



## REYNOLDSBURG HIGH SCHOOL

STUDENT HANDBOOK 2018-2019

<b>BELL ACADEMY</b>	Phone	Fax
Livingston Campus 6699 East Livingston Ave. Reynoldsburg, OH 43068	(614) 501-4000	(614) 501-4003

<b>ENCORE ACADEMY</b>	Phone	Fax
Summit Campus 8579 Summit Road Reynoldsburg, OH 43068	(614) 501-2300	(614) 501-2299

<b>ESTEM ACADEMY</b>	Phone	Fax
Summit Campus 8579 Summit Road Reynoldsburg, OH 43068	(614) 501-2310	(614) 501-2250

<b>(HS)<sup>2</sup> STEM ACADEMY</b>	Phone	Fax
Livingston Campus 6699 East Livingston Ave. Reynoldsburg, OH 43068	(614) 501-4030	(614) 501-2260



## REYNOLDSBURG COMPACT ON RESPECT

As a member of the Reynoldsburg Community, I will show my strength by...

- greeting others I meet with acts of friendliness and kindness,
- taking responsibility for my own actions and how they affect the people and environment around me,
- being truthful and honest to myself and others in all that I say and do as a sign of respect for myself and others,
- treating all persons in ways that I would like them to treat me,
- recognizing that each person is different and has an individual contribution to make to the community.

## MISSION STATEMENT

The staff of Reynoldsburg High School upholds the basic premise that all students can learn.

The mission of RHS is to have our students:

1. Demonstrate a mastery of communication skills
2. Exercise the rights and responsibilities of citizenship in a democratic society
3. Develop an understanding of the global interdependence of people, society, and the environment
4. Use of effective thinking skills across the curriculum
5. Develop a tone of trust, decency, and respect among staff and students
6. Engage in meaningful work to develop a sense of belonging and a readiness to learn through goal setting, self-evaluation, and the ability to reflect on one's work

## ACADEMIC POLICIES & PROCEDURES

### ACADEMIC LETTER-

Starting with the 18-19 school year, the Reynoldsburg School District will award academic letters for deserving students. No retroactive awards will be given and awards are based on the date that the School Board decides to approve the purchase of academic letters. The purpose of awarding academic letters is to emphasize the main purpose of school with focus of attention on academic achievement of students without attendance or truancy issues. The district will celebrate each subsequent year of achievement separately with a distinctive pin. The presentation of awards will occur during the August Board Meeting to provide an incentive for attendance by family and students. Seniors earning a letter or pin will be awarded at the Senior Banquet.

The guidelines for awarding the academic letters are:

- 3.5 cumulative GPA (unweighted)
- Maintain for 4 consecutive terms of year
- 1<sup>st</sup> year –letter
- 2<sup>nd</sup> year – bar pin
- 3<sup>rd</sup> year – bar pin
- 4<sup>th</sup> year – lamp of knowledge pin

### ACADEMIC REPORTS TO PARENTS – REPORT CARDS

Students receive a report card four times each school year. Report cards for 1<sup>st</sup> quarter and 3<sup>rd</sup> quarter will be handed out. Second quarter and 4<sup>th</sup> quarter will be mailed. Below are the end dates for each of the nine weeks; report cards will follow a week or so after these dates:

1st Nine Weeks – October 19, 2018

2nd Nine Weeks – December 21, 2018

3rd Nine Weeks – March 8, 2019

4th Nine Weeks – May 23, 2019

Grades shall not be issued until all fees and fines are paid and textbooks returned.



Failure to pay course fees, fines, and other financial obligations (including but not limited to broken and/or lost equipment) may result in the withholding of grades and credits.

### CLASS RANK COMPUTATION

*For the Class of 2014 and beyond, Reynoldsburg City Schools will no longer rank students by grade point average.*

### CUMULATIVE RECORDS

Parents may request to view their child's school records. This request should be done in writing and given to the academy principal. Arrangements will be made for the view of the records. Parents must present identification before being allowed to review student records.

**Classes with a Pass/Fail grade do not calculate into the Grade Point Average.**

### DROP COURSE

Students may opt to drop a course at no penalty to their grade under the following conditions:

- The course is dropped within 10 days of the class.
- There is another course for a student to enter.

Students who drop a course after the first 10 days of the class must Withdraw Fail (WF). A grade of WF will be listed on the official transcript with a 0.0 grade attached. Please note, WF negatively impacts GPA.

### EARLY GRADUATION

- Students who desire to graduate from Reynoldsburg High School in three years or less must submit a letter of intent to their academy principal through the academy guidance counselor at least two semesters prior to the intended graduation date. The letter of intent must include justification educationally, vocationally, and socially of the decision to graduate early and include written parental approval.
- Counselors will work closely with the student and his/her parents to develop a program, which is in compliance with the standards of graduation set forth by the State of Ohio and Reynoldsburg Board of Education and the student's best interests.
- Final approval rests with the academy principal.

### GRADE REPORTING

The following is a list of grades that may appear on a student's report card at the final printing for both **Mastery** and **Traditional** Assessment Systems and explanations of the assignments of each grade.

Traditional Assessment <small>Bell, Encore, HS2</small>	Mastery Assessment <small>eSTEM only</small>	Meaning	Explanation
A	A - Mastery	Exemplary	90% - 100% College and Career Ready.
B	B - Mastery	Good	80% - 89% College and Career Ready
C	C - Mastery	Average	70% - 79% Additional coursework in the content may be required to be career and/or college ready.

# REYNOLDSBURG CITY SCHOOLS



D	Non-Mastery	Below Average	60% - 69% It is recommended that the student retake the course.
F	Non-Mastery	Failing	59% - 0% Student will need to retake the course.
I	I - Non-Mastery	Incomplete	Student has not completed the requirements of the course. Student will be given the opportunity to repeat the course.
U	Non-Mastery	Unfinished Work	Does <b>not</b> mean "Unsatisfactory." The student has work that has yet to be completed because of reasons such as illness. Does not count against student in GPA calculations.
P	N/A	Passing	Used for "Pass/Fail" classes. Will not figure into GPA calculations
S	N/A	Satisfactory	Used on the recommendation of counselors only. Will not figure into GPA calculations.

\*\* If a student is taking courses with an Institution or Partner other than Reynoldsburg High School, they will adhere to that institution or partner's grading scale.

## Grade Calculations

### **Year-long Classes with a semester exam:**

Semester 1 Average = (Quarter 1 Grade x .40) + (Quarter 2 Grade x .40) + (Midterm Exam Grade x .20)

Semester 2 Average = (Quarter 3 Grade x .40) + (Quarter 4 Grade x .40) + (Final Exam Grade x .20)

Year End Average = (Quarter 1 Grade x .20) + (Quarter 2 Grade x .20) + (Midterm Exam Grade x .10) + (Quarter 3 Grade x .20) + (Quarter 4 Grade x .20) + (Final Exam Grade x .10)

### **Year-long Classes without a semester exam:**

Semester 1 Average = (Quarter 1 Grade x .50) + (Quarter 2 Grade x .50)

Semester 2 Average = (Quarter 3 Grade x .50) + (Quarter 4 Grade x .50)

Year End Average = (Quarter 1 Grade x .25) + (Quarter 2 Grade x .25) + (Quarter 3 Grade x .25) + (Quarter 4 Grade x .25)

### **Semester Blocked classes**

Semester 1 Average = (Quarter 1 Grade x .40) + (Midterm Exam Grade x .10) + (Quarter 2 Grade x .40) + (Final Exam Grade x .10)

Semester 2 Average = (Quarter 1 Grade x .40) + (Midterm Exam Grade x .10) + (Quarter 2 Grade x .40) + (Final Exam Grade x .10)

## **GRADUATION REQUIREMENTS**

See the individual academy Program of Studies for additional academy specific requirements.

Graduation requirements for the classes of 2018 and beyond include curriculum and three options to show readiness for next steps in college and careers.

Ohio requires students to take and complete a minimum of 20 required credits.	<b>State Minimum</b>
English language arts	4 units
Health	½ unit
Mathematics	4 units
Physical education	½ unit
Science	4 units
Social studies	5 units
Electives	5 units
Additional credits, if any, in district requirements	
<b>Other Requirements</b>	
Economics and financial literacy	



### IN ADDITION TO CREDIT REQUIREMENTS STUDENTS MUST ALSO MEET ONE OF THE FOLLOWING:

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#### 1. Ohio's State Tests

Students **earn a cumulative passing score of 18 points**, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

##### End-of-course exams are:

- Algebra I and geometry or integrated math I and II
- Biology
- American history and American government
- English I and English II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to earn graduation points. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

#### 2. Industry credential and workforce readiness

Students earn 12 points through a State Board of Education -approved, **industry- recognized credential or group of credentials** in a single career field and achieve a **workforce readiness score** on the **WorkKeys** assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

#### 3. College and career readiness tests

Students earn "remediation free" scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11<sup>th</sup> grade students in the class of 2018 and beyond to take their ACT or SAT free of charge. The student's district selection applies to all schools in the district for one year. Test selection may change from one school year to the next.

### INCOMPLETE ASSIGNMENT POLICY

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Assignments missed because of illness will be made up within a period determined by the teacher but at least equivalent to the number of days absent unless specified by the teacher prior to the absence. Assignments missed because of pre-excused absences (family trips, school sponsored field studies, etc.), will be due upon the first day back to school. Teachers will notify students of their procedures regarding making up missed work. Excused absences will allow students to earn credit for missed work.

If missed work is not made up within the allotted time, a student may be assigned an incomplete for the nine-week grading period.

When an incomplete is assigned for terms 1 through 3 in a traditional grading system, students will have a maximum of ten (10) school days, counted from the last day of the grading period, to complete missed work resulting in a grade change. Teachers must notify the students of specific due dates for incomplete work. In our Mastery Grading system, students with an incomplete have up to one calendar year or graduation to complete at mastery. If a student fails to complete mastery in that time frame, they will receive a failing grade for the course.

Students who have not completed all work will not have met the requirements for the course and will be assigned an "I" for core coursework or a failing grade for non-core coursework for that grading period.



Incompletes remaining at the end of the year may have one of two results, the student may re-take the course to earn Mastery in eSTEM Academy or the student may be marked as having failed the course. A “U” may be used in special circumstances, i.e. hospitalization or another exceptional reason. The “U” for unfinished work is not included in a student’s GPA calculations. Final grades will be adjusted upon Mastery of the course. Final decisions will be at the discretion of Academy Administrator.

## PHYSICAL EDUCATION WAIVER

The Reynoldsburg City Schools Board of Education has adopted a policy to excuse from the high school physical education requirement each student who, during high school, has participated in interscholastic athletics, marching band, or cheerleading for at least two full seasons. The Reynoldsburg City School Board shall not require the student to complete any physical education course as a condition to graduate. However, the student shall be required to complete one-half unit, consisting of at least sixty hours of instruction, in another course.

Students wishing to pursue the exemption option must notify the academy guidance counselor prior to the season in which they are participating in the activity. This will be verified by the athletic department or marching band director to ensure full participation was obtained.

## PROMOTION GUIDELINES

Students in grades 9-12 shall be assigned to a grade level based on the number of credits previously earned. These guidelines may be used to help determine open enrollment student’s grade level.

Total Credits	Promotion to grade...
Promotion from grade 8	9
5 credits	10
10 credits	11
15 credits	12

## RETAKE COURSES

Students who retake entire courses at RHS during the school year that did not master (I), failed (F) or earned the grade of “D” previously may replace the course and receive a new grade for GPA calculation. All records appear on the student’s transcript if the previous grade was a “D” or “F”. Incompletes (I) do not appear on the student’s transcript unless the student fails to attempt to meet mastery.

***For Summer Academy coursework, students completing credit recovery will earn Pass/Fail with appropriate credit.***

*For College Credit Plus coursework, students receiving a grade below “C” who wish to retake the course must pay for the course and course fees in order to retake. Payment for the retake must be made prior to entering the class for the second time.*

## SCHEDULE CHANGES

### Purpose of Schedule Change Procedures

- Because of the complex nature of our scheduling process, after the fact changes of any kind are to be treated seriously.
- During the course selection process, students had the opportunity to confer with parents, teachers, and guidance counselors to assure that they selected the appropriate courses.
- Reynoldsburg High School’s master schedule is organized around the requests of students.
- Your scheduling requests are met to the best of our ability as we build our schedule. Once the schedule is constructed, changes in requested courses play havoc with the balance and efficiency of the schedule.



## Procedures for Changing a Schedule

- All drops and changes must be completed through the academy guidance counselor within the first two weeks (10 school days) of the course; this includes College Credit Plus courses. The student must request a meeting with his/her academy guidance counselor to discuss the reasons for the drop/change. The academy principal has the final authority on all schedule changes. The Fall CSCC deadline is June 1.
- Students who drop a course after the first 10 days of the course do so as a "Withdraw Failure" and will receive an "F" for the course. Students who are enrolled in College Credit Plus coursework may be responsible for any fee or book costs incurred.
- Students must test into all CSCC courses.
- The student must continue to go to the course that he/she wants to drop until the academy guidance counselor gives him/her a new schedule with his/her new course listed. **Not attending the course until it is officially dropped constitutes truancy to that course.**

## Changing Levels of Courses

- Before consideration of a schedule change, the parent, student, teacher, and counselor must develop and implement an improvement plan. The parent, student, teacher, and counselor will then meet to determine a course of action so that the student's best interests will be served.
- When changes are made, all grades will transfer and every effort will be made to keep the student with the same teacher.
- In some cases, with the recommendation of the teacher, a student may be able to take a class for a second time to improve his/her grade and establish a stronger base for future courses in that subject.

## Changing Academy Policy

The Reynoldsburg Academies go to great lengths to provide families with information and tools that help them decide with their student what academy will be best. Resources, such as staff and funding, are driven by the initial enrollment. Changes in academies have a negative impact on these resources and may adversely impact student progress. To that end, it is the expectation of Reynoldsburg City Schools that a student remains in their current assigned academy until the completion of the student's current school year. Forms can be obtained from the Welcome Center and all academy offices.

- **HS Academy change request** (see form for details; form is time sensitive)
- **Academy change meetings will be conducted by the end of June.**
- **Emergency Transfer:** In cases determined by Reynoldsburg City Schools to be an emergency a transfer may occur. This transfer will be remediated per individual case by academy leadership.

## State Testing

If a student passes a State end of course exam but do not have a passing score in the class, a pass/fail will be given for the course.

## WEIGHTED CLASS GRADING PROCEDURES (AP/COLLEGE CREDIT PLUS/ENRICHED)

All academies will use the same system to denote the rigor of core coursework on transcripts starting the 2016-2017 school year.

1. All students will be given the choice of take core course for Weighted or Non-Weighted credit.
  - a. Courses that are being taken for *weighted* credit will be denoted as ENRICHED on the student transcript.
  - b. Courses that are being taken for *Non-Weighted* credit will be denoted as a regular course on the student transcript.
    - i. Examples:
      1. Weighted Credit: English 9 Enriched
      2. Non-Weighted Credit: English 9



2. If a weighted grade is desired, Advanced Placement students must take the AP exam (fee required) if dual credit is not available. Students will declare their desire by completing an AP Intent Form by the required deadline. If a student elects to not take the AP Exam, they will be graded on a 4.5 grading scale.
3. At the end of the first nine-weeks only or the equivalent in a double block, students have the option of dropping or transferring from a weighted class, without penalty, if they earn a "C" (2.00) or below.
4. College Credit Plus courses **will** be weighted for GPA calculations in the core areas of Math, English, Science, and Social Studies. College Credit Plus elective courses will count for GPA calculations but **will not** be weighted.
5. Enriched courses are weighted are graded on a 4.5 grading scale.
6. AP/College Credit Plus core courses are graded on a 5.0 grading scale.

## ATTENDANCE POLICIES & PROCEDURES

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Section 3321.04 of the ORC provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term, or within one (1) week of the school term, or within one (1) week of the date on which the child begins to reside in the district.

### EXCUSING AN ABSENCE

Any absence from school will count against perfect attendance.

Board of Education, in agreement OAC 3301-39-02 states the reasons for which students may be excused, but are not limited to;

1. Personal illness
2. Illness in the student's family
3. Needed at home to perform necessary work directly and exclusively for parents or legal guardians
4. Death in the family
5. Quarantine for contagious disease as documented by a doctor.
6. Religious reasons
7. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity

### REPORTING AN ABSENCE

1. The parent/guardian should call the academy main office (phone numbers listed on first page) to notify the academy that the student will be absent for the day. This call is to inform the school that the student is not attending and that the parent/guardian is aware of the absence. Parents may also email the academy secretary if the student will be absent. If no communication is received on the day of the absence students will be counted unexcused. Parents may clear up the unexcused absence within a three-day period by sending a note with the students' name, exact date of the absence, as well as the reason for the absence (from the excused absence list above). The **parent/guardian** must sign the note. Any absence not cleared up after three (3) days will remain unexcused. All other absence reasons are unexcused.
2. **Students are allotted 10 parent-notified absences per year under the Reporting Procedure.**

### MEDICAL EXCUSE

If the student has seen a doctor for an illness or injury, that excuse must be on doctor's letterhead with the doctor's signature. For an illness that causes a student to miss an entire day or several days of school, the **exact dates** the doctor is excusing the student from school and reason for the absence must be provided by the doctor in order for the student to be excused. The student is to bring the doctor's excuse on the first day





school. Should the student return without a signed parental or doctor's note by the 3<sup>rd</sup> day of return, he or she will be considered as unexcused.

## UNEXCUSED ABSENCE

The following are examples of unexcused absences/tardiness: cutting a class, oversleeping, missing a ride, car trouble, or no parent contact with the academy office. All missed work during an unexcused absence is expected to be made up. Unexcused absences or tardiness not cleared up within three (3) school days will remain unexcused. If a test or performance assessment is missed during an unexcused absence, the student must take the assessment immediately upon return.

## UNEXCUSED CLASS CUT

A class cut will result in parental contact by the teacher and disciplinary action. Students will be marked tardy regardless of the time they arrive to class. Each academy will have an established set of procedures for issuing discipline as a part of their building wide discipline policy.

## PLANNED ABSENCES

Board Policy states that the Board strongly discourages absence from school for vacations or other non-emergency trips out of the District. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. Planned absences such as college visitations, armed services testing, family trips, and Take Your Child to Work Day require a Pre-Excused Absence Form from the academy office.

## REQUEST FOR HOMEWORK

Students may request homework assignments through their academy office if they are ill or will be absent from school or excused reasons for a period of at least three days. Students/parents making requests for homework assignments must allow at least twenty-four (24) hours for the collection of assignments.

When assignments are missed for excused reasons, arrangements for make-up work must be made immediately upon return to school. This is the student's responsibility to contact the teacher for make-up assignments. A general rule for students to follow is that they have as many days to make-up homework as they missed class, not to exceed 5 school days under normal circumstances.

*For large projects, term papers, or other assignments where the due date has been established two (2) weeks in advance, students will not be given an extended period of time to complete work. Student absent on the due date will turn the project/paper in on the day they return to school.*

## STUDENTS EXCESSIVELY ABSENT – LOSS OF DRIVING PRIVILEGES

When the Superintendent of the Reynoldsburg City School District receives information that a student of compulsory school age has been absent from school, without legitimate excuse for more than 60 consecutive hours in a single month or for at least 90 hours in a school year, the following procedure will apply:

1. The Superintendent notifies, in writing, the student and his/her parent(s), guardian(s) and/or custodian(s) and states that information regarding the student's absences has been provided to the Superintendent and, as a result of that information, the student's temporary instruction permit or driver's license will be suspended or the opportunity to obtain such a permit or license will be denied. This notification also states that the student, and his/her parent(s), guardian(s) and/or custodian(s) may appear before the Superintendent/designee to challenge the information provided to the Superintendent.
2. The notice shall include the scheduled time, place and date of the hearing, which date shall be scheduled between three and five days after the notification is given. Upon the request of the student or parent(s),



guardian(s) or custodian(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place and date.

3. At the hearing before the Superintendent/designee, the student, parent(s), guardian(s) and/or custodian(s) have an opportunity to challenge the information the Superintendent/designee received indicating that the student was absent without legitimate excuse for more than 60 consecutive hours in a single month or at least 90 hours in a school year. State law defines "legitimate excuses" for absence from school to include, but not be limited to:
  - a. enrollment in another school or school district in Ohio or another state;
  - b. possession of an Age and Schooling Certificate;
  - c. a bodily or mental condition that prohibits attendance, as certified in writing in accordance with R.C. 3321.04; or
  - d. participation in a home instruction program.
4. If the student and parent(s), guardian(s) or custodian(s) do not appear at the scheduled hearing, or if the Superintendent or designee determines, after considering any contrary evidence and other information from the student, parent(s), guardian(s) and/or custodian(s), that that the reported unexcused absences are correct, the Superintendent shall so notify the Registrar of Motor Vehicles and the juvenile judge. Such notification must be given to the Registrar and the juvenile judge within two weeks of the receipt of the information regarding the habitual absences without legitimate excuse or, if the hearing for the student is held, within two weeks after the hearing. The notification will include a statement that the Board of Education has adopted a resolution that the provisions of R.C. 3321.13(B)(2) apply in the District and shall otherwise comply with Ohio Adm. Code 4501:1-1-31 and any other applicable law.

## TRUANCY

**HABITUAL TRUANT REFERS TO A CHILD OF COMPULSORY SCHOOL AGE WHO IS ABSENT FROM SCHOOL WITHOUT LEGITIMATE EXCUSE FOR THE FOLLOWING NUMBER OF HOURS**

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one month without a legitimate excuse; or
- c. Absent 72 or more hours in one year without a legitimate excuse.

*Excessive absences* include being:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

### Excessive Absences

When a student is excessively absent, the attendance officer will, within 7 days of the date the student becomes excessively absent, notify the student's parent, guardian, or custodian in writing. The District may also take any appropriate action as an intervention strategy, including but not limited to providing the student a truancy intervention plan and/or counseling, and/or requesting the parent, guardian or custodian to attend truancy prevention mediation programs.

### Habitual Truancy

When a student becomes a habitual truant, the student will be assigned to an absence intervention team. The following sets forth the general absence intervention process for a habitually absent student:

1. Within 7 school days of a student surpassing the threshold for a habitual truant, the superintendent or principal will select the members of the absence intervention team. Additionally, during this 7-day, the District will make at least three meaningful and good faith attempts to contact the student's parent, guardian, custodian and/or guardian ad litem to be a part of the absence intervention team.



student's parent responds to any of these attempts, but is unable to participate for any reason, the District representative shall inform the parent of the parent's right to appear by designee.

b. If seven school days' elapse and the student's parent, guardian, custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the District or school shall do both of the following:

(i) Investigate whether the failure to respond triggers mandatory child abuse and/or neglect reporting to the public children services agency, per law; and

(ii) Instruct the absence intervention team to develop an intervention plan for the student notwithstanding the absence of the parent, guardian, custodian, guardian ad litem, or temporary custodian.

2. Within 14 school days after the District assigns the student to the absence intervention team, the team will develop an absence intervention plan.
3. Within 7 days after the development of the plan, the school district or school will make reasonable efforts to provide the student's parent, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.

Each absence intervention plan must state that the attendance officer shall file a complaint, not later than 61 days after the date the plan was implemented, if the student has refused to participate in, or failed to make satisfactory progress on, the absence intervention plan or an alternative to adjudication program, if the student was informally enrolled in one per the absence intervention plan.

## **REYNOLDSBURG HIGH SCHOOL GENERAL OPERATING PROCEDURES**

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### **ASSEMBLY & FIELD TRIPS CONDUCT**

Each year our students are given the opportunity to participate in a variety of field trips and assemblies. At all special events, students are expected to use their best behavior. Assemblies and field trips are privileges. Students who do not demonstrate appropriate behavior may be excluded from field trips and assemblies. No food or drink is permitted in the auditorium at any time.

### **BUS REGULATIONS**

Ohio law does not require that transportation be provided to high school students. Students who fail to cooperate with bus drivers and students who fail to comply with basic safety regulations may be denied the privilege of bus transportation. Such regulations also apply to athletic events, field trips, and other student activities.

Anytime a student is asked to identify his or herself by a bus driver or other school personnel and refuses to do so or gives a fictitious name, the student may face immediate forfeiture of bus privileges for the semester. If a student or his/her parent/guardian wishes to appeal a decision regarding punishment for bus violations, Board Policy applies. The telephone number of the bus garage is 501-1041.

### **EARLY RELEASE**

Upperclassmen may apply for early release or late arrival through their academy office. The following is a list of the reasons a student may request early release or late arrival: capstone, internship, college classes, and work-study. No exceptions will be made to this rule.



## FACULTY LOCATIONS

The faculty work-room, lounge, and restrooms are off-limits to students at all times.

## RESIDENCY AND CUSTODIAL CHANGES

All residency and custody changes must be reported to Reynoldsburg City School's Welcome Center located at 1555 Graham Rd within **10 days** of the legal date change.

- Any change in residency – moving within or out of Reynoldsburg City School District boundaries – requires new proof of residency be presented in the form of a signed lease or settlement statement.
- Custody Changes – including divorce or changes in existing shared parenting plans – require finalized court papers to be on file, in accordance with Ohio Law.

**Failure to present required documents will constitute a falsification of applications and/or enrollment documents resulting in denial of all new or existing Open Enrollment, Intra-district Agreement, or School of Choice requests.**

## HEALTH SERVICES

The school clinic is for first aid to students who are injured or become ill while at school. Students are to request a hall pass from the classroom teacher when it is necessary to visit the nurse in the clinic. If the nurse is not in the clinic, students are to report to their academy office. Students without a hall pass cannot be seen for non-emergency conditions. At no time should a student stay in the restroom because of illness unless receiving permission from the nurse or their academy office. Doing so may be regarded as an unexcused absence from class, and disciplinary actions will result. All students must contact parents from the clinic only. If a student needs to leave school due to illness, either the clinic or the academy office will contact the students' parent to obtain permission to dismiss the student from school.

It is important that an updated medical information form for your child be on file at all times. This form contains the necessary contact information to be used in case of an emergency. Students under the age of 18 may only be treated with parental permission.

Screenings are conducted for hearing, vision, and blood pressure on all 9th graders, new enrollees, and upon the request of a student, parent, or teacher.

Students who must take either prescription or non-prescription medication during school hours must have parental permission on file in the clinic. The Parental Permission forms are available in the clinic. Medication cannot be brought to school, taken, or administered except in compliance with these guidelines and board policy.

If it is essential that a student receive medication at school, the **parent** must deliver the medication to school office in the **original container**. This container must be properly labeled with date, student's name, name of medication, strength, dosage of medication and physician's name.

If the medication is a **prescription**, both the child's physician and the parent must submit written requests on the designated form for the medication to be given at school.

If the medication is **non-prescription**, the parent must complete and submit the designated form for the medication to be administered. The appropriate forms are available in the school office and on the main reyn.org website under "Forms".

## IDENTIFICATION CARDS

Each student at RHS will be issued a new Identification Card annually. This card is required to check out material and CC+ textbooks from the Student Success Center. Students can also use their ID card to purchase food from the cafeteria if money is added to their account. Students are required to carry their ID card while at school per the Raider Dress Code. A student who loses his or her ID card must replace it at a cost of \$5.00. Students may not deface, decorate, or alter their ID cards. Doing so may result in disciplinary action and replacement of the ID card.



## **STUDENT SUCCESS CENTER (LIVINGSTON CAMPUS) AND DESIGN AND CREATIVITY CENTER (SUMMIT CAMPUS)**

The Information Center and the Design and Creativity Centers are open during regular school hours. Both Centers provide computers for students to access numerous programs including magazines, newspapers, research databases, word processing, and the Internet. To use center computers, students must *make prior arrangements* to come the centers during appropriate scheduled times. Absolutely no candy, beverage, or food of any kind is permitted in the lab.

## **INTERNET ACCESS**

The Internet system of linked, computerized databases and services offers the possibility of quick access to a wealth of local, national, and international information which can be of tremendous benefit to the education of students enrolled in the Reynoldsburg City School District. The Internet also affords possibilities for abuse and misuse and may make inappropriate materials accessible to school-aged children. Students are subject to the discipline in the Student Code of Conduct for any inappropriate use of the computers. Prior to the start of school, each student will be given an Acceptable Use Policy form. These forms must be on file with the Academy office prior to the use of any hardware or software.

## **LOST AND FOUND**

Students finding property not belonging to them should attempt to find the owner and then take the item(s) to the main office. If a student suspects something has been stolen from him or her, the theft should be reported to an administrator or safety specialist. At that time a decision regarding notification of the police will be made. Students should make every attempt to secure their possessions and purchase a lock for their locker.

## **LUNCH REGULATIONS**

*ALL students are required to remain on campus for lunch unless granted early release.* Students are to report to the cafeteria at the beginning of their lunch period and remain at that location for the duration of the period unless they have a pass from a teacher. ***Any student who leaves the building during the lunch period is considered unexcused from school and will receive the appropriate disciplinary action.*** Each student is to be in the lunchroom for his or her assigned period only. Students are not permitted to yell, sit, or stand on tables, run, throw food or other items, or leave the designated cafeteria lunch areas. Each student is expected to clean up after him or herself using the trash containers provided in the lunchroom. Parent/guardians/guests are not permitted in the cafeteria.

Children from families whose income is at or below specified levels are eligible for meals free or at a reduced price. Contact the academy office for the application forms for this program.

## **PARENT/TEACHER CONFERENCES**

We encourage you to participate in Parent/Teacher Conferences. Parent/Teacher Conferences will be held four times during the school year. If the parent feels that a conference is needed at any other time throughout the school year, please contact the teacher to schedule a meeting. Visit district website and follow the link to [www.MyConferenceTime.com](http://www.MyConferenceTime.com).

## **PARKING REGULATIONS**

Students may not park in spaces in the parking lot, which are reserved for special use, visitors and substitute teachers. Students who violate the following parking regulations may have their car towed at the owner's expense. Prohibited actions include:

1. Parking in a "striped no parking zone"
2. Parking in a handicapped space without proper authorization
3. Parking in an unmarked location
4. Parking in a spot reserved for special use, visitors, or substitute teachers

While in the Reynoldsburg High School parking lot, the student's automobile is under the school's jurisdiction. The school reserves the right to search any vehicle on campus if reasonable suspicion exists. A student's parking



privileges may be revoked for reasons which include but are not limited to:

1. Parking in unauthorized locations
2. Leaving school grounds without permission
3. Reckless operation of any vehicle on school property
4. Transporting students who do not have permission to leave school grounds

## **POSTING & DISTRIBUTION OF PRINTED MATERIAL**

All postings and locker decorations including but not limited to hallways, common areas and parking lots, must be approved by the academy administration. These postings **MUST** meet these criteria:

- Must provide school-appropriate and school-related information
- Size requirements:
  - Hallway – minimum size of 8.5" x 11"
  - Lockers – appropriate size; **NOT** overlapping on to other lockers
- Cleanly cut edges
- Neat legible printing
- Grammatically correct
- Contain accurate information
- Mounted securely to the wall or locker with **NO** visible tape
- Placed on bulletin board strips when available

All hallway postings and locker decorations **MUST NOT** have the following in illustration, words, inferences, or implications:

- inappropriate or foul language
- put downs regarding race, ethnicity, gender, sexual preference, religion, or politics
- references to cigarettes, drugs, or alcohol
- violence
- sexual or provocative material
- blood, guts, or base bodily functions

Violation of these guidelines may result in

- removal and destruction of the posting or decoration
- disciplinary action

**Outside Organizations flyers, posters and printed materials for a non-related school function must be submitted to Academy Office for approval before it may be posted in the building.**

## **SAFER SCHOOLS TIPLINE**

Reynoldsburg City Schools utilizes a school safety tip line that is anonymous and available 24 hours a day to alert local law enforcement about potential crisis situations. The Ohio Safer Schools Tip Line - 844-SaferOH (844-723-3764) – provides students, teachers, parents and school administrators a valuable resource to report potential threats of violence, suicide or bullying of a student. Trained professionals at Ohio Homeland Security's Threat Assessment and Prevention (TAP) Unit answer all calls and texts to 844-SaferOH. The analysts at the TAP Unit may ask for additional information, but the caller can remain anonymous or leave contact information for follow-up questions. When action is necessary, the analysts immediately contact local school officials and law enforcement agencies to ensure the incident is investigated and track the outcome.

Research shows that in 81 percent of violent incidents in U.S. schools, someone other than the attacker had information that may have prevented the incident, but didn't report it for fear of being identified. The assurance that calls or texts cannot be traced and that action will be taken to end the threat is helping to persuade young



people to take a stand against school violence.

## SCHOOL DANCES

Any dancing that is sexually suggestive or consists of inappropriate touching is prohibited. If you are warned about your dancing and do not respond appropriately, you will be asked to leave the dance without refund.

## SECURITY CAMERAS

Video surveillance may be in use in any area of the school facility where privacy is not expected. Video surveillance may also be used on the exterior of any District owned building or property as well as on school busses. School bus surveillance may also record sound.

## TELEPHONE MESSAGES

The secretary/receptionist answering the telephone will take EMERGENCY messages from parents only. EMERGENCY MESSAGES ONLY will be sent to the student in the classroom. Forgotten items or messages deemed non-emergency will be held at the secretary's desk in the academy office. A note will be sent to the student to retrieve the item at the end of his/her class period.

## TEXTBOOKS

Students who are issued High School and College textbooks at the beginning of the school year or semester are fully responsible for that textbook. At the end of the year or semester, the textbook **MUST BE TURNED IN TO THE TEACHER** or **DESIGNATED CAMPUS LOCATION**. If the textbook is lost or the book issued is not the one turned in, the student either has to return the book issued or pay for the book before she/he can participate in graduation. The cost to replace the textbook will be the cost of a new textbook due to damage or loss of the textbook because a new one will have to be ordered.

## TRANSCRIPT REQUESTS

A transcript request form can be found with the academy guidance counselor or on the RHS website. Students must hand deliver the request form to their guidance counselor or academy secretary. Transcripts will be processed within five school days; however, if a letter of recommendation is to accompany the transcript, more time may be required. Allow for this processing time when application deadlines or vacation periods approach.

## VISITORS AND GUESTS

All parents are welcome to visit the school. If a parent wishes to visit a class, they must make arrangements with the teacher at least one (1) school day in advance. All visitors to school are required to **show proper government identification**, which will be scanned into the Raptor visitor management system located in each office. The Raptor system provides a consistent and standardized means to track visitors and volunteers while quickly alerting staff to individuals who may present a risk or danger to our students and staff. The system also increases visitor identification by printing visitor badges that include a photo, the name of the visitor, and the time and date. All visitors are required to wear this visitors badge while in the building. Visitors must sign out at the office when leaving the building. Raptor is only scanning the visitor's name, date of birth, partial license number and photo for comparison with a national database of registered sex offenders. Additional visitor data will not be gathered and no data will be shared with any outside company or organization. **STUDENT VISITORS ARE NOT PERMITTED DURING SCHOOL HOURS.** Reynoldsburg High School will not assume responsibility for items including but not limited to house/car keys, forgotten school materials, and lunch money dropped off for students. Reynoldsburg High School will NOT accept non-emergency or non-academic deliveries. These items include but are not limited to floral deliveries, balloon deliveries, etc.

Reynoldsburg City Schools promote a culture and climate that fosters a safe and conducive learning environment for all students and staff. Parents, students, and community members should always feel



welcomed within the school. To provide such an atmosphere it is imperative that adults set the tone for our children by following all rules, regulations, and treating each other with respect. Violations of these expectations, to include the use of profanity, unauthorized entry to the school, failure to comply with reasonable directives of school staff, or aggressive or threatening behavior directed at school staff or students may result in a no-trespass order being issued, prohibiting further entry to Reynoldsburg City School's property and buildings.

## **VOLUNTEERS**

Volunteers in our schools provide an invaluable service to our students and staff members. We have many school activities that rely on the services provided by volunteers. We appreciate the role of volunteers in our schools and encourage you to contact the principal or your child's teacher if you are available to help in any way. Adults who volunteer in the school, attend field trips, work directly with children or have unsupervised access to a child at any time and in any capacity, will need to complete a district volunteer application and release form and clear a criminal background check **before** they can begin their work. The school administration will be able to facilitate this process if it is needed. It will be done at no cost to the volunteer. Per Board Policy IICC, school volunteers must work under the direction of the school staff and are not responsible for instructing, supervising, grading or disciplining students.

## **WITHDRAWING FROM SCHOOL**

Prior to withdrawing from school, the student must pick up an "Intent to Withdraw" form from their academy guidance counselor or academy office. This form must be completed, signed by the parent or legal guardian and returned to the academy guidance counselor or academy office. On the last day the student will be in attendance, the student must pick up the final withdrawal form which will be signed by an administrator and all the student's teachers. Student grades will not be released until the student has returned all school property (including textbooks, media center materials, and music materials) and has met all financial obligations including fees, fines, and fund raising goods or money. Reasons for withdrawal are change of residence or if the student is enrolled in and attending another school. All other withdrawals are considered "dropout" and may result in the loss of driving privileges.

## **STUDENT CODE OF CONDUCT**

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### **DISCIPLINE POLICY**

In order to protect a student's right to an education, the State of Ohio has given the Board of Education the authority, by statute, to "make such rules and regulations as are necessary for its government and the government of its employees, pupils of its schools, and all other persons entering upon its school ground or premises."

Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students will respect school authority, conform to school regulations, and accept directions from authorized school personnel. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations.

The Academy Administrator are charged with the overall control and discipline of all students in his/her academy. However, the primary responsibilities of management and discipline of students is in the hands of each teacher. Parents will also be informed of the conduct expected of students. Students are reminded that they are responsible for their actions toward school personnel and school property during all school-related activities and events, even when such activities occur off school grounds.

Policies at RHS are designed to:

1. Protect the health, safety, and welfare of each student;
2. Prevent disruption of the educational process;
3. Maintain an atmosphere and climate conducive to learning; and
4. Protect the building and grounds from vandalism and destruction





administration reserves the right to exercise flexibility and discretion when implementing the rules of the Student Code of Conduct in compliance with the Reynoldsburg Board of Education Policy. This also means the administration may develop appropriate rules and regulations as called for by various situations. In addition, the administration may, in severe or unusual cases, or in cases where it is in the best interest of the student(s), elect to discipline students in ways other than stated specifically in the Student Code of Conduct. **Note: any step found in the Code of Conduct may be waived at the administrator's discretion.**

Students who fail to report or to report on time, or who fail to complete lesser consequences, may have additional disciplinary consequences assigned by the administration. Repeated violations of school rules and regulations are a violation of the Student Code of Conduct. Consequences will vary depending on the severity and number of previous disciplinary actions and may include removal, suspension, and/or expulsion.

## CODE OF CONDUCT VIOLATIONS

### STUDENT CODE OF CONDUCT

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## OF CONDUCT VIOLATIONS

The following infractions constitute major disciplinary violations. **Consequences will be issued at the discretion of the administrator.** This code of conduct is in effect while students are under the authority of school personnel and/or during all school-related activities and events, even when such activities occur off school grounds. The Code of Conduct applies to school buses, extracurricular events and to some alternative education programs. The Code of Conduct may also apply to off campus conduct that occurs outside of the school's educational activities or programs if such conduct or misbehavior endangers the health and safety of students within the district, adversely affects the educational process, is connected to activities or incidents that have occurred on school district property, or creates a hostile, offensive or intimidating environment within the school. In addition, this Code of Conduct includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee. Consequences for the following behaviors are either identified within the specific violation or are described in the section entitled "Disciplinary Consequences."

### R01 Assault/Bodily Injury

A student shall not knowingly or with reckless disregard cause physical harm, or threaten to cause physical harm, to any person. **1<sup>st</sup> offense – 10 day OSS and possible 80 day expulsion**

### R02 Serious Bodily Injury

A student shall not cause serious bodily injury to oneself or others. Serious bodily injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty" (18 U.S.C. Section 1365(3)(h)).

### R03 Academic Misconduct

A student shall not plagiarize (i.e. use another's thoughts, words or ideas as one's own). A student shall not provide work for another student's use or use unauthorized materials or devices. Cheating may result in no credit for an assignment as well as other disciplinary consequences. No student shall act dishonestly or unfairly in order to gain an advantage on any academic assignment and/or assessment.

### R04 Dangerous Weapons

- A. **Dangerous Weapon other than a firearm, explosive, incendiary or poison gas.** A student shall not use, possess, sell, negotiate, broker, or distribute a weapon, device, instrument, material, or substance, animate or inanimate, which is used for, or is readily capable of causing death or serious bodily injury on school property, school sponsored activities, or by utilizing social media. Dangerous weapons include, but are not limited to knives, swords, razors, needles, metal knuckles, martial arts devices or other dangerous instruments which could be mistakenly identified or used as a dangerous weapon.
- B. **Firearms.** A student shall not use, design, produce, handle, transmit, transport, sell, negotiate, broker, conceal, distribute or possess any firearm, the frame or receiver of any such weapon, any firearm ammunition, holster, or firearm silencer; on school property, school sponsored activities, or by utilizing social media which will, is designed to, or may readily be converted to expel a projectile by the action of an explosion, compressed air, spring or other mechanical means. This includes but is not limited to, zip guns, starter guns and flare guns. This also includes any "look-a-like" firearm, pellet gun, BB gun, or other object which could be mistakenly identified as a firearm.
- C. **Explosive, Incendiary, or Poison Gas.** A student shall not use, possess, sell, negotiate, broker, or distribute any destructive device on school property, school sponsored activities, or by utilizing social media, which would include a bomb, a grenade, an improvised explosive device of any kind, a rocket having a propellant charge, or a missile having an explosive or incendiary charge.



This includes any weapon that will, or that may be readily converted to expel a projectile by the action of an explosive or other propellant.

- D. **Other Weapons (to include less than lethal).** A student shall not use, possess, sell, negotiate, broker, or distribute any weapon designed to cause pain, harm or injury on school property, school sponsored activities, or by utilizing social media. These weapons include, but are not limited to, oleoresin capsicum (OC) spray, pepper spray, mace, pocket chains, Tasers or other electronic control weapons (ECW) or electronic control devices (ECD), whips, sharp objects, or other objects fashioned for use as a weapon.

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## R05 Disrespect

A student shall not demonstrate disrespect through action, attitude, or word to any school staff member, guest or other students.

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## R06 Disruption of Class

A student shall not exhibit behavior that is deemed by the teacher or staff member in authority to be disruptive to the normal operation of the class. Such behavior includes violence, force, coercion, threat, excessive noise, passive resistance, or other disorderly conduct (e.g., setting fires, firing explosives) that causes or attempts to cause disruption or obstruction to the normal classroom operation.

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## R07 Disruption of School

A student shall not exhibit behavior that is deemed by the teacher or staff member in authority to be disruptive to the normal operation of the school. Such behavior includes violence, force, coercion, threat, noise, passive resistance, inciting panic, reckless horseplay/buying/selling/trading property during the school day or other disorderly conduct that cause or attempts to cause disruption or obstruction to the normal school operation.

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## R08 Dress Code - RCS Board Policy

The District's policy for student dress codes are on the District's website. Policy JFCA Student Dress Code refers to all students in grade K-4, and Policy JFCAA Student Raider Wear refers to students in grades 5-12. Both can be located at: <http://www.reyn.org/Policies.aspx>

### SCHOOL IDENTIFICATION

School-issued IDs must be in the possession of each student while on school property and at school-sponsored events.

### BOTTOMS (including skirts and dresses)

Pants, shorts, skorts, skirts, capris and dresses must meet all of the requirements below:

1. Color: Can be any color or pattern as long as the pattern is appropriate for school.
2. Style: Must be worn at the waist and cannot sag or have holes, rips, or tears. The waist is determined as the hip bone to the bottom of the rib cage.
3. Fabric: Any fabric with the exception of: translucent material, leather, pleather, stretch knits (Spandex), sweats, velour or wind pants material. Material should not have holes, rips, or tears.
4. Length: Shorts, capris, skorts, and dresses cannot be shorter than two (2) inches above the knee and pants cannot drag on the floor. No slits in skirts or dresses shall be higher than two (2) inches above the knee.

### TOPS (including dresses)

Must meet the following requirements:



1. Color: Can be any color or pattern as long as the pattern is appropriate for school.
2. Style: Polos, button-down shirts, mock-necks, turtlenecks, sweaters, dresses and t-shirts (no underwear):
  - a. All tops including dresses must have sleeves.
  - b. No words, graphic designs, logos except logos located on the upper left chest portion of the top.
  - c. Decorative scarves may be worn around the neck.
  - d. Hoodies are not allowed.
3. Fabric: Any fabric with the exception of: translucent material, leather, or pleather material.

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4. Length: All tops, including dresses must meet the following:
  - a. All tops must meet bottoms-torso cannot be exposed.
  - b. No more than two (2) inches below the collar bone may be exposed.
  - c. Dresses that do not meet the requirements for tops must be worn with a top that does.

## TOP OUTER LAYERS

May only be worn over a dress code compliant top and must meet all the requirements below:

1. Style must be one of the following styles:
  - a. Sweatshirts: V-necks, scoop-necks, or crew-necks.
  - b. Vest/Cardigan.
  - c. Suit jacket, fleece full length zip jacket, or letter jacket.
  - d. No words, graphic designs, logos with the exception of logos located on the upper left chest portion of the top. Exception to this requirement: Letter jacket.
  - e. Hoodies are not allowed.

## RAIDER SPIRIT

Must meet all of the requirements below:

1. Days: Raider Spirit wear is appropriate any school day, unless administrators state otherwise for a particular day or days.
2. Bottoms: Students must wear dress code pants, shorts, capris, skirts, skorts, or dresses as listed above.
3. Tops: Students may wear t-shirts or sweatshirts (no hoodies) for Raider Spirit as long as the t-shirt or sweatshirt meets the following criteria.
  - a. Shirt design must include the Reynoldsburg High School mascot, school logo, school name or anything associated with a school team, club or other program that is sponsored by Reynoldsburg Schools.
  - b. Purple and/or Gold t-shirts without words or images shall be considered appropriate Raider Spirit.
4. Theme Days: Administrators may designate special Theme Days, such as College Team, Spirit Day or Homecoming Spirit Week.
5. Special note regarding hoodies: Because hoodies are popular items to wear outside of school and at school events such as football games, and because they can be good fundraising items for athletic teams, clubs, or booster organizations, these organizations are allowed to sell them. However, because hoodies are forbidden in school, organizations are strongly encouraged to put a statement on order forms to the effect that hoodies are to be worn only outside of school hours.



## ATHLETICS/CLUBS

Athletes or club members may wear a uniform (top only) on competition days as long as the top meets the requirements stated above. Coaches and club advisers shall be responsible for obtaining administrator approval for uniform tops to be worn during school.

2 of 3

### THE FOLLOWING ARE PROHIBITED:

1. Bottoms: Leggings, jeggings, sweats, and yoga pants.
2. Hoodies.
3. Exposed undergarments (except t-shirts).
4. Head gear: Caps, hats, sweatbands, bandanas, visors, or scarves, etc.\*
5. Tattered or torn clothing.
6. Sunglasses (unless prescribed (see JFCA)).
7. Heavy chains of metal.
8. Slippers or house shoes.

### \*EXCEPTION TO THE AFOREMENTINED DRESS CODE REQUIREMENTS SHALL BE:

1. Students shall be permitted to wear religiously significant clothing which is part of their religious practice. Approval must be made by administrators, in advance.
2. Other exceptions may be allowed only upon the prior approval of the administration.

### DRESS CODE VIOLATIONS

Students who violate the Dress Code shall be subject to the following disciplinary actions:

1. The student's parents/guardians will be requested to pick up a student or bring alternative clothing for the student to wear.
2. Class time missed due to a violation of this policy will be marked as in-school suspension.
3. Repeated violations will result in other disciplinary action pursuant to the Student Code of Conduct, which may include, but are not limited to: detention, suspension, and/or expulsion.
4. The administrator will make the final decision, at the building level, if a student's attire is inappropriate or does not meet the requirements of this policy.

## R09 Drugs

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Student will not knowingly use, possess, sell, conceal, negotiate or broker to distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, betel nut, steroid, controlled substance, drug paraphernalia, look-alike drug, or intoxicant of any kind while on school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

### A. Suspected Use

1<sup>st</sup> offense may include – notify parents, notify police, assign student 10 days out of school suspension, with a recommendation for expulsion, with the administrative option to reduce the suspension/expulsion if the student and parent agree to attend the Saturday Family Workshop and/or have a chemical abuse assessment done by a certified drug and alcohol counselor and follow their recommendations(s).

### B. Possession or having control, use of, or evidence of use.

1<sup>st</sup> offense may include – notify parents, notify police, assign student 10 days out of school suspension, with a recommendation for expulsion, with the administrative option to reduce



the suspension/expulsion if the student and parent agree to attend the Saturday Family Workshop and/or have a chemical abuse assessment done by a certified drug and alcohol counselor and follow their recommendation(s).

## C. Prescription Drugs and Over the Counter Drugs.

Students who must take either prescription or non-prescription medication during school hours must have parental permission on file in the clinic. Medication cannot be brought to school, taken, or administered except in compliance with these guidelines and board policy. No student shall have possession of, sell, conceal, negotiate, or broker to distribute or be under the influence of any prescription drug or over the counter drug of any kind while on school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

### R10 Extortion

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A student shall not use force or intimidation to obtain anything (e.g. privileges, property, and money) from another person. This would include begging, borrowing and panhandling.

### R11 Failure to Serve/Persistent Disorderly/Repeated Violations

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A student shall not persist in inappropriate behavior or escalate to a point of danger to self or others. Students who continually break a school rule(s) will face greater consequences. A student shall not fail to report, report on time or serve the full duration of consequences.

### R12 Fighting

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A student shall not strike, push or fight with another person. This includes mutual participation in an incident involving physical violence, regardless of who initiated the incident. An individual whose deliberate behavior directly leads to a fight between other parties shall be considered a participant, and may receive consequences as a result of their actions. **Students, who fight, in all probability, will receive a 10 day out of school suspension with a recommendation for expulsion. Likewise, students who fight may be arrested, handcuffed, and taken to jail with disorderly conduct or assault charges being filed against them.**

### R13 Forgery, Falsification, and Lying

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A student shall not falsely represent or attempt to falsely represent any information given to school official or pertinent to school activities or use the name or identity of another person.

### R14 Gambling

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A student shall not play a game for money or other considerations. Gambling includes, but is not limited to casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

### R15 Bullying, Harassment, Intimidation and Dating Violence (See the Attached Guidelines at the End of Handbook)

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Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student, staff member or volunteer more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other person and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other person. This behavior is prohibited on school property, at a school-sponsored activity, or may apply to off campus conduct that occurs outside of the school's educational activities or programs if such conduct



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creates a hostile, offensive or intimidating environment within the school. In the event of a one-time incident, administration shall determine and implement discipline to their discretion.

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## **R16 Hazing (See the Attached Guidelines at the End of Handbook)**

Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing by any means or method is prohibited.

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## **R17 Insubordination**

A student shall comply with any reasonable instruction(s) of school staff/employees during any period of time when he or she is under the authority of such school personnel (e.g., identification of student by name when requested).

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## **R18 Interference with an Investigation**

A student shall not interfere with school personnel during an investigation or apprehension. This includes failing to tell the truth, serving as a "look-out" for a person(s) violating rules, destroying evidence or information, attempting to prevent the discipline or apprehension of another person, or sharing information about ongoing or current investigations (to include via social media, text message or other electronic mediums).

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## **R19 Loitering**

A student shall not loiter in restrooms, hallways, or on school grounds during, or after the school day or during school activities. Students are not to be in any area of the building or ground without permission.

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## **R20 Misconduct On the Bus**

A student shall not behave inappropriately on school transportation. Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

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## **R21 Misconduct at a School Sponsored Event**

A student shall not behave inappropriately during a school sponsored event or activity. School sponsored field trips, excursions, athletic events or other activities are considered an integral part of the total school program and, as such, all school rules and student behavior codes apply to student participants and student spectators at these events. Misconduct at a school sponsored event or activity will result in disciplinary action.

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## **R22 Misconduct while Driving and Parking on Campus**

A student shall not operate a vehicle or motor vehicle upon school grounds, parking lots, or within a school safety zone in a wanton or reckless manner. Students shall not ride on the exterior or on top of any vehicle or motor vehicle. Students shall obey all traffic laws, traffic control devices, parking signs, parking lot markings and speed limits. Parking privileges may be revoked and appropriate discipline will be issued.

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## **R23 Possession of Unauthorized Devices**

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A student shall not bring or possess unauthorized devices on school property, within a District owned building or on a school bus. These devices include items that interfere with the educational process and/or safety of the school community. The administration reserves the right to hold any unauthorized device, and release the item only to the student's parent/guardian. A student bringing an unauthorized device does so at his or her own risk. **The school will not investigate lost or stolen unauthorized devices.** An unauthorized device includes, but is not limited to a lighter, matches, laser pointer, noise maker, whistle, air horn, speaker, toy, or any other item deemed inappropriate by the school administrators.

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## R24 Tobacco

A student shall not smoke, use, possess or distribute tobacco or tobacco products on school grounds or at school-sponsored activities. A tobacco product is any product that is made from tobacco, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco or snuff. A cigarette includes clove cigarettes and hand-rolled cigarettes. Tobacco-related products, such as electronic cigarettes, vapor pens, electronic cigarette liquid (whether it contains nicotine or not), any electronic cigarette component, matches and lighters, are also prohibited. **1<sup>st</sup> offense – Out of school suspension or attendance to HABIT (Healthy Alternatives for Being Independent of Tobacco).**

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## R25 Profanity/Abusive Language

A student shall not use profane, vulgar, abusive, obscene, or other words which under the circumstances are offensive by reasonable standards of the school District community or which disrupt normal school activities.

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## R26 Public Display of Affection/Sexual Misconduct

A student is prohibited from demonstrating physical or verbal actions which are considered by reasonable standard of the school District community to be inappropriate for the school environment. This includes, but is not limited to, kissing and hugging, pinching, grabbing, suggestive comments or jokes, welcome or unwelcome sexual advances, requests for sexual favors or other physical or verbal communication of a sexual nature that creates an intimidating, hostile or offensive educational environment.

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## R27 Theft

A student shall not take, receive, nor attempt to take or receive into his or her possession property of the school District or property of another student, teacher, visitor, or employee of the school District without privilege to do so. The school will make a reasonable effort to recover or obtain restitution, but is not held responsible for stolen items.

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## R28 Threatening Behavior

A student shall not engage in any behavior, make verbal, nonverbal or other forms of communications or gestures that would be considered by reasonable standards of the school community, including staff or students, to be threatening, harmful, or likely to provoke a violent response. No student shall threaten harm to persons or property or act in a turbulent or offensive manner. This includes engaging in conduct designed to urge or incite another to commit any act of violence.

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## R29 Truancy/Nonattendance

Truancy includes, but is not limited to; leaving school without permission, being absent from school without a parent's knowledge, being absent from class without permission, obtaining a pass to go to a specified place and failing to report there, coming to school, but not attending classes, parents unable to get their student to school, or any other circumstances which would meet the definition of truancy under Ohio Law. In-school truancy occurs when a student is somewhere other than where





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a staff member directs or where the schedule designates. Out-of-school truancy occurs when a student leaves the designated building area or does not attend school without parental consent for the absence. Nonattendance applies to students who are 18 and over. (Board of Education Policy) Repeated **offenses may result in an OSS, Recommendation for Expulsion, and/or referral to Juvenile Court.**

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## R30 Vandalism

A student shall not knowingly or with reckless disregard cause or attempt to cause damage to or deface school property or private, personal property including, but not limited to buildings, grounds, equipment, materials, computers or other technology. In accordance with state law, parent(s) may be liable for payment for the cost to repair or replace any such property damage caused by the acts of their children.

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## R31 Inappropriate Materials

A student shall not possess, bring, transmit, conceal, sell, or offer to sell material which is considered by reasonable standards of the school community to be offensive, obscene, sexually explicit, gang related, violent, and/or pornographic. This includes possessing, obtaining or disseminating such material using personal electronic devices (including cell phones) while on school property, by means of school provided internet connectivity or via the usage of school computers, laptops, or other electronics in violation of the *Acceptable Use Policy*.

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## R32 Arson

No student, by means of fire or explosion, shall cause or create a risk of physical harm or damage to any school or privately property. No student shall cause a fire or attempt to cause a fire on school property or at school sponsored activities, unless expressly permitted and supervised during the course of classroom instruction or experimentation.

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## R33 Personal Electronic Devices (Cell Phones)

All technology, to include personally owned electronic devices (cell phones, iPods, tablets and similar devices) brought into the schools must only be used to support education and research and be consistent with the objectives of the district. **All personal electronic devices must be turned off, kept secured, and out of sight during the school day.** A student shall not use a personal electronic device during instructional time unless expressly permitted while under the supervision and direction of school staff. A student shall not use a personal electronic device on school property that would violate the district's *Computer and Technology Acceptable Use Policy*.

Students are prohibited from using a personal electronic device to violate, or coordinate a violation of any other provision within the student code of conduct.

Students shall not utilize a personal electronic device to videotape, record, and photograph or otherwise capture images of any person or school property without the prior expressed consent of a school official. This includes all use of a camera or camera phone on school property to record students, staff, or other occupants of the building. The recording of any disturbance, fight, or other code of conduct violation is strictly prohibited.

Students are also prohibited from creating, possessing, capturing, transmitting, displaying or sharing any material or information which is considered by reasonable standards of the school community to be offensive, threatening, insulting, humiliating, embarrassing, obscene, sexually explicit, gang related, violent, and/or pornographic.



A student using a device which violates this code is subject to disciplinary actions. The device being used may be confiscated at the discretion of the staff member and returned to a parent or guardian.

**The school is not responsible for and will not investigate lost or stolen personal electronic devices.**

## **R34 Alcohol**

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Students will not knowingly use, possess, sell, conceal, negotiate, or broker to distribute or be under the influence of any alcoholic beverage or intoxicant of any kind while on school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

### **A. Suspected Use**

1<sup>st</sup> offense may include – notify parents, notify police, assign student 10 days out of school suspension, with a recommendation for expulsion, with the administrative option to reduce the suspension/expulsion if the student and parent agree to attend the Saturday Family Workshop and/or have a chemical abuse assessment done by a certified drug and alcohol counselor and follow their recommendations(s).

### **B. Possession or having control, use of, or evident of use.**

1<sup>st</sup> offense may include – notify parents, notify police, assign student 10 days out of school suspension, with a recommendation for expulsion, with the administrative option to reduce the suspension/expulsion if the student and parent agree to attend the Saturday Family Workshop and/or have a chemical abuse assessment done by a certified drug and alcohol counselor and follow their recommendation(s).

## **R35 Trespassing/Aiding in Trespassing and Skipping**

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A student shall not enter school property before, during or after school hours without express permission of an appropriate school official. A student shall not aide another person in trespassing, including opening or propping a door for entrance to the building, transporting a student for the purpose of trespassing, or being a “look out” for students who are attempting to trespass or skip class.

## **R36 False Alarms/Bomb Threats/Tampering with Emergency Equipment**

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A student shall not destroy, damage, tamper with, remove or deploy any fire safety equipment, automated electronic defibrillator or other device that’s intended use is for or during an emergency situation. No student shall cause the evacuation of any school building or related property, or otherwise cause panic, alarm or inconvenience by means of a false alarm, threat, false activation of a fire alarm or by circulating any information, verbal or written, to indicate any emergency or danger exists or has the potential to exist when it is known, or the person has reason to know that the information or alarm is false.

## **R37 Gang Related Behavior**

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A student shall not wear, carry or display gang paraphernalia; exhibit behavior verbally or by action, which symbolizes gang affiliation; or cause and/or participate in activities which intimidate or affect the attendance of another student. A student shall not be involved in initiations, hazing, intimidations and/or gang related activities of group affiliations which are likely to cause bodily danger, physical harm, and/or personal degradation or disgrace resulting in physical or mental harm.

## **DISCIPLINARY CONSEQUENCES/DEFINITIONS**

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The following provides general steps for application of consequences for violations of the Code of Conduct. Individual



incidents will be reviewed taking the student, the student's educational and disciplinary record, the frequency and intensity of the infraction and the context in which the infraction occurred into consideration. The administration reserves the right to exercise flexibility and individuality in interpreting and implementing the Student Code of Conduct. Any step may be waived at the administrator's discretion.

1. **Verbal Reprimand**

2. **Restriction of Privileges**

3. **Alternative Education Placements** – The suspension of the student's normal instructional activities by the Superintendent or academy principal due to discipline reasons.

The student attends school but is assigned a special placement that allows him/her to do school work but not specifically address the behavior that resulted in the discipline.

The student attends a special class, program, or building that specifically addresses the behavior(s) that resulted in discipline. This may occur within or outside the district. Some alternative education placements outside the district are governed by the Code of Conduct of the referring school and the policy of the Reynoldsburg City Schools.

4. **Removal from Activity**

5. **Parent Contact**

6. **Restitution**

7. **Emergency Removal from School or School Activity** – If a student's presence in school or at a school activity poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or an academy principal may remove a student from curricular activities or from the school premises, and a teacher may remove a student from curricular activities under the teacher's supervision, without the notice and hearing requirements for out-of-school suspension.

8. **Out of School Suspension** – The denial of attendance at school and the suspension of the student's normal instructional activities by the Superintendent or academy principal due to discipline reasons. Suspension from school shall not exceed 10 days for each occurrence. During the suspension, students are not permitted on school grounds or at school functions throughout the district without permission from the academy principal or designee. Students can make up work from their suspension for 100% credit.

**Appeal** – If the student or the parent/guardian chooses to appeal a suspension to the Superintendent or his designee, he/she must do so within 10 days of the notice of suspension. The student or the parent/guardian has a right to be represented at such a hearing. The student or the parent/guardian may appeal the Superintendent's decision to the Board of Education and has a right to be represented at such a hearing. Under State Law, appeal of the Board's decision may be made to the Court of Common Pleas.

9. **Recommendation to Superintendent for Expulsion** – The involuntary removal of a student from school by the Superintendent. The Superintendent may expel a student from school for a period of 80 school days or up to one (1) calendar year, depending on the severity of the infraction. The student may not take part in any school activity or be on school property without permission of the academy principal or designee. Within one week prior to returning to school, the student and the parent must schedule a reenrollment conference with his/her grade level administrator.

**Other Disciplinary Interventions**

10. **Community Service**

11. **Parent Shadowing**

12. **Notification of Civil Authorities**

13. **Court Citation**

14. **Other Alternative comparable, acceptable and fair consequences** (e.g., withholding grades and transcripts for a student who owes money)

**DRUGS & ALCOHOL**

School activities, functions, events, grounds, classes, and instruction are to be completely free of controlled



substances and alcohol. Therefore, the following student conduct is prohibited:

1. The use, possession, purchase, transmission, or sale of any alcohol or controlled substance during school, on school grounds, or at a school sponsored function and/or activity, or on school – owned or provided transportation is prohibited.
2. A student is prohibited from consuming/ingesting beer, intoxicating liquor, prescription drugs and/or controlled substance on or off school property during any calendar day when after such consumption/ingestion a student attends school or school function and/or activity, or is on school – owned or provided transportation, or is on school grounds during that same calendar day.
3. Furthermore, a student is prohibited from attending school, a school sponsored function and/or activity or being on school grounds or on school – owned or provided transportation having used alcohol or a controlled substance prior to such presence or attendance and exhibiting, manifesting or reflecting any symptoms, sign, evidence, or manifestation of such use or consumption of alcohol or a controlled substance, including but not limited to: smell of alcohol or chemical, reddened eyes, or any other sign or condition which a reasonable person would associate with the use or consumption of alcohol or controlled substance.

Reynoldsburg High School recognizes its responsibility to inform and involve the appropriate law enforcement officials of violations by adhering to the relevant provisions of the Reynoldsburg High School Student Code of Conduct.

### **Student self-referral to drug/alcohol involvement**

If a student seeks assistance for dealing with a drug or alcohol problem by self-referral to an administrator, guidance counselor, or school social worker and agrees to participate in and follow all recommendations, there shall be NO violation of the drug and alcohol policy. Refusal or failure to follow through with any recommendations made will place the students' status in school in jeopardy.

### **Students suspected of alcohol/drug involvement due to their inappropriate behavior**

1. All school staff members are expected to refer to the school social worker and building administrator:
  - A. Any student who they witness in violation of or suspect to have violated R09 or R34 of the Student Code of Conduct
  - B. Any student who exhibits a definite and repeated pattern of unacceptable school performance which does not respond to usual and customary attempts to correct it
  - C. Any student exhibiting signs, symptoms, or indications of an alcohol or drug related problem
  - D. Any student whose self-disclosed alcohol/drug-related behavior places them or others at risk or in imminent danger
2. Students who are suspected of being involved with alcohol and/or drugs will be confronted in a constructive manner by a school counselor, building administrator, or School social worker member with an emphasis on referring the student and his or her family to the appropriate outside agency. The appropriate school personnel should notify parents when a child manifests unusual behavior within the school setting. The behaviors may include but are not limited to:
  - A. Excessive tardiness or absenteeism
  - B. A drop in the quality of class performance
  - C. Regularly sleeping in class
  - D. Significant changes in behavior and attitude on a day-to-day basis
  - E. Negative changes in physical appearance
  - F. Incoherence in responses
  - G. Open conversation about alcohol/drug use
  - H. Other behavior unusual for a particular student



## Family Educational Rights and Privacy Act (FERPA)/Release of information

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The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the District's receipt of a request for access.** Parents or eligible students should submit to the academy principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.** Parents or eligible students may ask the Reynoldsburg City School District ("the District") to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights. They should write the academy principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.**

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is:

1. a person duly elected to the Board;
2. a person certificated by the State and appointed by the Board to an administrative or supervisory position;
3. a person certificated by the State and under contract to the Board as an instructor;
4. a person employed by the Board as a support staff member (including, but not limited to, health, medical, and law enforcement personnel);
5. a person employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute;
6. a person or company with whom the Board has contracted to perform special tasks or provide educational services (including an attorney, auditor, consultant, or therapist); or
7. a parent or student serving on an official committee, such a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility including:

1. perform an administrative task required in the school employee's position description approved by the Board;
2. perform a supervisory or instructional task directly related to the student's education; or
3. perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S W

# REYNOLDSBURG CITY SCHOOLS



Washington, D.C. 20202-4605

## RELEASE OF INFORMATION

It is Ohio law that certain information concerning staff and students must be released if requested. This information is considered Directory Information. Directory Information includes such items as name, address, and telephone number, date of birth and dates of attendance. If you do not want any information about your child released by the school, submit your request in writing to the academy principal.

Occasionally we have activities in our school that are covered by the media. If you do not want your child's name or photograph to be in the newspaper, on radio or television please submit your request in writing to the academy principal.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy.

## GRIEVANCES & COMPLAINTS

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It is in the sincere desire of the Reynoldsburg City Schools to resolve all problems, regardless of their nature as fairly, equitably, and confidentially as possible. It is the intent of this Complaint Procedure to provide a due process mechanism by which the complainant and the school can resolve problems of concern. The suggested steps of the procedures are as follows:

1. **Initial Contact – Teacher or Staff Member:** As a general rule, complaints should first be discussed with the staff member involved. If the complainant is not satisfied with the solution offered at this Initial Contact Level, the complainant may appeal to the Intermediate Level (if appropriate) or academy principals.
2. **Intermediate Level (if appropriate) – Guidance Counselor or Teacher Leader:** If the complaint is unresolved at the Initial Contact Level and the problem is of a very personal nature, the complainant should discuss the situation with the academy guidance counselor or the academy teacher leader. If the complainant is not satisfied with the solution offered at this level, he or she may appeal to the academy principal.
3. **Building Level – Academy Principal:** The academy principal will hear the complainant's views on the problem and will gather all facts and information concerning the problem. The academy principal will make a solution to the problem. If the complainant is not satisfied with the solution offered at this level, the complainant may appeal to the Superintendent.
4. **Central Office Level – Superintendent:** The Superintendent or designee will hear the complainant's views on the problem and will gather all facts and information concerning the problem. The Superintendent will make a solution to the problem if the complainant is not satisfied with the solution offered at this level, the complainant may appeal to the Board of Education.
5. **District Level – Board of Education:** Any complainant desirous of being heard before the Board must state his or her case in writing and submit the written communication to the Treasurer at least one (1) week prior to the next meeting of the Board. The Treasurer shall send a copy of the communication to the President of the Board of Education. The Board of Education will hear the complainant's views on the problem and will gather all facts and information concerning the problem. A decision will be rendered by the Board of Education concerning said complainant's problem. (Board of Education Policy)

## HARASSMENT, INTIMIDATION, AND BULLYING \*See attachment for additional information.

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property or during any school sponsored event and at the times, and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the academy principal or other responsible school



employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrators;
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the academy principal or other appropriate administrator;
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
- D. School administrators shall investigate and document any written or oral reports;
- E. School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, or bullying and the parents or guardians of students against whom such acts were committed, and to allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

## **Definition of Harassment, Intimidation, or Bullying**

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student, staff member or volunteer more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other person and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other person. This behavior is prohibited on school property or at a school-sponsored activity.

Harassment, intimidation, or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
  - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening e-mails, web site postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

## **Conduct Constituting Harassment, Intimidation, or Bullying**

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:



- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.
- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
  - Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
  - Sending abusive or threatening instant messages;
  - Using camera phones to take embarrassing photographs of students and posting them online;
  - Using Web sites to circulate gossip and rumors to other students; and
  - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

## Complaint Process

- A. **Formal Complaints**  
Students, parents or guardians and school personnel may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.
- B. **Informal Complaints**  
Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.
- C. **Anonymous Complaints**  
Students, parents or guardians and school personnel who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

## Intervention Strategies

- A. **Teachers and Other School Staff**  
In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students. School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of





ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

## B. **Administrator Responsibilities**

### 1. **Investigation**

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student, parent, guardian or school employee/volunteer making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### 2. **Non-disciplinary Interventions**

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

### 3. **Disciplinary Interventions**

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

## **Report to the Parent or Guardian of the Perpetrator**

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification. Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.



## **Reports to the Victim and/or His/Her Parent or Guardian**

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the victim and/or the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and victim and/or the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

## **Police and Child Protective Services**

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating.

All District personnel must cooperate with investigations by outside agencies.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the district. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying and their rights and responsibilities under this and other district policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The district administration will semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the district's website to the extent permitted by state and federal student privacy laws. (Board of Education Policy JFCF, JFCF-R, adopted March 20, 2012)

## **SEARCH & SEIZURE**

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers, cars that are parked on school grounds, or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property within the area of the school's



responsibility.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator or designee to search any locker and its contents as the administrator believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building. Motor vehicles driven by students and parked on school property can also be subject to random searches.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs, firearms and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy. (Board of Education Policy JFG-R, adopted March 20, 2012)

## **ANNUAL NOTICE REQUIREMENT TO PARENTS OF THE DISTRICT'S RESTRAINT AND SECLUSION POLICIES AND PROCEDURES**

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The District's policy and Administrative Guidelines on Positive Behavioral Interventions and Supports (Restraint and Seclusion) are on the District's website. Policy JP and JP-R Positive Behavioral Interventions and Supports (Restraint and Seclusion) can be located at: <http://www.reyn.org/Policies.aspx>

## **STUDENT SERVICES & ACTIVITIES**

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### **ATHLETIC CALENDAR**

The calendar for athletic events can be found at <http://www.reynoldsburg RAIDERS.org>.

### **ATHLETIC ELIGIBILITY**

**Students should NOT change their course schedule or drop a course without first consulting their guidance counselor, coach, or athletic administrator to determine whether it will affect their eligibility!**

Eligibility for each grading period is determined by grades received in the preceding grading period. Semester grades and yearly grades have no effect on eligibility.

To be eligible for athletics at Reynoldsburg High School, a student must have passed a minimum of five (5) one credit courses (or equivalent in the case of a double blocked class), with a minimum GPA 2.0. *(Under the recently adopted District policy raising the GPA requirement from 1.75 to 2.0, a probationary period does exist allowing students to participate IF that student has passed 5 credits to meet the requirement and also has between a 1.75 and a 2.0 GPA.)*

*For eligibility purposes, summer school and other educational options, including College Credit Plus, may not be used to substitute for failing grades received in the final grading period of the regular school year OR for lack of enough courses taken the preceding grading period. (See Athletic Code of Conduct for greater detailed information)*

### **ATHLETIC PARTICIPATION**

The purpose of interscholastic athletics is to teach discipline, skills, teamwork, self-sacrifice, and to build character. With this purpose in mind, Reynoldsburg High School offers a wide variety of athletic competition for young men

and

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women. Reynoldsburg High School offers the following interscholastic athletics:

Baseball	Cross Country	Softball	Volleyball
Basketball	Football	Swimming	Wrestling
Bowling	Golf	Tennis	
Cheerleading	Soccer	Track & Field	

## CAREER CENTER

Students may choose to attend either Eastland or Fairfield Career Centers to work toward a vocational certificate. A student attending a career center will earn both a vocational certificate and high school diploma. Opportunities are available to complete college preparatory courses and participate in post-secondary options while attending a career center. Students meeting eligibility requirements may take advantage of the delayed entry program first semester, which allows them to begin their program at a career center after the school year has started. Students interested in learning more about the wide variety of vocational career opportunities available at the career centers should contact their academy guidance counselor or college and career readiness counselor. Any students attending the Career Center will follow the grading scale of the Career Center. Grades will NOT be converted to the Reynoldsburg High School grading scale.

## CONDUCT AT EXTRA-CURRICULAR ACTIVITIES

Students attending contests involving Reynoldsburg High School teams are expected to follow the OCC guidelines for member schools. This includes no signs in the gym or on the field during a contest, and neither noisemakers in the stands nor the use of confetti by any cheerleader or spectator. The school's administration encourages our students to cheer for our athletic teams, not against our opponents. *BOOING is prohibited.* Persons failing to abide by those rules may be asked to leave the event and may not be permitted to attend other events. In addition to possible removal, students in violation of any league rules may be subject to disciplinary action upon their return to school following the event in question. The Student Code of Conduct is in effect for all school related events.

## NATIONAL HONOR SOCIETY

All students become eligible at the end of their sophomore and junior year for membership into the prestigious National Honor Society based upon their scholastic achievement. To be eligible, students must have a minimum of a 3.5 GPA cumulative grade point average. A faculty committee evaluates eligible students in the areas of leadership, service, and character. This committee makes the final decision for selection into the society.

Service –Anything done without payment of any kind to benefit other people in the community, i.e. school, city, church, etc. 100 Service points are needed to be considered for admission. Service will be rated based on the following point scale:

- A. Service outside the school day – 2pts/hr
- B. Service inside the school day – 1pt/hr
  - Up to 40 points can be accrued from category B
  - Remaining points (60+) must come from category A

Character – No substantiated incidents of breaking school or community rules/laws. Examples include but are not limited to: cheating, fighting, out-of-school-suspension, truancy, etc.

Leadership – Two leadership positions and one verifiable accomplishment for each position. Examples include but are not limited to: team captain, club officer, committer chairperson, etc. Examples of accomplishments include but are not limited to: raised funds, increased membership, ran monthly meetings, etc.

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Scholarship – Minimum 3.5 cumulative GPA. May apply at the end of the sophomore and junior year.

## **STUDENT ACTIVITIES**

Reynoldsburg High School offers a variety of extracurricular activities. Activities outside the classroom support the academic program by providing opportunities for students to get to know one another and by allowing students to do things they might not otherwise have the chance to do. Students are invited and encouraged to participate in these activities. Student initiatives are important to the climate at RHS. Students are welcome to share new ideas for programs and activities with the administration and staff. Building administrators reserve the right to remove students from activities based on grades, attendance, or behavior.

\*\*Additional information about Hazing and Harassment



## HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any person or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student, staff member or volunteer more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other person and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other person. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or other employee or volunteer of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers, and all other District employees and volunteers are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's web site.

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The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees, volunteers and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee, volunteer or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Adoption date: March 20, 2012]

LEGAL REFS.: ORC 117.53  
2307.44  
2903.31  
3301.22  
3313.666; 3313.667  
3319.073

CROSS REFS.: AC, Nondiscrimination  
EDE, Computer/Online Services (Acceptable Use and Internet Safety)  
IIBH, District Websites  
JFC, Student Conduct (Zero Tolerance)  
JFCEA, Gangs  
JG, Student Discipline  
JHG, Reporting Child Abuse  
Student Handbooks

File: JFCF-R

HAZING AND BULLYING

# REYNOLDSBURG CITY SCHOOLS



## (Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

### School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
  - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening e-mails, web site postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.





evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

### Teachers and Other School Staff

Teachers and other school staff/volunteers who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff/volunteers who receive reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

### Complaints

#### 1. Formal Complaints

Students, parents or guardians and school personnel may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

#### 2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.



### 3. Anonymous Complaints

Students, parents or guardians and school personnel who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

### Intervention Strategies

#### 1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

#### 2. Administrator Responsibilities

##### A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student, parent, guardian or school employee/volunteer making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

File: JFCF-R

##### B. Nondisciplinary Interventions



When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

## C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

### Report to the Parent or Guardian of the Perpetrator

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

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

File: JFCF-R

### Reports to the Victim and/or His/Her Parent or Guardian

If,

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after

investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the victim and/or the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and victim and/or the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

## Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating.

All District personnel must cooperate with investigations by outside agencies.

[Adoption date: March 20, 2012]

Per Board Policy ACAA: Notice of Policy: Copies of this policy shall be posted on faculty/staff bulletin boards and placed in the staff and student handbooks.

File: EEACC (Also JFCC)

## STUDENT CONDUCT ON SCHOOL BUSES

furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel. The follow progressive disciplinary response parameters will be followed. These measures will be implemented upon violation of the student code of conduct, incidents of disorderly conduct, or failure to follow directives and guidance of the bus driver. Infractions will be documented by the bus driver via an *Unsatisfactory Conduct on School Bus Report*.

<b>First Offense</b>	Written warning and a copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the parents or guardians by the Transportation Department.
<b>Second Offense</b>	Written warning and a copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the parents or guardians and the school by the Transportation Department.
<b>Third Offense</b>	<i>Unsatisfactory Conduct on School Bus Report</i> sent to the school and a meeting with the parent or guardian is held by the Principal or designee.
<b>Fourth Offense</b>	Loss of all riding privileges up to 3 days.
<b>Fifth Offense</b>	Loss of all riding privileges up to 5 days.
<b>Sixth Offense</b>	Loss of all riding privileges for 10 days.
<b>Seventh Offense</b>	Loss of all riding privileges for the remainder of the school year.

**Any major offense may result in an immediate suspension or loss of riding privileges for the remainder of the year.**

The Board’s policy regarding suspension from bus riding privileges must be posted in a central location in each school building and made available to students upon request.

Regulations regarding conduct on school buses, as well as general information about the school transportation program, are available to all parents and students.

~~[Adoption date: March 20, 2012]~~

LEGAL REFS.: ORC 3327.01; 3327.014  
OAC 3301-83-08

CROSS REFS.: JFC, Student Conduct (Zero Tolerance)

# REYNOLDSBURG CITY SCHOOLS



JG, Student Discipline  
Staff Handbooks  
Student Handbooks