

Mission Statement

Linden Grove School provides a specialized progressive educational program for K-8 students with autism and other related learning needs. Our program partners with families in a respectful, rewarding and supportive environment, inspiring hope for all and providing each student with the opportunity of personal growth and independence.

Parent – Student Handbook



2012 - 2013

Linden Grove School recruits and admits students of any race, color, gender, ethnicity, national origin, religion, disability, age or ancestry to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender, ethnicity, national origin, religion, disability, age or ancestry in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative ordered, or public school initiated desegregation.

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Parent Cooperative

Definition

Linden Grove School is a parent cooperative and strongly recommends that each family contributes to one or more committees in an effort to run the school effectively and efficiently allowing for growth and sustainability while supporting the school's mission.

Linden Grove's Parent Cooperative allows:

1. Parents to work collaboratively in a structured system to support and enhance the school's programmatic needs.
2. Parents, teachers, staff, and administration to build a closer relationship unifying efforts to provide the best education and school environment for our children.
3. Parent support and advocacy to be formed within the Linden Grove Community.
4. Parents to serve as members on the Board of Trustees, as indicated by Linden Grove's Code of Regulations.

Commitment Hours

As a result of being a parent cooperative, many forms of commitment are required. Listed below are some of these commitments; however, please refer to your Parent Commitment Contract for complete details.

1. Attendance at quarterly Parent Meetings
2. Supporting classroom teachers.
3. Participation in all fundraisers.
4. Participating on one of the following committees and/or signing up and performing various tasks for one or more of the teams listed below

Board Committees:

1. Development
2. Finance
3. Strategic Planning
4. Education

Parent Committees:

1. Fundraising
2. New Parent Mentors
3. Hospitality

A description of the specific responsibilities for each committee as well as a "sign up" form is mailed to each family over the summer with the remaining registration paperwork. All families must sign up for a committee or team within 2 weeks to their child's first date of attendance at Linden Grove School. Additionally, families who do not fulfill their parent commitment could jeopardize re-enrollment for the following school year. (See copy of Parent Commitment Contract) Please check with the Principal of Administration for further information regarding committees.

Quarterly Parent Meetings

1. Meetings are held on the second Tuesday of October 2012, December 2012, February 2013 and May 2013.
2. Meetings begin at 7:00 pm. Parents are asked to be punctual. Every parent or parent-representative should sign the sign-in sheet. This will verify attendance for purposes of the parent commitment contract.
3. The Principal of Administration, Principal of Academics, and President of the Board of Trustees set the meeting agenda. If the President is not available to do so, the Vice President of the Board shall set the agenda with the Principal of Administration.
4. The Principal of Administration shall run the meeting. In the Principal of Administration's absence, the Principal of Academics, the Board President, or any individual so designated by the Principal of Administration, takes his place.
5. If a parent wishes to have a matter discussed at the meeting, he must submit the suggestion by the end of the school day 1 week prior to the scheduled meeting to the Principal of Administration, who will determine whether the matter is an appropriate agenda item for the parent meeting.
6. Attendance by at least one family member is expected. Families missing more than 2 parent meetings during a school year could jeopardize the re-enrollment of their child for the next school year. The Principal of Administration needs to be contacted if you are going to miss a meeting.
7. Any references above to "parent" should be understood to mean guardian or legal custodian, if applicable.

Criminal Record Check

According to the state regulations set forth by the Ohio Department of Education, as a Parent Cooperative, all of our parents/guardians are considered volunteers. Therefore, in order to meet the regulations set forth by the state, provide for the safety and well-being of our students, and ensure appropriate liability coverage for the school, all parents and/or guardians must have a criminal background check completed. The following guidelines must be met:

- Criminal record checks must be completed by the child's first day of school.
- A copy of the check must be provided to the school.

- The criminal record checks may be a BCI check if the person has lived in the state of Ohio for at least five consecutive years. Otherwise, the person must get an FBI check.
- The parent/guardian is responsible for paying for the background check; however, if requested the school will reimburse the difference between any BCI check and an FBI check for any parent/guardian of whom that is required. This amount would be credited to your Linden Grove account.
- Criminal background checks must be completed every four years.
- Check with the school office to find out where you can have your check completed.

Additionally, every post high-school student or other individual working with any Linden Grove student at the school more than 6 times during school hours is required to have a criminal background check.

Tuition and Financial Obligations

Linden Grove is a “non-full cost” tuition-based school based on services provide. It is imperative that tuition payments and other financial obligations are paid in a timely manner in order to deflect undue hardship on the school. Tuition payments are always due as per enrollment contract as follows:

FAMILIES ATTENDING VIA THE OHIO AUTISM SCHOLARSHIP PROGRAM

PHASE ONE

In most cases this applies to first year families

- 1 payment of \$4,500 due August 1st, 2012. Of this \$4,500, Linden Grove will retain and apply the first \$2,000 paid towards tuition. The remaining \$2,500 paid will become a refundable deposit.
- 12 Monthly payments of \$416.25 beginning August 1, 2012 and ending July 1, 2013, total of \$4,995. (Includes an 11% finance charge of \$495 for monthly payment option that is non-refundable). Of this \$4,995, Linden Grove will retain and apply the first \$2,495 paid toward tuition and finance charges. The remaining \$2,500 paid will become a refundable deposit.

PHASE TWO

In most cases this applies to second year families who have accumulated \$2,500 refundable deposit

- 1 payment of \$4,500 due August 1st, 2012. Of this \$4,500, Linden Grove will retain and apply the first \$2,000 paid towards tuition. The remaining \$2,500 paid will become a refundable deposit. At this point, the family would have a refundable deposit totaling \$5,000.
- 12 monthly payments of \$416.25 beginning August 1, 2012 and ending July 1, 2013, total of \$4,995. (Includes an 11% finance charge of \$495 for monthly payment option that is non-refundable). Of this \$4,995, Linden Grove will retain and apply the first \$2,495 paid toward tuition and finance charges. The remaining \$2,500 paid will become a refundable deposit. At this point, the family would have a refundable deposit totaling \$5,000.

PHASE THREE

In most cases this applies to third year families who have accumulated a \$5,000 refundable deposit

- 1 payment of \$2,000 due August 1, 2012. Having already met the \$5,000 refundable deposit requirement, this payment amount would be applied toward tuition and retained by Linden Grove .
- 12 monthly payments of 185.00 beginning August 1, 2012 and ending July 1, 2013, total of \$2,220. (Includes an 11% finance charge of \$220 for monthly payment option that is non-refundable). Having already met the \$5,000 refundable deposit requirement, this amount would be applied toward tuition and finance charges and retained by Linden Grove.

OPTION F

This option is for students registering after the school year has commenced.

Tuition will be calculated using the daily tuition rate of \$120.88 and the students start date. You will be responsible for making payments toward the \$2,500 refundable deposit, and any amount of the prorated tuition not reimbursed by the ASP, if applicable. Based on the student’s start date you should be making monthly payments as designated in your contract toward the \$2,500 refundable deposit with a specified start date and end date of July 1, 2013.

NON SCHOLARSHIP FAMILIES

OPTION A: 4 equal payments of \$5,500 due August 1, 2012, November 1, 2012, February 1, 2013 and May 1, 2013. Total of \$22,000.

OPTION B: 12 monthly payments of \$2,035.00 beginning August 1, 2012 and ending July 1, 2013, total of \$24,420. (Includes an 11% finance charge of \$2,420.00)

OPTION D This option is for students registering after the school year has commenced.

- **ONE (1) LUMP PAYMENT** - Tuition will be prorated based on a full years tuition amount and the students start. If you choose this option, tuition amount is due in full on the student’s start date.

- **OPTION E - MONTHLY PAYMENT OPTION**

Tuition will be prorated based on a full year tuition amount and the students start date, in addition to the tuition amount, there will be an 11% finance charge for the monthly payment option. Based on the student’s start date you should be making monthly payments as designated in your contract with a specified start date and end date of July 1, 2013.

FEES AND CHARGES: Before acceptance by Linden Grove, you must submit with your contract a **non-refundable** registration fee of \$250.00. For all families, there will be a \$50 late charge if the tuition payment is not received in full by the due date on the invoice according to the plan you have chosen. For all tuition invoices, regardless of the plan chosen, tuition is considered late if not received in full by the 10th of the month.

*For Ohio Autism Scholarship families, Ohio Autism Scholarship reimbursement checks will be applied IN FULL towards tuition for the subsequent due payment months of November/February/May to fulfill your tuition obligation. Please contact the Business Coordinator if you need a copy of your enrollment contract or have any question related to your tuition and fees obligations.

Student Attendance

Arrival Time and Dismissal Time

Linden Grove School is in session from 8:20 a.m. to 3:00 p.m. Parents should plan arrival time for their children between 8:10 - 8:20 in the morning, taking in consideration the amount of time their child will need to unpack, get organized, etc., in order to be ready for class. Any child arriving before 8:10 am without adult supervision will be sent to morning care and will incur regular charges for the service. Dismissal time is 3:00pm. Pick-up time is between 3:00 - 3:10pm. Any student remaining in the building after the 3:10pm bell has rung, will be placed in the After Care program and will incur normal charges for this service. (See Before Care and After Care rules for further information.)

Every Thursday we have Early Dismissal at 2:00pm so staff can have team meetings to aid in student success and overall progress. These meetings improve consistency of services throughout the day and provide the opportunity for your child's internal LG team to meet in its entirety (teachers, aides, therapists, etc.) You may pick up your child at 2:00pm on these days or your child can stay from 2:00 to 3:10pm in Aftercare at no cost. Any students still here at 3:10 on those days will stay in the regular Aftercare program, and there will be the usual fee for Aftercare after 3:10pm

Attendance and Absence

Classroom attendance is essential for academic excellence and consistency in meeting individual needs. Unless a student is legitimately absent as specified by Ohio School Law (personal illness, illness in the family, death of a relative, quarantine, work at home due to absence of parents or guardians, observance of religious holidays, emergency or set of circumstances judged as sufficient cause by school officials), he/she is expected to be in regular attendance. In order to receive a year's credit, a student may not be absent from school for more than twenty (20) days. If more than 3 hours of a day are missed, it will be counted as a full day's absence. An absence between 1-3 hours will be counted as a 1/2-day absence. Students visiting other accredited schools during the day for transition or mainstreaming purposes are **not** counted as absent.

The Ohio Legislature (Missing Children's Act) requires parents and schools to communicate whenever a child is absent from school. In order to facilitate this process, we ask that a **parent/guardian** notify the school by 8:20 a.m. on the day of the absence. Calls should be made to the main school line (984-2215). If school personnel are not available to accept your call, a message should be left on the Administrative Assistant's voicemail, box #3. Should you know that your child would be out for an extended period of time, one call or a note in advance, telling the length of the absence will suffice. If a call is **not** received, we are required by law to call the student's home or the parent at work to confirm the absence.

Tardiness

Children arriving in their homeroom after the 8:20 a.m. bell rings will be considered TARDY. Children who are tardy must report to the office for a tardy slip before going to their classroom. In an effort to decrease distractions in the classroom and to promote student independence, parents should say good-bye to their child in the office and a Linden Grove staff member will assist the child to their homeroom. Frequent tardiness is considered a matter of concern due to the disruption it causes within the classroom and due to missed information/ announcements. Therefore, children arriving between 8:30am to 8:45am (Morning Meeting time) and children arriving after 8:20am whose tardiness prevented him/her from completing his/her am routine by 8:30am may not be able to participate in Morning Meeting on that day so as to not disrupt the meeting that is already in progress. If a student receives more than three unexcused tardies in one trimester, then the child's family will be notified and reminded of the importance of timely attendance. Four unexcused tardies within one trimester is considered excessive and *may* warrant a mandatory conference with the staff. *Please note that the Linden Grove office will determine whether or not a tardy is considered excused or unexcused.

Early Dismissals/Late Arrivals

Students may not leave the school grounds during school hours, for any reason, without a phone call or written request by parents. Parents are encouraged to schedule students' doctor and/or dentist appointments at times other than during school hours. However, when unpreventable situations arise, it is appreciated if medical appointments can be made so students miss as little class time as possible. Students who miss class because of an early dismissal or late arrival should be prepared for all classes when they return to school. Deadlines for homework and/or class work will not be changed because of an early dismissal or late arrival. Attendance policies will be followed in regards to the amount of time missed in any given school day (see Attendance and Absence section to note what is considered 1/2 day or a full day absent). Additionally, parents must sign in/sign out their child in the main office if their child is arriving late/leaving early due to an appointment.

Emergency School Closings

Safety of our students is our first concern. Therefore, due to inclement weather or operational hazards, an emergency school closing or 90-minute delay may be called. Linden Grove School utilizes a telephone broadcast system that enables school personnel to notify all families by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. School Reach, a company specializing in school-to-parent communications, provides this service. The closing will also be posted on channel 5 (WLWT) school closing list as early as possible. If possible, the closing will be posted the evening prior to the closing. Parents may be called during the day for an early dismissal due to the above stated reasons and parents are expected to pick up their child at the early dismissal time.

Vacations During School Year

Parents are discouraged from taking students out of school for vacation purposes. No penalty will be imposed on students who are absent because of vacationing other than the student record indicating an absence. However, due to the ever-changing need to adjust plans in an effort to meet all students' needs, teachers are not required to make long range make-up assignments for such students. Students will be permitted to make up tests missed during the absence from school at the convenience of the teacher. Missed assignments must be made up in accordance with the make-up plan.

Make-up Work Following an Absence

It is the responsibility of the student/parent to secure from the teacher(s) assignments or tests missed during an absence from school. The student will have two days to make up the work for every day he/she was absent. Failure to make up assigned work will result in a zero (0) grade. Assignments may be requested by calling the office (984-2215) by **9:00 a.m.** on the day the absence occurs, and may be picked up **after 3:00 p.m. or can be faxed/scanned to the parent.**

General Information

Student Enrollment

In order to register a student for school, a \$250.00 non-refundable registration fee is required. A \$200.00 non-refundable registration fee is required for summer school and this deposit will hold your child's slot for the summer school program; also, this deposit is applied toward summer school tuition. These fees may be paid as soon as registration for the designated program begins. All accounts, however, must be paid in full in order for Linden Grove to accept the registration fee.

The following paperwork must be completed 2 weeks prior to a student's first day of attendance:

1. Application form
2. Medical Information/Emergency Medical Authorization
3. Enrollment Contract
4. Parent Commitment Contract
5. Prescription Medication forms(if needed)
6. Non-Prescription Medication Form
7. Technology Use Form
8. TaeKwondo Permission Form
9. School Reach Information Form
10. Immunization Report or Immunization Exemption Form (students entering Kindergarten or 1st grade for the first time, students entering 7th grade, and transfer students)
11. Health Exam Form (students entering Kindergarten or 1st grade for the first time and transfer students)
12. Copy of Birth Certificate (all new students)
13. Release of Records Form/Records forwarded from previous school (transfer students only)
14. Background check on parent(s)
15. Waiver of claims by volunteer driver
16. Completed Autism Scholarship Application (if needed)
17. Confidentiality of Student Files Form (if needed)
18. Committee Sign Up Form

**Students who do not have this information on file by the first date of attendance may be excluded from class until all necessary paperwork is on file

Birthday and Holiday Celebrations

Very often, children want to celebrate their birthday by bringing in treats for their classmates. This is not discouraged. However, celebrations should include only your child's class or the entire school. Please contact the teacher ahead of time to make arrangements due to the unique dietary concerns of some students and classroom time restraints. As an alternative to treats, you may wish to consider donating a book to the school library or a needed item to your child's classroom. At times, holiday celebrations may occur within classrooms. If you are interested in assisting with a holiday celebration or providing treats for your child's classroom, please contact the room parent assigned to your child's classroom to determine

how you can assist.

Invitations to birthday, holiday and other parties that are unrelated to school functions are NEVER to be distributed at school. They should be mailed instead.

Parking and Pick up/Drop off Procedures

Parents picking up their children after school should follow this procedure:

1. For the safety of our students, no parking or pick up/drop off is permitted on the blacktop area in front of the main school doors between the hours of 7:30-4:30 during regularly scheduled school days. Parents should park in parking spaces to the west of the school building during these hours. Cones are placed on the blacktop for these boundaries.
2. As entering classrooms is not permissible prior to the ringing of the 8:10am bell, students must wait in the main hallway ***under the supervision*** of their parents until the bell rings. The only exception to this rule is when a parent drops off a child for Before Care services. If an unsupervised child is found within the building prior to 8:10am, he/she will be sent to the before care program and his/her parents will be billed accordingly.
3. If it is necessary for your child to leave school before the regular dismissal time, a note from the parent/legal guardian to the teacher or a call to the office is required. In addition, parents are required to use the Early Dismissal Sign In/Out Sheet located in the office. Parents should wait in the office while office personnel bring down their child.
4. Students will not be released until a parent or designated individual comes to the student's homeroom. Parents are asked to remain in the main hallway by the front doors until the 3pm bell has rung.
5. Students are required to remain in their room until they are picked up by their parent or designated individual. At 3:10pm, remaining students are escorted to the Aftercare room.
6. Without prior notice, students can only be released to those individuals noted in their school file. (Carpool participants are encouraged to provide this information in writing to the school in advance so it can be placed in the student's file.)
7. Since teachers must supervise students until 3:10pm, we request that parents wait to have discussions with teachers until after 3:10pm or another mutually agreed upon time.

Building Visitation

Our main office is located just inside the front doors of the building. When entering the building, we ask that all parents and visitors stop in the office to sign in. This procedure is for your child's protection and is a state law. Visitors will be asked to fill out a nametag, and wait in the office until their meeting begins. Visitors will be escorted to meeting location at the appropriate time. If parents are picking up/dropping off a child for early dismissal/late arrival, they will be asked to sign their child in/out in the appropriate logbook. As well, parents should remain in the office while school personnel locate/escort their child to the appropriate place. In order to meet state guidelines, on Mondays – Fridays from 7:30am – 4:30pm, parents who have keys to the building should always use the buzzer to the school and be buzzed in by school personnel.

Communication

The need to communicate with parents is considered essential to the kind of total caring we intend to give each child at Linden Grove School. We consider communication a high priority and have established the following guidelines to aide in our success:

1. Teachers will communicate with parents using various means, such as direct contact, email, and/or informational letters sent home with a child. Parents and teachers are expected to work together to establish the best means of communication between parent and teacher.
2. Depending on your child's age and developmental needs, a daily communication sheet may be sent home which outlines your child's social, behavioral and participation level.
3. Report cards are sent home each trimester and progress notes for IEPs are sent home quarterly.
4. Formal conferences are scheduled prior to the start of school and informal conferences can be scheduled during the interim at the request of the teacher or parent.
5. Early dismissal team meetings(conferences) are scheduled every week. Each grade level team will rotate through the team's class list and seek parent input prior to the meeting. Parents are invited to attend their child's team meeting. A notification will be sent home in your child's Monday Communication Folder a couple weeks prior to your child's meeting date.
6. Every Linden Grove employee can be reached via email. As well, each staff person has a mailbox in the main office where notes/messages can be left. (See directory for email addresses.)

Personal Belongings

Children tend to want to bring their personal belongings into school to show their friends. Many of these items are disruptive to the learning atmosphere of the classroom. Therefore, children should NOT bring any novelties or playthings to school without permission from the teacher or Principal of Academics. The school cannot be responsible for lost or

broken items. (K-2 students should see their teacher regarding “show and tell” or “share” time.)

Dress Code

Students are required to wear clothing/accessories that meet the following criteria:

1. All shorts and skirts must be a minimum of **mid-thigh length**.
2. All pants/shorts must be **worn at the waist**.
3. All shirts must cover the midriff area.
4. Spaghetti strap tops and tank tops are not appropriate school wear, unless worn under a shirt/sweater.
5. All clothing worn should display appropriate pictures and language for a school setting. **All messages and images must be of a positive nature.** There should be no reference to drugs or alcohol.
6. Sunglasses, hats, coats or chains may not be worn during school.
7. Jewelry can be worn, but must be tasteful. All jewelry is subject to approval by the principals.
8. Any keys (no key chains) required by the student must be kept in his/her pockets, locker, or book bag.
9. To be able to play in the snow during winter months, students must have appropriate outerwear and waterproof boots. (Students will need regular shoes for classes.)
10. Standard Taekwondo uniform is required for Taekwondo class. If sensory needs exist, navy blue gym shorts with a plain white t-shirt may be substituted per approval of the Behavior Intervention Specialist.

A student in violation of the dress code will be sent to the office. If an appropriate item is available from the clothing bin, the child will be able to “borrow” that item, change, and return to class. As well, if the child is wearing a shirt with an inappropriate message or picture, the child can turn the shirt inside out and return to class. **If either of these options is not available, the child will need to remain in the office until his/her parents bring in an appropriate uniform.**

Of course, students are welcome to continue to wear “uniforms” and/or Linden Grove logo shirts at any time.

Telephone Usage

School phones are for business purposes. Therefore, students are only allowed to use a school phone if it is an emergency and they have been given permission to use the phone by a staff person. Cell phones are not to be used by any student during the school day (including Before and Aftercare), unless approved as part of a particular student’s individualized behavior plan. If a student is seen using a cell phone during these times, a staff member will retrieve the cell phone and the student can pick it up as they leave for the day. If a student is repetitively seen using their cell phone without permission by a staff member, the student will no longer be allowed to bring a cell phone to school.

Student Health and Safety

Emergencies

An emergency medical authorization form must be on file for each student in case an illness or injury occurs while a student is under school authority. The purpose of the form is to enable parents to authorize emergency treatment (or the withholding of treatment) for their child. The forms must be completed and signed by a parent or legal guardian by the first date of attendance at Linden Grove School. Students without emergency medical authorization forms on file may be excluded from school.

Physical Examinations and Immunizations

A physical and dental examination is required of every student enrolling in Linden Grove School for first time, either kindergarten or first grade, or a transferring student who has never had a physical. Students entering kindergarten and seventh grade, and students transferring to Linden Grove School must present written evidence of the following immunizations: diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella and mumps. (TWO doses of live measles, mumps, measles and rubella vaccine as well as dTAP, are required for students entering the 7th grade. Some children may have received separate vaccines for each disease; however, generally, all three vaccines are administered in one dose as MMR. The first dose must have been received on or after the first birthday with a second dose at least 30 days after the first dose.)

A child who has had mumps and/or rubella disease must present a signed statement from his/her physician or parent stating that s/he has had the specific disease to be exempt from receiving the required dose of the vaccine. An immunization exemption form can be completed and will exempt the student from receiving the above required doses of vaccine.

Sick Policy and Procedures

The following is a list of symptoms or illnesses for which a child will be sent home from school:

1. Diarrhea (more than one abnormally loose stool within a school day).
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.

5. Conjunctivitis.
6. Temperature of 100.4 degrees Fahrenheit taken by the auxiliary method, when in combination with any other signs or illness, or as only symptom.
7. Untreated infected skin patch (es), unusual spots or rashes.
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck with an elevated fever.
10. Unusual spots or rashes.
11. Severe sore throat or difficulty in swallowing.
12. Vomiting.
13. Evidence of lice, scabies, or other parasitic infestation.

All parents are expected to pick up their child from school within **one hour** of receipt of a phone call that their child is ill. This may require families to have a back up plan (i.e.: a relative or neighbor available to help) in case the parent is not able to arrive at school within the designated timeframe. Unfortunately, we are not able to make other arrangements for ill children, as a communicable disease may jeopardize the health of other students and staff.

NOTE: Linden Grove does not employ a nurse on staff; therefore, all health-related decisions err on the side of caution to ensure the safety of all staff and students.

Returning to School after an Illness

In an effort to manage the spread of communicable diseases to others, your child must be symptom free of any of the illnesses listed under the sick policy for **twelve hours** before returning to school, **OR** we must have a **signed prescription from your child's pediatrician** indicating that your child is free from any communicable disease and can return to school. We must have the prescription from your child's physician prior to or at the time of their arrival to school.

Reporting Child Abuse

By law, all employees of Linden Grove School *having reason to believe* that a child under 18 years of age or a handicapped/disabled child under 21 years of age has suffered abuse or neglect are required to report such information to appropriate authorities, as designated by the school.

Medication Administration during School Hours

Often, regular school attendance is possible due to the effective use of medication in the treatment of chronic disabilities or illnesses. Therefore, any student who is required to take medication during the school year must comply with the following regulations:

1. The administration of all prescription drugs must be accompanied by a written order from a physician **and** written permission from the parent or legal guardian to administer the medication. The administration of over-the-counter medications must be accompanied by a written permission slip from the parent or legal guardian to administer the medication. **MEDICATIONS WILL NOT BE ADMINISTERED WITHOUT THE ABOVE PAPERWORK.** All orders for prescription and non prescription medication are good for one school year.
2. New medication forms must be filled out at the beginning of each school year and every time medication changes are made, even if the type of medication will be the same, but the dosage or time of the medication is changing. (If a medication is being discontinued, written notification from the parent is needed.)
3. Linden Grove provides many over-the-counter medications. Parents simply need to provide the ones we do not have. Parents should check with the Administrative Assistant to ensure we have the over-the-counter medication that is preferred for their child.
4. If a student has not had their scheduled medication upon arrival at school and the school has the medication in their possession, the school will administer the medication with written permission from the parent. (We will temporarily accept the parent's verbal permission; however, the parent will need to send in written permission the following day.) The student, however, must wait 30 minutes prior to reentry into the classroom in order for the medication to take effect. If the student has not had their scheduled medication upon arrival at school and the school does not have any medication in their possession, a parent will be notified and instructed to bring and administer the appropriate medications within one-hour of the receipt of the phone call. The child must remain in the office during this time, and the parent must then remain with the student for 30 minutes prior to reentry into the classroom. If a student arrives to school without having their medications 3 times within the school year, the parents will be notified and a meeting between the parents and the Principal of Academics will occur.
5. The medication must be received **in the container in which it was dispensed** with the student's name, name of drug, date, times of administration, and correct dosage on the container. (Pharmacies will fill a separate container for schools at no extra charge, if requested.) Hand written labels are not acceptable. Labels must come directly from the pharmacy.
6. Parents must hand all medications to a teacher or other staff person of Linden Grove School. Students are not allowed to carry medications on their person at any time.
7. **No initial dose of a medication is to be given at school.** If a child is taking a new medication, the child must be kept

home for 24 hours in case side effects occur or the new medication must be given on a weekend.

8. Medication must be picked up prior to the last day of school. Any medication left at the school will be disposed if not picked up

9.

Parental Rights

Legal Custody

Any natural or adoptive parent has the right to review student records and communicate with the school personnel concerning their child's progress in school regardless of the custody arrangement. Any natural parent will also be allowed to visit the child's classroom or pick the child up from school unless we have a copy of the latest court order restricting visiting rights. PLEASE NOTE IT IS THE PARENT'S RESPONSIBILITY TO PROVIDE THE SCHOOL WITH CHILD CUSTODY DOCUMENTS.

Confidentiality

Information concerning individual students is considered confidential and is shared with only those school personnel or authorities that have reasonable need to know it. No information will be shared with outside agencies without parent's *written* consent, unless mandated by court orders or state and federal regulations.

Academics

Report Card/Progress Report Procedures

The procedures used for communicating students' progress on a daily basis will vary, pending the age of your child and his/her developmental needs.. Please ask your child's teacher about these procedures.

Report cards are distributed at the end of each trimester and progress notes are distributed quarterly. For trimesters 1 and 2 and for quarters 1, 2 and 3, report cards and progress reports will be sent home in the weekly communication folder that goes back and forth between the school and family. Linden Grove will communicate through the parent newsletter that goes home each week the date your child's progress report or report card will be sent home. The dates will be announced in the newsletter at least 3 weeks prior to the date the progress report or report card will be sent home. A signature will be required to indicate the receipt of the report card. Trimester 3 report cards and quarter 4 progress notes will be mailed to each family after all outstanding accounts have been paid in full. Linden Grove will send a copy of your child's Report Card (at the end of the school year) and Progress Report (quarterly) to the school district in which you reside.

Students in grades kindergarten through eight will receive a report card based on an evaluation system of "mastery, adequate progress, improvement, not mastered and working at capacity". In addition, students enrolled on the Upper Elementary Team (4th-6th) and Middle School Team (6th-8th) will receive report cards based on the same system, including the following letter grade system for academic subjects:

A	-	90 - 100
B	-	80 - 89
C	-	70 - 79
D	-	60 - 69
F	-	Below 60

Homework

We believe that homework, as long as it is properly designed and geared to the specific development and needs of the individual, is a useful tool. Homework may be assigned to help the student become more self-reliant, learn to work independently or improve skills that have been developed. Homework assignments also allow parents to acquaint themselves with their child's progress and program.

Homework is not given during the first three weeks of school. During this time, teachers will devote time to: clearly define our expectations of "good work"; teach and demonstrate to students homework expectations and aide students with completing all written "homework" in class to ensure these standards are met.

The extent and type of homework given is based on grade level and specific student needs. If your child has extenuating circumstances regarding the ability to complete his/her homework, please contact your child's teachers to discuss possible homework modifications or reduced homework.

Typically, homework is not given on weekends, over holidays or school breaks, on the evening of monthly parent meetings, or school-wide, evening school programs. (This does NOT include after school sports, etc.)

Testing

Curriculum and performance based testing is conducted throughout the school year. Other testing, such as reading inventories, will be used to measure progress and provide information relative to placement at different intervals during the school year. The Ohio Achievement Test is NOT given at Linden Grove School.

Field Trips

Field trips are an important part of the learning process. The teacher in charge of the field trip must have an emergency medical form and a signed parent permission slip for each student going on the field trip. (These forms should already be on file for field trips under a 50-mile radius from the school.)

When out in the community, students are representing Linden Grove School. Therefore, students are expected to comply with all school rules during field trips, and are expected to in dress according to school policy, unless otherwise informed. If students fail to comply with these rules, they may be asked to return to the school early.

Students who miss class because of a field trip should be prepared for all classes when they return to school. It is each student's responsibility to check with teachers prior to the field trip to make sure all class work is ready when the student returns to school.

Parents may be asked and encouraged to participate in field trips. Fees may include cost of chaperones, admission, parking, gas, and sundry expenses. If your child struggles within the community setting or has behavior needs that require assistance, the parent of that child may be asked to aide the student on the field trip in order to ensure the safety of that child and of all others.

Fines

Textbooks

Textbooks and workbooks are the property of Linden Grove School, and they are to be handled with care and returned at the end of the school year in good condition. Fines will be assessed if books show excessive wear. Students who lose books will be charged the replacement cost of the book. This charge will be refunded if the textbook is found before the replacement book has been purchased.

School Property

Damage or abuse of school property by a Linden Grove student will require reimbursement to the school for such damages on the part of that student's parent or legal guardian.

*Report cards and any requested transcripts will be held until all fines are paid.

School Rules

Lunchroom Rules

1. Students will be asked to use hand sanitizer before entering lunchroom.
2. Eat lunch at your assigned spot and stay at your table until you are dismissed.
3. A microwave will be available for student use. Foods placed in the microwave must take no longer than two minutes to heat in order to assure that all students have access to the service.
4. Help take care of our school! When finished with your lunch, clean your area and throw away your garbage.
5. Some students have food allergies or other dietary restrictions that make food sharing or trading a problem. We actively discourage such sharing or trading unless approved by a staff member.
6. If you finish before dismissal you are expected to wait quietly and/or read a book at your table.
7. Use your CARES at all times

Playground Rules

1. **Students must bring appropriate attire to school as needed for weather conditions. Students will not be allowed to stay indoors because they are cold or hot, unless due to medical needs or it is part of an individualized behavior plan.**
2. Use your CARES at all times.
3. Play with all equipment appropriately:
 - a. Swings:
 - i. One person on a swing at a time.
 - ii. No saving swings for other students - first come, first served.
 - iii. Swing forwards and backwards. Do not swing from side to side or twist around in circles.
 - iv. No jumping off the swings.
 - v. No climbing the poles of the swings.
 - vi. Do not use the swings if there are puddles underneath them.
 - b. Jungle Gym:
 - i. Go down the slide feet first.
 - ii. No climbing from the bottom to the top of the slide. Use the ladder only!
 - iii. Crawl through the tunnels. Do NOT stand on top of them!
 - c. Games:
 - i. Games and game rules will be established by recess supervisors and must be followed by all students
4. Stay within the colored cones when on the parking lot and stay on the grass area of the playground. (The baseball

- field is off limits.) Field/grassy areas are available for games as long as a recess supervisor is in that location.
5. One long whistle blow by the supervising teacher signifies a 2-minute reminder and all equipment should be returned to the appropriate bins.
 6. Three short whistle blows by the supervising teacher signify that recess is over. Students should immediately form a single file line in front of the cones that are predetermined for their class. Students must wait in line until the supervising teacher gives them permission to return to their classroom.
 7. Students may not go into the school at anytime during recess unless given permission from the supervising teacher.

If students are not following rules, they may be asked to leave the game/toy for the remainder of recess time. If a student continues to not follow directions and/or is unsafe, he/she may be given bench time in order to regroup and rejoin at a later time. When benched, students must stay in the spot designated by the supervising teacher. The benched student may not play or talk to other students until their bench time is up.

Technology Rules

In order for students to use and digital devices at Linden Grove, the “Acceptable Computer Usage” policy must be signed by student and parent.

Linden Grove School (LGS) provides computer use and Internet access for all students and staff. The purpose of technology at LGS is to supplement and enrich classroom curriculum, and to facilitate computer proficiency for each child. With the availability of the Internet, the students and the staff access resources and information that might otherwise not be available. Although measures have been taken to block access to inappropriate sites and materials, it is ultimately the responsibility of the user to follow the Internet use guidelines established by LGS.

The use of school computers, digital equipment, & the Internet is a privilege, not a right. There is no expectation of privacy during use of LGS computers and technology. Students must have prior approval from their classroom teacher to use any personal digital devices at school. The acceptable computer usage policy also applies in these situations. Students are responsible to secure their personal belongings. Linden Grove does not assume responsibility for lost, damaged, or theft of personal property. **If a student violates the computer user agreement, disciplinary action may be taken against the student that may include suspension of computer use, or other measures consistent with the disciplinary code.**

The following activities constitute, but are not limited to, unacceptable uses of computers, Internet and digital equipment.

- Using another person’s password, or trying to discover another person’s password
- Accessing another person’s programs, information or files without the permission of that person
- Changing or deleting any computer files that do not belong to the user
- Changing or altering settings on school computers without the permission of a staff member (including desktop backgrounds and screensavers)
- Using school computers during non-school hours unless for extracurricular activities and under the supervision of a staff member
- Accessing the Internet without the permission and supervision of a staff member
- Using the Internet or technology for non-school related activities
- Downloading or installing games not intended for educational purposes
- Downloading or installing software of any kind without the expressed consent of a staff person
- Making on-line purchases
- Accessing, viewing or downloading music videos, pornography, or offensive materials
- Writing, or “burning” c/d’s without the consent and supervision of a staff person
- Using obscene or swear words, and or aggressive or violent language
- Accessing home email accounts at school
- Knowingly downloading viruses, adware, spyware or other malicious code
- Intentionally damaging computers, digital media equipment, or scanners
- Violating copyright laws
- Violating local, state or federal laws

Before Care Rules

1. 24 hour advance notice is required to utilize before care services.
2. Before Care begins at 7:30 a.m. and ends at 8:10 a.m. Students may be dropped off at anytime after 7:30 a.m. and parents will be charged as per written contract rates (See Before Care/After Care Contract). When dropping off a child, the parents must notify the morning care teacher of their child’s presence.
3. If you sign up for a specific day of before care services and need to cancel, a 24 hour cancelation notice must be given to Linden Grove or the full rate of services will be charged.
4. Students must stay in the designated Before Care room at all times, unless given permission to leave the room from the Before Care teacher. Students should **not** go to their homeroom prior to Before Care. All items should be brought with them to the Before Care room.

5. Students may play games (including the computer) during morning care and/or listen to quiet music. Computer time will be timed and must be shared with all students. (Structured activities are not provided during this time since a full day of school is still ahead; however, if your child has homework they must complete before being able to play, please inform the Before Care teacher so they can provide a quiet environment for your child.)
6. All school rules apply during Before Care.
7. Appropriate breakfast foods are ok in Before Care.
8. **PLEASE NOTE: If a child comes into the building prior to 8:10am without adult supervision, he/she will be sent to Before Care and the family will be charged for the cost, regardless of the number of minutes in Before Care. *Please note that this is based on the clock that is set for the school's bell system – no exceptions allowed.**

After Care Rules

1. Students must stay in their homeroom from 3:00pm to 3:10pm. At 3:10 pm, all remaining students will be asked to line up and taken to the designated After Care room.
2. Parents will be charged for After Care services starting at 3:10 p.m. if their child still remains at school. After Care students must be picked up by 4: 30 p.m. Please be courteous to the supervising After Care teacher and pick up your child on time, as staff and After Care volunteers have prior commitments to maintain. Parents will be charged an additional fee for picking up their child after 4:30 p.m. (See Principal of Administration for details). Additionally, if a child is picked up late more than 2 times in one month, services may be suspended for 30 days. Repeat suspensions may result in permanent suspension of services.
3. All school and playground rules apply during After Care.
4. Students must stay in the designated After Care room. No students are permitted to be in any classrooms at anytime.
5. Parents are encouraged to send nutritious snacks to school for students participating in the After Care program due to their extremely long day. Snacks may be eaten during the After Care program; however, all garbage from food must be thrown out in the lunchroom garbage cans. *Please note that parents must provide their own snacks for their children.
6. Free time and homework time will be specified. Any students in this program will be expected to participate in free time in the designated area (indoors or outdoors) and to complete homework during homework time. Students finished with all homework must read silently to themselves, draw, or color.
7. The After Care Teacher, for violations of school and After Care, rules may give privilege losses and positive time out. Notification of the infraction will be given to the Principal of Administration and parent.
8. Students will only be released to individuals designated in your child's file, unless the school has been informed otherwise prior to the end of the school day.
9. Students must clean up after themselves before leaving for the day.
10. If a child has an individualized behavior plan during the regular school day, please check with the Principal of Administration to determine whether or not staffing is appropriate for your child to be able to attend aftercare and have all safety needs met.

After Care is a privilege, therefore, if recurrent problems exist, a student may be removed from the program for a specified amount of time or permanently

11.

Student Code of Conduct

Linden Grove School strives to provide a safe, caring and productive learning environment for all students. In order to ensure that all students are able to be educated in such an environment, a positive social atmosphere is required. Therefore, specific guidelines have been put in place in an effort to provide the environment our children deserve, *and* to hold each child accountable for their actions, while keeping them in school.

CARES

Linden Grove School and Students' display C.A.R.E.S.:

- Cooperation
- Assertion
- Responsibility
- Empathy
- Self-Control

Behavior that is Disruptive to the Learning Environment of Others

Disruptions caused by students in the classroom will be managed quickly and effectively, not disrupt the learning environment of others. If the teacher or staff member, upon the initial disturbance, cannot adequately resolve the issue with the student in such a way as to not disturb the other students, within 3 minutes of the onset, then the student must be separated from the other students in the classroom. Separation can be achieved either by removing the disruptive student from the classroom or by removing the rest of the students. Whatever method is chosen will be left to the teacher's

discretion.

Once the student is separated from the rest of the student body, every attempt should be made by designated staff to return the student to the classroom as soon as the student's conduct is orderly and non disruptive.

Should the student continue to be disruptive and unable to return to class within a reasonable time frame, a series of corrective actions may take place. At the Principal of Academics or Behavior Intervention Specialist's discretion, providing adequate staffing, the student could be placed in an alternate setting for the rest of the day. Should staffing not permit this arrangement, the child's parents will be called to pick up their child for the remainder of the day. All parents are expected to pick up their child within **one hour** of placement of the phone call. This may require families to have a back up plan (i.e.: a relative or neighbor available to help) in case the parent is not able to arrive at school within the designated timeframe.

Depending on the severity of the incident, the staff could call for a behavior intervention plan to be designed. Should a plan need to be developed, the Behavior Intervention Specialist, teacher and parents would have to come together and coordinate the implementation of the plan. (See Individualized Behavior Plans)

Part of the parents' commitment to the school would be to cooperate fully with the staff in helping modify the student's behavior, which may require modification of the student's behavior at home as well.

This list is not inclusive. Incidents of inappropriate behavior will be assessed on an individualized basis.

* If necessary, "A staff member may use and apply such amount of force and reasonable restraint as is necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or for the protection of persons or property." Ohio Revised Code 3319.41

Unacceptable Behavior and Disciplinary Remedies

A school-wide general behavior management system will be implemented during each class. Additionally, the procedures used for communicating behavioral progress on a daily basis will vary based on each child's individual needs.

However, the following types of conduct may result in verbal warnings, directly related consequences, individualized behavior plans, loss of privileges, community service, removal from the classroom, positive time-out, and/or detention:

- Excessive tardiness to school
- Failure to turn in homework on time
- Violating dress code (Meeting dress code will be necessary to re-enter the classroom.)
- Disrupting the learning environment and/or general violation of classroom or school rules
- Bullying, threatening, intimidating or ganging up on others
- Disrespect to teachers or other authorities
- Leaving classroom or school without permission
- Cussing or inappropriate language/topics
- Misuse or destruction of school or others' equipment and materials (Restitution may apply)
- Minor physical aggression/fighting
- Announcement, publication or distribution of materials that are offensive, obscene or interfere with the learning environment

The following types of conduct may result in any of the above-mentioned consequences, as well as suspension, expulsion and/or removal:

- Vandalism (Restitution may apply.)
- Use, possession or sale of tobacco (First offense - 2 day suspension; Second offense - 5 day suspension and re-admittance after the student has attended an educational seminar sponsored by the American Lung Association, American Cancer Society or some other like health organization, as approved by the Principal of Academics. Third offense - 10 day suspension and/or expulsion)
- Use, possession, sale or being under the influence of alcohol, other drugs, or inhalants, including counterfeit drugs (First offense - 5 day suspension and re-admittance after the student has received a chemical dependency evaluation with the results of the evaluation being shared with the school administration. Second offense - 10-day suspension and/or expulsion. The Principal of Academics will determine if re-admittance can occur based on cooperation with attending a drug rehabilitation program.)
- Possession or use of firearms, knives, or other weapons, including fireworks and explosives (Also applies to look-alike weapons)
- Theft (Restitution may apply.)
- Extreme aggression towards others. A conference may be deemed necessary prior to re-admittance, as determined by the Inter Disciplinary Team (IDT), as a specialized behavior plan and/or need for a 1:1 aide may be required. (If necessary, staff will call 911 for assistance with a child that is displaying extreme physical aggression.)
- Conduct that could be considered sexually offensive, harmful or harassing towards others. A conference may be deemed necessary prior to re-admittance, as determined by the IDT.
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Individualized Behavior Plans

Individualized behavior plans must be written for students that display any of the following behaviors four times within a one-month period or six times within a six-month period:

1. Verbal aggression or inappropriate language/topics
2. Physical aggression
3. Self injurious behaviors
4. Bullying/antagonizing other students
5. Any other behavior which is disruptive to the student's ability to learn, disruptive to the classroom or jeopardizes the safety of the student, schoolmates or staff

Behavior plans must identify the targeted behavior and the specific steps that will be followed to avoid and reduce the behavior. Plans can include positive and/or negative consequences and should include preventative measures. (I.E. arranging the environment, varying activities, clearly defining rules, expectations and consequences, etc.) At all times, consequences should be logical and appropriate to the misbehavior and the learner.

The process of writing the behavior plans should involve the entire IDT, including input from the family. The plan must be approved by the behavior intervention specialist and signed by the parents, involved teachers and aides, behavior intervention specialist, and Principal of Academics. A copy will be given to the parents, placed in the student's file and placed in the substitute teacher folder. Implementation of the plan should occur within two days of approval of the plan. A follow-up conference (phone or face to face) must be completed within 10 school days of the date of implementation of the plan. At that time, the team will discuss the effectiveness of the plan. Modifications and/or changes will be determined at this time, and the plan will continue to be revised, as needed, over time. If modifications and/or changes were made, the parents should be notified of their child's progress via phone call, email, or note within one week of the implementation of the changes.

If, after the implementation and revision of an individual behavior plan, a student's behavior continues to be disruptive to the learning environment of the classroom beyond what is considered appropriate, a face to face conference is required within three school days, less if safety is an issue, in order for the child to continue with their regular academic schedule. At this conference, other consequences may be determined by Linden Grove School.

If for some reason, success is not achieved after implementation of the revised behavior plan, reevaluation of placement must be considered.

Searches

Linden Grove School is responsible for ensuring a safe environment for all students. Therefore, searches of students' desks, lockers, and other personal belongings may be conducted at any time if there is sufficient reason to believe the safety of the student population is at risk or when such search is reasonably likely to produce anticipated tangible results to preserve discipline. Permission to search student property will be determined by the Principal of Academics.