours. A parent conference to discuss the circumstances will be scheduled to take place within 72 hours of the notification date. This conference is an essential part of the process, and parent attendance is mandatory. A letter stating the conclusion of the conference will be sent home. In the event that the parent does not attend the scheduled conference a report may be made to the appropriate social service agency. Homework will be given to the child during this time and the absence will be coded “excused with homework.”

Upon request of the parent or legal guardian, the director shall conduct a review of the suspension. At the review, the parent or legal guardian may appear and discuss the suspension with the director. If the conference cannot occur prior to the scheduled beginning of the suspension, the student will begin serving the suspension as scheduled. After the meeting, the director shall take such action as appropriate. That action is final.

Suspension may result from, but is not limited to the following behaviors:

1. Bringing a weapon or a “look alike” weapon to school (toy weapons may also result in suspension). Examples: gun, knife, or mace.
2. Threatening or otherwise jeopardizing the safety of another student or faculty member. Examples: bullying, harassing or inappropriate play.

3. Threatening or acting to seriously harm self.
4. Persisting in behavior that is disruptive to the educational process of other students. Examples: fighting (that leads to physical harm or property damage is considered serious), verbal outbursts, sexually inappropriate behavior, or insubordination.
5. Possessing or using drugs, alcohol or other illegal substance on school property.

Expulsion

Expulsion is removal of a student from school for a period of ten to eighty school days. Students expelled from the school district are not permitted to participate in extracurricular activities, be on any school property or in any district vehicle. This is for serious offences, and a hearing will be held to discuss the situation with parent(s). Expulsions may result in permanent exclusion from the Shule.

Special Needs Students (extracted from Model Procedures: Narrative Version)

Disciplinary Procedures [Rule 3301-51-05(K)]

- A. *When disciplinary procedures are initiated for a child with a disability that are applicable to all children, special education and disciplinary records of the child with a disability will be transmitted to the school personnel who will make the decision regarding the action.*
- B. *A child with a disability who has been suspended or expelled for more than a total of 10 school days in the same school year is provided services, to the extent necessary, to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's IEP; and*
- C. *If a student without a disability is provided services when removed for less than 10 school days in a school year, a student with a disability must also be provided services if similarly removed*

Removal (suspension/expulsion) for More than Ten (10) Days in a School Year [Rule 3301-51-05(K)(5)]

The school district will follow all applicable procedures in accordance with Rule 3301-51-05(K) of the Operating Standards, when it removes a child with a disability from his/her current educational placement for more than ten school days in a given school year.

Manifestation Determination [Rule 3301-51-05(K)(7)]

When a school district conducts a manifestation determination for disciplinary reasons, the school district will follow all applicable procedures found in Rule 3301-51-05(K)(8)-(11) of the Operating Standards.

Protections for Children Not Yet Eligible for Special Education and Related Services [Rule 3301-51-05-(K)(12)]

- A. *A child who has not been determined eligible for special education and related services and has engaged in behavior that violated any rule or code of conduct may assert protections under Rule 3301-51-05(K) of the Operating Standards, if in accordance with Rule 3301-51-05(K)(12)(b) of the Operating Standards the district*

had knowledge that the child was a child with a disability prior to the behavior that precipitated the disciplinary action.

- B. A school district would not be deemed to have knowledge in accordance to Rule 3301-51-05(K)(12)(c) of the Operating Standards, if the school district conducted an evaluation and determined that the child did not have a disability or a determination was made that an evaluation was not necessary, and provided written notice to the child's parents of its determination.*
- C. If a request is made for an evaluation of a child during the time period in which the child is subject to disciplinary measures, the evaluation must be conducted in an expedited manner and in accordance with the requirements set forth in Rule 3301-51-05(K)(12)(e)(i) and (ii).*
- D. If a school district does not have knowledge that the child is a child with a disability prior to taking disciplinary measures against the child, the child may be subject to the same disciplinary measures as those applied to children without disabilities who engaged in comparable behaviors.*

In order to operate an effective school, parents must be willing to take responsibility for their child's behavior in school. Our program does not provide in-school suspension or PEAK rooms. In order for us to provide our students with a quality education, Parents must sign and agree to the following:

Parent Involvement - Discipline

I understand that the staff of the Shule will work diligently to support the academic, social and cultural growth of my child. However, the responsibility of disciplining my child is ultimately mine. Therefore, I will respond promptly and appropriately if the Shule contacts me to intervene with a discipline issue of my child. This includes but is not limited: returning phone calls from the Shule, keeping my contact listings current, promptly arranging pick up of child that has been sent home or suspended, attending meetings called by the student's teacher or Principal, and support the homework requirements of HSD (At-Home Study Day) days.

Parents must keep updated accurate contact information (phone numbers, address, emergency numbers, etc. Students may be asked to stay home until accurate information is supplied.

Field Trips

Field trips are not only designed to be educational, but also as a positive incentive for good classroom behavior. In those instances where a child has frequently been unable to demonstrate positive classroom behavior, the child will be given an HSD day on the day of the field trip.

School Attendance

Parents are responsible for getting their child to and from school everyday and on time, except in the case of illness or other excused reasons. Parents should have

child at school by 8:45 AM. After 9:00 AM, the child is considered late. Pickup is at 3:15 – 3:30 PM. Parents of children picked up after 3:30 PM will be fined \$1.00 per minute. Parents of children dropped off before 8:45 AM will also be charged \$1.00 per minute.

Dismissal Understanding

Once the dismissal method has been determined (walker, bus, pick up) it cannot change temporarily without prior written notification or a telephone call to the main office before 2:00 PM on the day of the change. There are inherent dangers in making constant changes to the procedures.

PARENTAL INVOLVEMENT (VOLUNTEERING)

Parental involvement is a core value of the Shule. Parents are encouraged to avail themselves to the Shule as much as possible to support activities such as: field trips, family gatherings, fundraising, in-class volunteerism, and positive public relations.

All volunteers and/or tutors are asked to familiarize themselves with the following guidelines in order to ensure a successful partnership with students, teachers, and administration.

1. Work schedules and volunteer assignments are to be arranged between individual volunteers and the staff contact he/she will be working with and communicated to the building principal or designated administrator.
2. Volunteers who are unable to make a scheduled commitment should notify appropriate persons in advance when possible. Emergencies may be directed to the teacher, principal, or building secretary.
3. The volunteer worker occupies a position of trust. We ask that school situations and problems be discussed only with school personnel.

As a close companion of the school you will be in a position to learn about and observe students as well as other adults. Please refrain from allowing confidential information about students to become conversation topics outside the school. All adults working with children have ethical and moral obligations to them.

4. Teachers are accountable for the education of students, including:
 - a. Diagnosing the educational needs of groups and individuals.
 - b. Prescribing the learning experiences which best meet student needs.
 - c. Evaluating student progress.
 - d. Practicing certain teaching and supervisory responsibilities consistent with good educational practice and established school policy.

Volunteers provide valuable support in this process.

5. Any decision to continue or terminate relationships with individual volunteers will be made in the best interest of the educational program by the Principal or Director.

Background Check

All adults who volunteer in the schools for educational purposes and school-sponsored activities are subject to a Ohio criminal background check (BCI). Individuals will not be allowed to volunteer in the schools until a criminal background check has been conducted. Parents/individuals who only volunteer in the capacity of guest speakers in a classroom or for a one-time event (such as science fair, craft fair, etc.) do not need to complete a volunteer application form. Criminal background checks will be repeated every four years that the volunteer remains in active status with the District.

SEXUAL HARASSMENT

All employees and students must be allowed to work and learn in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments. It refers to behavior that is not welcome, which is personally offensive, and which therefore interferes with the working or learning effectiveness of its victims and their peers.

Where appropriate, it is recommended that such behavior be discussed with the person who has committed the action to make it clear that the behavior is offensive. If the problem is not resolved at this level, the incident should be reported to the building principal /director. Sexual harassment may include, but is not limited to actions such as:

1. Sex-oriented verbal "kidding" or abuse
2. Unwelcome touching
3. Demand for sexual favors, which may be accompanied by implied promises of preferential treatment or threats concerning the individual

Individuals who instigate this type of harassment are subject to appropriate disciplinary action.

PROPERTY DAMAGE

Damage to school property or materials must be paid for by the students or parents of the student(s) involved. The school will not be responsible for any personal items that a student may choose to bring to school with them.

STUDENT DRESS CODE POLICY

Our goal is that our students learn to dress appropriately in school and out. The appropriate dress is the following:

For Boys

- Shirt with collar (any color) tucked in
- Long pants with belt (any color)
- Closed in shoes with socks

For Girls

- Blouses with collar (any color)
- Long pants (any color)

- Skirt or dress with tights (any color)
- Closed in shoes with socks – no sandals, no heels

“NO WEAR LIST”

- No jeans or sweat suits
- No writing on clothes – this includes name brands
- No short pants
- No skirts or dresses without tights
- No jewelry for boys. Girls may wear small earrings.
- No makeup
- No oversized clothes
- No sandals or flip flop shoes

Parents will be called and asked to bring a change of clothes, or students will be sent home until proper attire is worn.

“FRIDAY- AFRICAN DRESS UP DAY”

Students may wear African attire, or they may wear their regular school clothes. They may not wear anything on the “no Wear List.”

All students are to dress appropriately for seasonal comfort (hats, boots, and mittens are required for winter recess).

BUS RULES AND EXPECTATIONS

Riding a school bus is a privilege. Students that are unable to follow bus rules may lose the rider ship privilege. It is essential for the rider to:

1. Be on time at the designated pick up point.
2. Use extreme care in approaching the bus stop (the rider shall not cross the highway until the bus has stopped and a signal is received from the driver that it is safe to cross).
3. Move to his assigned seat without disturbing other riders.
4. Remain seated at all times until the bus stops at the rider's unloading station.
5. Refrain from extending any part of the body, books, or other objects from the bus window or door.
6. Be respectful of the bus driver.

For safety of all riders the bus driver will hand out a complete set of rules for all riders to read and follow.

CONSEQUENCES FOR BUS MISBEHAVIOR

The Privilege of riding the school bus may be withdrawn if a student proves disruptive. The student's parent must then provide the transportation, in such cases. The following

set of consequences will be used when any student riding a bus chooses to misbehave
****Depending on the severity of the behavior, these steps may not always be followed in order.**

LEVEL I - Driver concern sheet will be completed and parents will be notified

LEVEL II - Pink sheet will be completed and the student will be sent to the office.

PRINCIPAL WILL:

1. Conference with the student
2. Issue a warning
3. Send a copy of report to the parents

LEVEL III- Second pink sheet will be completed and the student will be sent to the office.

PRINCIPAL WILL:

1. Conference with the student
2. Assess a one-day suspension from riding the bus
3. Contact the parents

LEVEL IV- Third pink sheet will be completed and the student will be sent to the office.

PRINCIPAL WILL:

1. Conference with the student
2. Assess a two-day suspension from riding the bus
3. Contact the parents

LEVEL V- Fourth pink sheet will be completed and the student will be sent to the office.

PRINCIPAL WILL:

1. Conference with the student
2. Assess a three-day suspension from riding the bus
3. Contact the parents

LEVEL VI - Fifth pink sheet will be completed and the student will be sent to the office

PRINCIPAL WILL:

1. Set up a Conference between student, parent, transportation supervisor, driver and principal
2. Consequences will be determined

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident complaining of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing to the school administrator.
2. The administrator, upon receiving such a written complaint, shall immediately undertake an investigation of suspected infraction. The administrator will review with staff or other appropriate persons, the facts comprising the alleged discrimination. Within fifteen (15) days after receiving the complaint, the administrator will decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to grievant.
3. If the grievant is dissatisfied with the decision of the administrator, he/she may appeal the decision in writing to the School Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within the fifteen (15) days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and school administrator.
4. If the grievant is dissatisfied with the Board's Decision, he/she may appeal the decision in writing to the Ohio Department of Education.
5. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child exceptional need shall be processed in accordance with established appeal procedures outlined by the Department of Education.
6. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the Ohio Department of Education.

Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to: Office of Civil Rights, U.S. Department of Education.

ENROLLMENT FORMS

The following forms must be completed or produced in order for your child to be enrolled in the GTWCS:

- **Proof of Residency (Utility bill, lease)**
- **Parent/Guardian Information**
- **a**
- **Child Pick-up List**
- **Field Trip Permission Slip**
- **Emergency Authorization Form**

- **Economy Status Form**
- **Latch Key Registration & Latch Key Pick Up Form (if applicable)**
- **Request for Transportation**
- **Release of Information**
- **Copy of Birth Certificate**
- **Copy of Social Security Card**
- **Parent Volunteer Survey Form**