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**EXTRA MILE- CIRCLEVILLE CITY SCHOOLS**  
**388 CLARK DRIVE ■ CIRCLEVILLE, OHIO ■ 43113**



Dear Parents,

*Welcome to Circleville City School's Extra Mile afterschool program!* We have received your child's Registration Form and look forward to providing students with enrichment opportunities. **Please read the enclosed packet, fill out and return the attached forms listed below to your school office as soon as possible.** Please submit forms to your student's school.

1. **Bus Rules and Regulations Form**
2. **Bus Alternative Transportation Request Form**
3. **Emergency Medical Form**
4. **Parent Authorization Form**
5. **Digital Academy Enrollment Form (CHS Students only)**

Circleville City Schools is pleased to offer students the opportunity to participate in a variety of planned academic, cultural and recreational activities. Through the Extra Mile program students will receive small group or individual tutoring in reading and/or math with a highly qualified teacher. We are very excited to offer a safe and fun enrichment program for students with the goal of positive youth experiences. **NEW** this year is the implementation of the Circleville Digital Academy at the high school level within the Extra Mile program. The initiative offers hybrid online and in-school modules for students admitted into the program for credit recovery and career exploration.

Extra Mile programs operate as follows:

- *The program will operate four (4) days per week Monday – Thursday, 2:40 p.m. until 5:30 p.m. at Circleville Middle School for Grades 6-8 (8<sup>th</sup> graders will be participating in transition-based activities at Circleville High School on occasion). An additional 5<sup>th</sup> day (Friday) will be available for students in the Digital Academy section of the program at Circleville High School Grades 9-12.*

We strive to run an efficient and effective program which contributes to improved student achievement and skills. If you have any questions, concerns or comments, please call the appropriate grade level coordinator listed below.

Please fill out the busing forms, emergency medical forms, and enrollment forms found in the back of this handbook. Once the coordinator has received these forms you will be contacted to confirm your child's enrollment. Bus students will receive notification regarding the bus schedule. If you have questions about bus transportation, contact Transportation Director Jerry Mogan at 477-5569.

Sincerely,

*Mr. Debo*

Program Manager

**Extra Mile**

# Program Policies, Procedures, and Philosophy

## Program Goals and Philosophy

The primary goal of the program is to provide children with afterschool educational enrichment in a safe, supportive environment. Our subject focus is reading and math through small group and individual tutoring by licensed teachers or qualified adults. We aim to provide a broad range of activities including but not limited to academic, recreation, sports, cultural and enrichment opportunities.

## A. Registration

An **Enrollment Form, Emergency Medical Form and Parent Authorization Form must be completed prior** to your child attending the program at Circleville Middle School (CMS) and/or Circleville High School (CHS). An Additional Circleville Digital Academy Application will need to be returned prior to your students' acceptance into the program.

## B. Attendance

Attendance will be taken each day for safety and security. Once enrolled, your child will be expected to be in the program daily. *If your child is ill, will not be at the program or if you will be picking up your child early, **it is your responsibility to call the school BY 1:30 p.m.** to leave a message to inform Extra Mile staff of the circumstances.* We appreciate advance notification when possible. For the Circleville Digital Academy, students enrolled in the program will report directly to the Learning Lab upon arrival to the school. Students must sign in upon arrival and sign out when they leave. Students will sign in/out through an online Google Form. Additionally the site coordinator will be monitoring attendance as a means to cross check student self-reporting. After students sign out they may not remain on the CHS campus during school hours.

## C. Attendance Follow-up Procedures

When a child does not show up for the Extra Mile program on any given day and we have not received a note or phone call telling of his/her absence, the following steps will be taken to locate the child:

1. Staff will check the school office to find out if the child was absent from or signed out of school that day.
2. If child was in school, then the staff will check the sites voice mail to see if the parent called in the absence.
3. If no message, the staff will contact the parent to confirm the child's absence from the program.

## C.1 Communicable Diseases

Any child or staff member exhibiting any of the following signs or symptoms of illness is considered to be carrying a communicable disease and cannot remain at the program:

- |  |  |
|--|--|
| 1. Diarrhea                                | 7. Untreated, infected skin patches, unusual spots or rashes |
| 2. Severe coughing                         | 8. Stiff neck  |
| 3. Difficult or rapid breathing            | 9. Sore throat or difficulty swallowing                      |
| 4. Yellowish skin or eyes                  | 10. Vomiting   |
| 5. Conjunctivitis (pink eye)               | 11. Evidence of lice, scabies or other parasitic infection   |
| 6. Temperature of 99 F degrees (auxiliary) |  |

- Any child exhibiting the above symptoms at the program will be isolated from the other children (within sight and hearing of the staff), provided with a place to lie down and observed. The parent or guardian will be notified of the need to pick up his/her child immediately. A sign at the program site will be posted notifying other parents of exposure to a communicable disease.
- A child or staff person is not permitted to attend the program until 24 hours after the symptoms are no longer present. If a child complains of being mildly ill (headache, stomachache, etc.) use your best judgment in calling the parent. Inform the parent of the symptoms and leave the decision to them as to whether or not to pick up their child.

## D. Dismissal:

It is the responsibility of the Parent or Guardian to identify in writing who is authorized to pick up their student(s) at each site. If we are unsure of the identity of the person picking up a child, we will ask for identification. If that person is not listed on the child's form and the student does not have a note from the parent authorizing pick up, the parent must be contacted before releasing the child. **We will not release a child to someone who is not listed on the emergency form.**

**Circleville Middle and High School:** Our program closes at 5:30 p.m. If a child is not picked up by 6:00 p.m. at CMS/CHS and we have been unable to reach a parent, the Extra Mile staff will notify the Circleville Police Department and Extra Mile Coordinator.

## E. Sign Out

Persons picking up their child(ren) must enter the building and inform the staff that the child is leaving. No child will be allowed to exit the program with any person not authorized on the emergency form. The program staff must be notified in writing if there is a specific person who should not pick up your child.

**A child may not sign him/herself out unless the parent or guardian has provided the program with permission in writing for their child to walk home alone.**

## **F. Early Dismissal and Snow Days**

**The program operates only on the days school is in session.**

The program will not be held on scheduled holidays.

On the days school is closed for any reason, the program is also closed.

**The program will NOT operate on district planned early dismissal days or waiver days.**

**The program will NOT be held on snow days.**

**The program will NOT be held if schools are closed 30 minutes prior to their regular dismissal time because of an emergency situation.**

If school is dismissed early in the day (30 minutes before the end of the school day) because of incoming severe weather, or for any other type of emergency, the program will be closed. You should have arrangements made for your child.

## **G. Emergency Procedures**

The Extra Mile Program has several procedures to follow in the event that an emergency would occur while a child is attending the program. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children arrive at the designated "safe spot". In order to prepare children for the rare need to evacuate, the program does conduct monthly fire drills, and periodic tornado drills.

### **a. Tornado Drills**

In case a tornado alarm sounds, students will go immediately to the assigned places. Students should keep calm and quiet while making every effort to stay in line. Windows and doors are to be left open. Roll will be taken once the class has reached the shelter area.

Students should squat with hands locked at the back of the neck.

### **b. Fire Drills**

In case a fire alarm sounds, students are to stop working and follow a Staff Member with the Extra Mile Program in a rapid and orderly way, single file from the building. The first two students to reach an exit door are to open it and hold it open until all have exited the building. The last student out of the classroom is asked to close the door. Upon leaving the building, students are to move far enough away to allow all to get out without crowding at the outside door. Attendance will be checked when outside position is reached. Students should remain quiet until the signal to return to the building is given.

### **c. Lockdown Procedures**

If a situation is warranted, the building can be placed in a lockdown. This will be initiated by a verbal command for "Lockdown" from individual staff members and/or over the PA system or the building alarm. In the event of the Lockdown it is extremely important to follow the directions of staff members. Procedures will be reviewed and practiced throughout the school year.

### **d. Evacuation Drills**

Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the program, our emergency destination is the YMCA for CES and CMS. A sign will be posted indicating that we have been evacuated and the location where you can pick up your child. Parents/guardians will be contacted as soon as possible to pick up their child. If a parent/guardian cannot be reached, we will contact the emergency contacts as listed on your child's registration information.

## **H. Parent Access**

Any custodial parent or guardian of a child enrolled in the program is permitted unlimited access to the program during operating hours for the purpose of contacting the child or evaluating the premises. Upon entering the premises the parent or guardian will notify the staff of his/her presence.

## **I. Snacks**

All children will be provided with a daily snack and milk/juice. Snacks will be nutritious such as celery sticks or peanut butter crackers.

## **J. Personal Belongings**

If your child brings personal belongings to the program he/she must be responsible for those items. We will not be responsible for any damaged or lost items.

## **K. Medication Administration**

The only way we can dispense prescription medication to your child is by having a form filled out by the physician. The medicine must be in the original container with clear directions given. The parent must complete the Administration of Medication form if medicine is to be given during the Extra Mile Program. We are not permitted to administer over-the-counter medication at any time such as aspirin, cough syrup, Tylenol, allergy medication, etc. Parents are permitted to come to school to give these medications as needed.

## **L. Walking Field Trips and Emergency Medical forms**

On occasion, the children may take a short walk in neighborhoods. You will be advised of the trip ahead of time. The Walking Permission Slip and the Emergency Medical Form must be on file with the school office.

## **M. Discipline Policy**

The program's discipline policy is an extension of the established school rules and regulations. Our guiding philosophy is that children need clear limits set in ways that do not negatively influence their self-esteem. In the after school program, these expectations are

specifically outlined in a Children's Rights and Responsibility code. School day discipline incidents in the Digital Academy will be handled by Circleville High School administrators and the site coordinator. Limits are set to protect each child from hurting him/herself and others. The goal is for each child to become a problem solver and conflict resolver.

1. Children's Rights and Responsibilities (see below) have been established and are posted at each site. Discipline problems will be handled through redirection, conflict resolution or other non-threatening manners.
2. On those rare occasions when further discipline is necessary, the following steps will be taken:
  - a. Parents will be asked to discuss Children's Rights and Responsibilities with child
  - b. Staff /Child conference
  - c. Staff/Parent/Child Conference
  - d. Staff/Coordinator/Parent/Child Conference
3. A child at step "d" will be considered on warning. A child on warning may lose privileges or have appropriate consequences established.
4. A child at step "d" may be suspended for one day or removed from the program. Dismissal from the program may result in an immediate jump to Step D and would occur in cases of extreme, violent behavior.

Actual methods of discipline shall be restricted as follows:

- a. There shall be no cruel, harsh or corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- b. Discipline shall not be delegated to a child
- c. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- d. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box or similar cubicle.
- e. No child shall be subjected to profane language, threats; derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
- f. Discipline shall not be imposed on a child for failure to eat or, failure to sleep, or for toilet accidents.
- g. Techniques of discipline shall not humiliate, shame, or frighten a child
- h. Discipline shall not include withholding food, rest, or toilet use.
- i. Separation shall be brief in duration and age and developmentally-appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

#### **Children's Rights:**

Every child in the program has the RIGHT:

- To be happy and treated with kindness.
- To be treated fairly.
- To be safe.
- To hear and be heard and have their opinions and desires considered.
- To participate in all activities.

#### **Children's Responsibilities:**

- To honor others and their feelings. This means they will not laugh at or ignore the other people in the program.
- To treat others fairly. They will treat other people like they expect to be treated.
- To keep others safe. This means that they will not hit, kick, push, pinch or shove anyone.
- To listen when others are speaking and speak respectfully to others.
- To participate in activities and encourage others to participate with them.

#### **N. Special Needs Policy**

The program will enroll any child regardless of race, disability, religion, sex or ethnic background. We strive to provide quality services to all children and youth. To better care for a child, we need all pertinent information regarding special needs. This could include information regarding physical, emotional or behavioral needs, medications, allergies, or any other special circumstances.

The Extra Mile Program would like to be a member of a team which might be composed of the student's parents, case workers, counselors, social workers, probation officers, or any other persons who deal directly with the child/youth. The Extra Mile Program Coordinator or any other team member could request that this team meet before the first day of enrollment and as needed during the program. The purpose of these meetings would be to share information about the student including behavioral problems, past problems, what can be expected and discuss any means of interaction or discipline which should and/or could be used. All information shared with program staff or contained in program files will remain confidential.

All efforts and reasonable program modifications will be made to meet the special needs of the children enrolled in the Extra Mile Program. All children must follow the Extra Mile Program rules and adhere to the Discipline Policy.

#### **O. Non-Discrimination Policy**

The Circleville City School District affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted

under its auspices. Inquiries concerning the application of this policy may be referred to Jonathan Davis, Assistant Superintendent. This policy shall prevail in all Board policies concerning school employees and students.

#### **P. Limits of School Jurisdiction**

Circleville City School District assumes responsibility for students who ride our school busses from the time they are picked up until which time they are returned to their designated drop-off point. Supervision prior to pick-up and following drop-off rests with the individual parents.

Responsibility for non-bus students begins when the student reaches school property and ends when the child leaves school grounds following dismissal. Should a student arrive at school 15 minutes prior to the scheduled starting time, or remain 15 minutes after dismissal, the school assumes no responsibility for supervision unless special arrangements have been made. In most cases the school will attempt to assist in dealing with problems that occur outside our jurisdiction, but such assistance shall not be a statement of responsibility.

#### **Q. Outdoor Play Policy**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information, we include outdoor play in our programs. We go outside daily as weather permits. The amount of time outside will be limited when the temperature is extreme. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 32 degrees or rise above 90 degrees. Programs adhere to the school's temperature policy. Time outdoors will also be adjusted due to rain, lightning, threatening weather, ozone warnings, etc. On days that outdoor play is not provided, time will be included for indoor large motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside.

#### **R. Transportation By School Bus**

Students on a school bus are under the authority of and directly responsible to the driver. Students who violate bus rules will be subject to disciplinary action including, but not limited to, verbal reprimands, parental contact, written warnings, and denial of bus riding privilege. Your child will have a positive experience on the bus by following the Circleville City Schools Bus Rules and Regulations given them by their driver.

If a student wants to ride a bus home with a friend or get off at a stop different than their normal stop, then Parents must make this request in advance and in writing to the Extra Mile Program. It is best to do this at least one day in advance to be sure permission is granted before making plans.

#### **S. Subsection A: Technology**

Technology is here! We have many wonderful items in our schools that allow students the opportunity to expand their knowledge base. Many classrooms are outfitted with computers, printers, and televisions that can be hooked up to a computer. Some schools also have items such as a digital camera, scanner, camcorder, laser disc player, computer labs, distance learning labs, or numerous other small technology items.

Although it is wonderful to have all these items, we must make certain that the equipment is being used properly and with caution. The Internet is available and we have software in place to block inappropriate sites. Our teachers screen web sites before students visit them and closely monitor student usage. Students are to use these items only with teacher permission and supervision. Any student who abuses equipment or uses it for illicit purposes will be denied further usage. Parents will be held liable for damage caused by their child to any of the above-mentioned technological items. See Computer/Internet Acceptable Use Policy.

**New this year:** The Circleville Digital Academy (CHS) offers students an opportunity to meet graduation requirements by completing hybrid online modules on a schedule tailored to meet the needs of the individual student. The academy provides students with an opportunity to recover credits, meet graduation requirements, and develop an occupational portfolio upon acceptance into the program.

Digital Academy Course Offerings will include the following: Algebra 1 and Geometry or Integrated Math I & II, Biology, American History, American Government, English I & English II. Students who began ninth grade before July 1, 2014 (Graduating Class of 2016 and 2017), must pass all 5 sections of the Ohio Graduation Test (OGT) to graduate. The OGT includes Math, Science, Social Studies, Reading and Writing. Students who began ninth grade on or after July 1, 2014 (Graduating Class of 2018 and beyond), must earn a cumulative passing score of 18 points, using seven end-of-course state tests. Students must earn a minimum of four points in math, four points in English and six points across science and social studies.

#### **S. Technology subsection B: Circleville Digital Academy Guidelines**

##### **Enrollment into CDA:**

The following are a set of guidelines to follow when judging whether a student is a good candidate for CDA. While these guidelines will cover most students there will be decisions made on a case by case basis. We will enroll students based on "Levels" which are described below:

**LEVEL I:** Students who opt into coming to CDA in lieu of expulsion for the duration of the prescribed time of their expulsion for academic programming only. This is an alternative academic program during their exclusionary period.

Level I students will NOT be allowed in the learning lab to complete classes. They must complete their work from home unless they are unable to obtain internet access in which case they will need a written letter requesting admission into the lab signed by the building

principal. Level I students must complete the program as designed during expulsion in order to be admitted back into the traditional classroom.

*LEVEL II:* Students who are under-credited and/or over age. As well as, students who have medical conditions that prevent them from attending school in the traditional classroom.

Over-age students: These are 5th year students who are looking to complete their high school education rather than getting their GED.

### **Credit Recovery Students**

- Student must have failed a class in order to enroll as a Level II.
- Student must enroll full-time in CDA.
- Student can only enroll in CDA at the beginning of a new 5 week period.
- Student must stay enrolled in CDA until the beginning of a new school year.

### **Medical Conditions**

Student must have a documented medical condition that prevents them attending traditional school.

*LEVEL III:* Students who have dropped out and/or experienced failure in a charter school, alternative school, or home school situation. These are returning students that have dropped out or home school students who are looking for a more challenging curriculum.

Students will be required to stay in the CDA for one school year. After successful completion of one school year a request can be made to finish in CDA or enroll in traditional classes.

### **Grading Periods**

The school year will consist of six-5 week terms in which students are allowed to attempt two course during each term, one core class and one elective. A student may write a request to attempt up to three courses per term. The acceptable reasons for attempting multiple courses per term would be but are not limited to the following: to be eligible for athletics, for credit recovery and for early graduation.

### **Graduation Requirements:**

All students who graduate from Circleville Digital Academy will receive a Circleville High School diploma. Therefore, they will be required to meet the graduation requirements as set forth in the CHS student handbook. It is the responsibility of the student to meet all requirements for graduation. The CDA staff, along with the CHS staff, will keep students and parents informed about their graduation status as best as they can. This will include core requirements, number of credits and any other issues that may affect graduation. However, it is the student's responsibility to know the requirements and to monitor progress toward graduation. Circleville High School graduation requirements are established by the State of Ohio. A minimum of (21) credits will be required. The following courses must be met to meet requirements for graduation:

Volunteer placements: For students who do not meet the traditional pathways to graduate in the Class of 2018, seniors may be placed in a community service experience totaling 120 hours during the 2017-18 school year. Placements will be monitored by Extra Mile and the community agency to include a signed Community Service Agreement form, weekly hours sheets signed off by the community entity, school, and Extra Mile, and site evaluations. In preparing students for life after K-12 education, it is important that students be evaluated in their community placement setting to establish references and build a career portfolio.

**The development of a career development portfolios will be required for all Digital Academy Students.**

### **T. Dress Code:**

Student dress should be school appropriate:

1. SHIRTS—Dress and appearance must be such that all students are appropriately covered. (i.e., no bare midriffs and no low-cut jeans). Halter tops and other abbreviated or revealing tops such as tank tops, basketball jerseys, mesh shirts, —bare-backll tops, see-through clothing, tops with spaghetti straps, and other open-armed tops, are not permitted. Straps on top should be at least three inches in width. The armhole should fit around the arm and not be cut loosely but fit just to the armpit. No low-cut or revealing-midriff tops will be tolerated.
2. PANTS—Students may wear slacks, trousers, jeans, shorts, skirts, and dresses of reasonable appearance and of acceptable length. Pants cannot be worn below the natural waistline (no droopy drawers or low-riders). Pants must cover undergarments and must not be of such length that they drag the floor. Flannel pants, pajamas, pajama lookalikes, and slippers may not be worn.
3. FINGERTIP RULE—Pants and shirts must not have holes or tears that are deemed to be revealing. Shorts and skirts must be mid-thigh or fingertip length. Students will not be permitted to wear clothing with rips, holes, or cuts above fingertip length.
4. HATS—Students are not to wear any head gear during the school day. These items must be removed upon entry to the building. Special —Hat Daysll and other exceptions to the Dress Code may be approved by the administration. Examples of head gear include, but are not limited to, the following: bandannas, caps, —doo ragsll, hats, hoodies, and visors.

5. SHOES— Bare feet are not permitted. Students must wear shoes at all times. Students will not be permitted to wear shoes with wheels on the bottom (—heelies!!).
6. Appropriate and necessary undergarments shall be worn.
7. Sunglasses are not to be worn in the building.
8. Items of clothing with images, logos or phrases related to alcohol, drugs, satanic activity, sex, tobacco, or violence may not be worn. Items of clothing with inappropriate, obscene, profane, or suggestive pictures, lettering, wording, or slogans are strictly forbidden. Tattoos of the same nature as described above must be kept covered.
9. Any type of dress which is considered by the administration to be disruptive to the educational process of Circleville High School will not be acceptable.

*Students who violate the dress code may have a choice as to change to the appropriate dress/appearance per the administration's direction. The guidelines may include the following:*

- A. Change clothing— If the student must be out of class for this change or must go home for the change, the time will be considered unexcused.
- B. Serve in-school restriction/suspension until the dress/appearance is acceptable.
- C. Students who repeatedly violate the dress code will be considered insubordinate-appropriate consequences will be given for such behavior, ranging from detentions to out-of-school suspension and accumulation of points.

#### **U. Hazing**

It is the policy of the Circleville City Board of Education that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No students, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing does NOT lessen the prohibition contained in this policy.

Subjects who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

#### **V. Acts of Disrespect/Insubordination**

1. No student shall be disrespectful or insubordinate to any teacher, student- teacher, substitute teacher, principal, Extra Mile staff or authorized personnel on or off school grounds. Extra Mile staff are acting "in loco parentis," which means that the Extra Mile staff are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student.

Disrespect/insubordination - shall be defined as being abusive, obscene, profane, or using offensive language, gestures, or signs toward a staff member or unwilling to comply or cooperate with a reasonable request or directive by a teacher, substitute teacher, or Extra Mile staff member.

2. Fighting and Physical Abuse of another student while on the school grounds, school property, or at any school function (home or away): A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to another student may be suspended from school. Instigating a fight through action or words may also result in disciplinary action.

3. Verbal/Physical Harassment, Threatening Another Student.-The Ohio Revised Code 3313.666 defines "harassment, intimidation or bullying" as "any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: Causes mental or physical harm to the other student; Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student."

4. The administration of the school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the school and Extra Mile staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

A. Verbal - No student shall direct to another student words or phrases which are considered to be slanderous, degrading in nature, obscene, or profane as defined by the majority of our society.

B. Physical Harassment - No student shall physically harass another student. Actions such as pushing, shoving, unwanted touching or any kind of physical intimidation shall be construed as physical harassment.

5. Cyber-Bullying - Cyber-bullying is using the Internet or other mobile devices to send or post harmful or cruel text or images to bully others. Cyber-bullying can occur on school premises or can take place off of school premises. Cyber-bullying will be dealt with according to the situation and circumstances in which they may occur.

A. On campus: If cyber-bullying is found to originate on the school campus the situation will be investigated and treated accordingly.

B. Off campus: If cyber-bullying is reported to be occurring off school campus the following guidelines will be followed:

1. Parents of the victims and cyber-bullies will be notified with the information that has been presented or discovered.
2. If the cyber-bullying involves threats or other inappropriate behavior the parents will be encouraged to notify the police.
3. If the threat indicates an action relating to school grounds, the threat will be treated according to the student code of

conduct.

4. Police will be notified if there is a threat of violence, extortion, obscene messages, stalking, hate crimes or child pornography.

#### **W. Searches**

##### **General searches of students and personal items such as briefcases, purses, book bags, pockets and any electronic equipment:**

Students have a right to be secure in their persons and possessions from unlawful searches and seizures. However, school officials have the right to search a student or any student's possessions if such official has reasonable suspicion that such a search will find any object or thing which violates the law or school regulations. If a student is asked to voluntarily acknowledge the item or thing or to cooperate with the search and refuses, the student may be detained by school officials and appropriate law enforcement officials contacted. Such refusal to cooperate with the search may also subject the student to school disciplinary procedures for insubordination.

#### **X. Student Injury Procedures**

Anytime a student is injured at school or in a school sponsored activity, an Incident Form will be completed by a staff member involved or witnessing the accident as soon as possible. This form will be sent home with the injured student.

#### **Y. Staff to Student Ratios**

The following staff-to-child ratios shall be observed:

- For school children ages five through 10---at least one staff member for every 18 children; and
- For school children ages 11 through 14---at least one staff member for every 20 children

**Please keep the program policies above for your records!**

**Complete the attached FORMS and submit to the school office or the Extra Mile staff before your student's first day of attendance in the program**

# CIRCLEVILLE CITY SCHOOLS-*EXTRA MILE* BUS RULES AND REGULATIONS

The following regulations regarding transportation procedures are listed so that you will better understand what is expected of each student who is provided transportation during this school year. Transportation is provided for all eligible resident students in the district according to the policies of the Circleville Board of Education. KEEP THIS PAGE FOR YOUR RECORDS.

**Please sign the attached statement indicating that you have received this notification and return it with the student within three (3) days. A statement must be returned for each student.**

1. Parents and pupils must assume that school bus transportation is a privilege to the student, not a right.
2. Pupils will ride on assigned buses, both to and from school. Pupils may not take other students home with them unless a written notice from **each student's parent(s)** is sent in with each student and is given written permission by the building principal or transportation supervisor. Parents will assume responsibility for the child when such request is made and granted.
3. Possession of tobacco products, matches or lighters while on the bus is not permitted.
4. Animals, firearms, explosives, glass containers, liquids, aerosol cans, and other dangerous items are not permitted on school buses.
5. Students are not permitted to bring on the bus items larger than which can be held on the lap.
6. Parents are responsible for the safety and behavior of pupils (K-12) while going to and from pick up points and for the child meeting the bus on schedule.
7. Pupils shall be waiting at the curbside of the road to board the bus when it stops in the morning, according to the bus time schedule.
8. Students shall cross only in front of the bus at approximately ten feet. Drivers will provide visible direction to students when it is safe to proceed across the road.
9. Buses operate on a time schedule as outlined by the transportation administrator.
10. Students are to arrive 5 (five) minutes prior to the scheduled pick up time as buses operate on a schedule. This schedule will not permit waiting for tardy students. If your bus is more than 15 minutes late, call the Transportation Department at 477.5569.
11. Parents will be responsible for any damage to a bus by their child(ren). This includes damages to the bus seats.
12. Students are not permitted to eat or drink beverages on the bus unless the transportation supervisor, school principal, or school nurse grants special permission. All trash must be disposed of properly.
13. Noise on the bus shall be kept to a minimum at all times to assure everyone's safety. Reasonable conversation is permissible and may be regulated by the school bus driver. The use of profanity or foul language may result in disciplinary action.
14. Absolute quiet must be maintained at all railroad crossings or other dangerous areas.
15. No objects shall be thrown in, around, or out of the bus.
16. Keep hands, heads, books, and miscellaneous objects inside the bus. Windows may be opened for ventilation only with the approval of the bus driver.
17. Spitting on the bus or from the window of the bus is not permitted.
18. Pupils shall sit three to a seat. Students shall not be allowed to stand. Seats may be assigned by driver to maintain order and for evacuation purposes.
19. Students are not permitted to use cell phones, or any electronic device including head phones while on the school bus.
20. The school does not enter disputes involving parents and students prior to pick-up or after return to the bus stop.
21. The driver has authority to enforce all local and state bus rules and laws. Pupils shall conduct themselves on the school bus as they would in a classroom except that reasonable amount of conversation is permitted. Disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason to refer a student for disciplinary action.

This written policy is presented at this time to inform students and parents of the serious results of misbehavior. The driver will refer discipline problems to the school administration. Any deviation from acceptable behavior may result in a loss of transportation privileges. **If transportation privileges are suspended, school attendance is still required by law. It becomes the parents' responsibility to insure student attendance.** It is our hope that it does not become necessary for any student to lose transportation privileges. However, the safety of many cannot be jeopardized because of the misconduct of a few.

## **STUDENT TRANSPORTATION GUIDELINES**

### **Discipline Procedure**

1. 1<sup>st</sup> Violation – Student is given a verbal warning by the driver. The student's name is recorded by the driver along with the incident of misbehavior.
2. 2<sup>nd</sup> Violation – A written warning is issued on the bus conduct form which would be the 1<sup>st</sup> notice, this report is then submitted to the Extra Mile Coordinator
3. 3<sup>rd</sup> Violation – A written warning is issued on the bus conduct form which would be the 2<sup>nd</sup> notice. The Extra Mile Coordinator can hold a conference with the driver, student, and/or parent. the Extra Mile Coordinator can suspend the riding privilege for a designated period of time.
4. Continued Violations – The third violation process is repeated.

### **Suspension Sequence for Extra Mile**

1. 1<sup>st</sup> suspension – one to four days off the bus.
2. 2<sup>nd</sup> suspension – four to eight days off the bus.
3. 3<sup>rd</sup> suspension – remainder of nine weeks to remainder of semester
4. 4<sup>th</sup> suspension – remainder of semester to remainder of the program year



**Suspension Appeal** -A parent/guardian of a student wishing to appeal a bus suspension may do so by contacting the Extra Mile Coordinator within 24 hours.

**BUS RULES AND REGULATIONS FORM**  
**CIRCLEVILLE CITY SCHOOLS-EXTRA MILE**

\*If bus transportation is NOT needed to and from Extra Mile, please disregard this page and continue filling out the other forms.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Parent's Signature)

Student Name (Print) \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
(Closest Intersection To Your House (Streets, Roads))

Parent's Telephone \_\_\_\_\_

School \_\_\_\_\_

**PLEASE NOTE ANY HEALTH PROBLEMS:**

\_\_\_\_\_  
\_\_\_\_\_

**BUS DRIVER'S USE ONLY**

EXTRA MILE P.M.: BUS NO. \_\_\_\_\_ STOP NAME: \_\_\_\_\_ Drop off Time: \_\_\_\_\_

# **EXTRA MILE**

## **ALTERNATE BUS TRANSPORTATION REQUEST FORM**

\*If bus alternate transportation is NOT needed from Extra Mile, please disregard this form and continue to fill out the remaining forms of this packet.

### CIRCLEVILLE CITY SCHOOLS ALTERNATE TRANSPORTATION REQUEST FORM

\*\*Students will not be transported to any address not listed on their emergency medical authorization form.

School Info:

Grade: \_\_\_\_\_ School \_\_\_\_\_ Teacher \_\_\_\_\_

Student Info:

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parents/Legal Guardian Info:

Mother's/Legal Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Father's/Legal Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Babysitter/ Care Giver/ Responsible Adult Info:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date transportation (to Care giver) to Start: \_\_\_\_\_

Date transportation (to Care giver) to End: \_\_\_\_\_

Times to Transport: (circle) AM PM

Days of the week to transport to care giver (circle) M T W TH F

Baby Sitter/ Care Giver/ Responsible Adult Info:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date transportation (to Care giver) to Start: \_\_\_\_\_

Date transportation (to Care giver) to End: \_\_\_\_\_

Times to Transport: (circle) AM PM

Days of the week to transport to care giver (circle) M T W TH F

Mother's/Father's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents are responsible for notifying the school of attendance in writing of any changes in this schedule.

Please note that these changes do not take effect until you are notified by the Transportation Department.

Changes are processed within 48 hours once received at the Transportation Department.



**EMERGENCY AUTHORIZATION FORM (CONTINUED)**

SCHOOL/PROGRAM \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

**PARENTS/GUARDIANS:**

**PLEASE COMPLETE CONFIDENTIAL INFORMATION TO BE SHARED WITH TEACHING STAFF AND EMS IF NECESSARY – If an emergency situation occurs, every effort will be made to transport to the hospital of choice. But, if necessary, the protocol of the EMS personnel is to transport to the nearest hospital.**

**MUST BE COMPLETED ANNUALLY**

1. Does your child have **asthma** diagnosed by a physician? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please list any **treatments given or medication taken** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Has your child had any **allergic** reactions to medications, foods, or insects? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please list the care required \_\_\_\_\_  
\_\_\_\_\_
3. Has your child been diagnosed as having **ADD or ADHD** by your physician? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please list **Medication, Amount, and Time of Administration** \_\_\_\_\_  
\_\_\_\_\_
4. Does your child have a **seizure disorder** as diagnosed by a physician? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please list **Medication, Amount and Time of Administration** \_\_\_\_\_  
\_\_\_\_\_
5. Does your child have a **cardiac (heart) defect**? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please list any **Restrictions and Medications, Amount, and Time of Administration** \_\_\_\_\_  
\_\_\_\_\_
6. Has your child been identified as having a **bleeding disorder/tendency**? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please give diagnosis or description of problem \_\_\_\_\_  
\_\_\_\_\_
7. Does your child have **diabetes**? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please list **insulin type, amount, and time given** \_\_\_\_\_  
\_\_\_\_\_
8. Does your child have **vision/hearing impairment**? Yes \_\_\_\_\_ No \_\_\_\_\_  
Wear glasses, contact lenses, or hearing aid(s)/auditory device? \_\_\_\_\_
9. **Any other pertinent medical information or medications being given that could affect your child while in school** \_\_\_\_\_  
\_\_\_\_\_

\*Return all forms to the school office for the Extra Mile staff.

**STUDENTS MAY NOT ATTEND EXTRA MILE UNTIL WE HAVE RECEIVED AN EMERGENCY MEDICAL FORM AND PARENT AUTHORIZATION FORM**

**Extra Mile  
Parent Authorization Form**

Grade \_\_\_\_\_ School \_\_\_\_\_ HR Teacher \_\_\_\_\_ HR # \_\_\_\_\_

Print Student Name: \_\_\_\_\_

**Sharing of Information**

Extra Mile wants to provide the best academic improvement program it can, continuously improving to meet student needs. I grant permission for Extra Mile to gather participation and school information regarding my child for grant evaluation purposes and to communicate with school staff, public, and nonprofit entities with which we may cooperate for programming such as the YMCA, Pickaway County Library, and Pickaway Area Recovery Services (PARS). *Collected information will not reveal individual identities of participants. Information will be confidentially processed for program evaluation solely by the project coordinator and program director.*

**Parent Initials** \_\_\_\_\_

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**Photo/Video/Audio Records**

Extra Mile has my permission to photograph or to audio/video record activities that include my child for purposes of program promotion.

**Parent Initials** \_\_\_\_\_

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**Walking Permission Slip**

Extra Mile has my permission to take my child/children on a short walk in neighborhoods surrounding the schools. This will include but is not limited to walking to Pickaway Manor Nursing Home and YMCA.

**Parent Initials** \_\_\_\_\_

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**Extra Mile Parent Handbook**

I, \_\_\_\_\_, have received and reviewed the Extra Mile Parent Handbook  
please print parent's name

with my child/children. By signing below, we (parent and child) agree to abide by the rules and regulations of the Extra Mile Program.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Date