

French Run Elementary

Parent/Student
Handbook
2017-2018



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Follow us on Facebook and Twitter

School Website

http://reyn.org/frenchrunelementary_home.aspx

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Dear French Run Families,

Welcome to the 2017-2018 school year! We are excited and eager to partner with you to ensure that each child's social, emotional, and academic needs are met. When all of a child's needs are being addressed it produces a positive learning experience for every student.

Open communication and collaboration between home and school is essential to your child's education. There are many opportunities for you to participate in your child's education and we welcome you to volunteer and attend all school functions.

The purpose of this handbook is to provide you with information about French Run Elementary. After carefully reading the 2017-2018 French Run Elementary School Parent/Student Handbook, please sign and return the signature pages to the school.

Throughout the year, stay connected with French Run Elementary through our website, classroom web pages, Facebook, Twitter, and Class Dojo.

Please contact the office at (614) 367-1950 if you have any questions.

Best,

Dr. Terra Baker
Principal





French Run Elementary Mission Statement

The French Run Elementary School family is dedicated to creating a safe, nurturing environment in which all students will achieve academic, artistic, social, and emotional success.

Through challenging expectations and strong relationships with families and the community, French Run students will become lifelong achievers.

The Reynoldsburg Board of Education

You may contact the members of the Reynoldsburg Board of Education by calling the Administrative Offices of Reynoldsburg City Schools at (614) 501-1020. Written correspondence to the Board of Education members may be mailed to the Administrative Offices at 7244 E. Main Street, Reynoldsburg, Ohio, 43068.

The public is welcome to attend board meetings, which are scheduled for 6:30 p.m. on the third Tuesday of every month. Meetings rotate between school buildings with the exception of the summer months when classes are not in session. Meetings in June, July and August will be held at Reynoldsburg City Hall. Please view the monthly calendar on the homepage for meeting locations.



The 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 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.

French Run Elementary Staff/Assignments 2017-2018SY		
Group	Staff Member	2017-2018 Assignment
Kindergarten	Pam Nutter	Kindergarten Teacher
	Sonia Flagg	Kindergarten Teacher
1st grade	Mallory Brome	1st Grade Teacher
	Kayla Hamlin	1st Grade Teacher
	Melissa Jackson	1st Grade Teacher
	Lori Noskowiak	1st Grade Teacher
	Ali Phillips	1 st Grade Teacher
2nd grade	Rachel Chippindale	2nd Grade Teacher
	Amber Winston	2nd Grade Teacher
	Deb Nase	2nd Grade Teacher
	Kelli Harvey	2nd Grade Teacher
3rd grade	Jena Koos	3rd Grade Teacher
	Rose Becker	3rd Grade Teacher
	Staci Lang	3rd Grade Teacher
	Abby Vargo	3rd Grade Teacher
	Erin Callahan	3rd Grade Teacher
4th grade	Christa Andreini	4th Grade Teacher
	Ryder Ferguson	4th Grade Teacher
	Tiffany Clark	4th Grade Teacher
	Brandi Jennice	4th Grade Teacher
	Janet Dugan	4th Grade Teacher
Intervention	Nikki Huffman	ESL Teacher
	Sam Sargent	ESL Teacher
	Caitlin Almadovar	K-2 Intervention Specialist
	Amy Booth	3-4 Intervention Specialist
	Renee Boudreau	Non-Spec Ed Intervention
	Alicia Blake	Non-Spec Ed Intervention
Specialists	Scot Ashton	Music
	Theodore Zanardelli	Visual Arts
	Tenisha Johnson	Psychologist
	Sandra Kageorge	Nurse
	Emily Dannemiller	Occupational Therapist
	Melanie Wollam	Speech Language Pathologist
	Kristina Doone	Social Worker
	Cathy McGee	Dean of Students
	Wendy Leitch	Reading
	Deb Friedman	Reading
	Classified	Nicole Lewis
Turquoise Allen		Spec. Ed paraprofessional
Kylie Phillips		Spec. Ed paraprofessional
Gary White		Custodian
Jane Mason		Head Cook
Juanita Pennington		Title paraprofessional
Susan Grimm		Health/Wellness & Tech Paraprofessional
Linda Smith		Librarian

Communication

We are going to use a variety of communications this school year, including email. It is very important that we have a working email for parents/guardians. Put down as many email addresses, as you would like. Please update your email and phone numbers as the year progresses.

Important information will also be on our website. Please visit www.reyn.org and click "schools". Then select French Run. We will try to keep everything current. Please call with any questions or suggestions for our website.

Thanks!

Email #1

Email #2

Email #3

Student Name

Parent/Guardian Name

The School Day

- 7:55 AM** Earliest time for student arrival
- 8:05 AM** **School day begins for morning Kindergarten and grades 1-4**
Any student entering the classroom after the morning bell is considered tardy; *Students who are tardy should be brought to the office by the parent and signed in before going to class.*
- 8:30 AM Deadline for parents/guardians to notify the office of a student's absence
- 9:15 AM Morning kindergarten student arriving after this time will be considered absent for ½ day
- 9:25 AM Morning kindergarten student leaving before this time will be considered absent for ½ day
- 10:05 AM Grade 1-4 student entering school after this time will be considered absent for half day
- 10:55 AM** **Morning Kindergarten & Pre-K dismissal**
- 11:35 AM** **Afternoon Kindergarten & Pre-K students may begin arriving to class.**
- 11:45 AM** **School day begins for afternoon kindergarten.**
Grade 1-4 student leaving school before this time will be considered absent for half day.
- 12:30** **Deadline for parents/guardians to notify office of dismissal changes (except emergency situations)**
This will eliminate confusion and assist school staff in ensuring that students get to their dismissal destinations safely.
- 1:05 PM Afternoon kindergarten student arriving after this time will be Considered absent for half day.
- 1:35 PM Afternoon kindergarten student leaving before this time will be considered absent for half day.
- 2:25 PM** **Afternoon bell rings to begin preparation for dismissal**
- 2:32 PM** **Dismissal of daycare, car riders, and latchkey students**
- 2:35 PM** **Dismissal of bus riders**

***Children are not to be brought to school before 7:55 AM. There will be no adult supervision of children before that time. Children are not allowed on the playground without parent/guardian supervision prior to and after the school day.**

Attendance Policy and Procedures

When your child is absent or tardy:

1. Parents/guardians are to notify the school by 8:30 a.m. if their child is going to be absent or tardy. Please call the office at (614) 367-1950. This is a 24-hour line and can accept voice mails at any time.

2. A **written excuse** must **also** be sent to school with the child and given to the teacher within three days of his/her return to school or the absence will be unexcused. If your child must leave school early, we request that a note be given to the teacher on or before the day that the student is to be dismissed. When picking up

the child the parent/guardian must report to the office and the child will then be called to the office. This prevents disruption of classroom instruction.

3. Reynoldsburg City Schools will refer excessive unexcused absences and tardiness to the appropriate county juvenile court. The events that will lead to a referral are the following:

- **Five unexcused absences** and a letter will be sent to the parent/guardian by the building principal.
- **Ten absences, excused or unexcused**, and a conference may be scheduled with the parents/guardians, the school social worker or guidance counselor, and/or the principal to create an action plan that will prevent future absences. At this time a doctor's note may be required for any additional absences to be excused.
- **Fifteen (15) unexcused absences** may result in a referral being made to Children Services and charges may be filed, on parents/guardians, with the Prosecutor's Office. A referral to the Reynoldsburg Police department may also be initiated.
- Again, any absences due to discipline issues will be considered unexcused absences.

STUDENT ABSENCES AND EXCUSES Policy JED

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days) or
8. as determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and

the respective teacher(s). **Students are required to bring a note to school within three school days after each absence explaining the reason for the absence or tardiness.**

The Board strongly discourages absence from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught 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.

VACATIONS:

You need to complete a vacation form in advance of any planned vacation or extended absences. You may request this form in the office. Please note: the absent days will still be unexcused per Board of Education policy. However, with planned notice, the teacher can get work together for the student, so they do not get behind during their absence.

ACADEMICS

Our school has four nine-week grading periods. A report card will be sent home approximately one week after the end of the grading period. We do use the district standards-based report card. Students are graded on their understanding, knowledge and performance on the state academic content grade level indicators. This will provide the parent with skill-based information on what a student demonstrates at school. If you have any questions about the standards-based report card system or how to interpret an E, M, P or L, please call the principal or stop by the office and pick up a standards-based report card parent handbook.

Periodic assessments of student progress will be made throughout the school year. You will be receiving information from your child's classroom teacher concerning information about the testing including the dates of testing.

We encourage you to participate in parent-teacher conferences. Calendar scheduled parent-teacher conferences will be held **two** times during the school year. If the teacher or parent feels that a conference is needed at any other time, contact between the teacher and parent should be made to schedule the conference. The conference dates for 2017-18 are October 19th and 25th, and February 21st and March 1st from 3:00-7:00pm.

Parents may request to view their child's school records. Requests should be submitted to the school 24 hours in advance of the visitation. This request should be done in writing and given to the building Principal. Parents will need to provide proper identification prior to viewing student records.

Promotion and Retention Procedures – Many factors are taken into consideration in the decision to retain or promote a child. Teacher assessments, the child's progress, developmental age, psychological input, testing results, and concern for the effect of placement upon the well-being of the student will be considered. It is essential that early communication between the home and the school concerning academic progress take place. Please contact the classroom teacher or the Principal if you have any questions about the retention, placement or promotion of your child.

Kindergarten Eligibility – Children may be enrolled in kindergarten if they are five years of age on or before September 30. Each spring, one week is designated to register new kindergarten students for the next school year. Please contact the school office for further information.

Gifted Services – Reynoldsburg City Schools identifies students who are gifted in grades Kindergarten through 12. Our mission is to match the gifted services with the needs of the individual child.

Special Services - In addition to the regular curriculum, we are pleased to offer specialized services for children needing reading intervention, learning disability tutoring, as well as classes for children with special academic ability and talents.

A **speech and language** therapist is available to work with students who have speech and language disorders. The therapist checks all kindergarten students and other children who are referred by the classroom teachers. Parents will be kept informed of test results indicating a special need.

A **school psychologist** is available to our school. The psychologist provides supportive help to teachers and parents in working with determining the best academic program for your child.

Each of our schools has a **Response to Intervention (RTI) Team**. The purpose of the RTI Team is to accept referrals made by parents or school personnel who have concerns about a student's academic performance, emotional, social or behavioral problems. The team consists of a group of teachers, social worker, administrators, parents and other appropriate school personnel. All students being considered for retention will have an intervention plan. Parents are encouraged to attend their students RTI meetings.

3RD GRADE GUARANTEE

The Third Grade Reading Guarantee from the Ohio Department of Education came into effect during the 2012-13 school year and continues for the 2017-2018 school year. This sets into place guidelines for assessment, intervention and promotion/retention into the next grade level. For the most current information on what this law means for French Run Elementary visit the link below:

<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=5&ContentID=129423&Content=131642>

RESPONSE TO INTERVENTION at French Run Elementary

At French Run every students will take a universal screener in Reading and Math three times per year. Those not meeting benchmark will be progress monitored and discussed in Grade Level data meetings and began in tier 2 interventions. If students do not respond to the interventions the team may call a tier 3 meeting to discuss growth and possible additional interventions in which parents are invited and are valued members of the team.

ADDRESS AND TELEPHONE CHANGES

Any changes of address or telephone numbers need to be reported to the school office in a timely fashion. The updated information allows for effective communication between the home and school. **In the event of an emergency, it is imperative that we have a working contact number for you.**

ANIMAL/PET POLICY

In order to respect everyone's health and safety, please do not bring animals into the building unless it has been pre-planned with your child's teacher. The teacher will send home a letter with families to make sure there are no allergies. Also, please do not bring your pet with you during pick-up and drop-off. This is an extremely busy time and we do not want any pets or students to be harmed.

BICYCLES

The state of Ohio sees it as the parents' responsibility to get children to and from school. Parents must decide whether they are comfortable with their kids walking, biking or carpooling and make appropriate arrangements. Bicycle riders are required to abide by the same laws governing cars and other vehicles. All bicycles must be walked on school property and parked and locked in the racks provided. Any misuse of a bicycle will result in the revocation of the bicycle riding privilege.

CONCERNS AND INQUIRIES

Our open door policy allows for any concerns or inquiries to be addressed immediately. Parents should feel free to call the school if any questions or problems arise. However, please be aware that except during emergencies, teachers will not be able to receive a phone call during instructional time. The school secretary will relay the message to the teacher (or you may leave a message on the teacher's voicemail), who in turn, will return the call during a time that does not interrupt with the classroom instruction.

CONDUCT/DISCIPLINE POLICY

The rules and standards set forth apply to conduct on school premises or on school buses or involving school property. The 2017-18 Reynoldsburg City Schools' Code of Conduct is located at the end of the handbook.

CONTACTING THE SCHOOL

We understand that there may be times in which the parent must contact the student during the school day. Please call the general telephone number of the school and the office personnel will relay the message to the student. Teachers cannot receive phone calls during instructional time unless it is an emergency. It is important that we limit as many disruptions to the classroom as possible.

ELECTRONIC GAMES, CD PLAYERS, CELL PHONES

No electronic games or devices, CD players, MP3 players or cell phones are permitted at school. School is not responsible for confiscated items.

FIELD TRIPS / ASSEMBLIES / FIELD DAY

Each year our students are given the opportunity to participate in a variety of field trips, assemblies and field day. At all special events, students are expected to use their best behavior. At assemblies, students will sit in areas designated by school staff. Inappropriate talking, noises, or remarks will not be tolerated. Assemblies, field trips and field day are privileges. Students who do not demonstrate appropriate behavior may be excluded from field trips, assemblies and field day. Parental permission is required for student participation in field trips.



NOTES FROM THE SCHOOL NURSE 2017-2018

Welcome back to another exciting school year! It is my job to help keep our students healthy so they can be great learners. Below are some tips that will make that possible:

- ✓ Complete the Emergency Authorization Form and keep the school updated with any phone number changes throughout the school year
- ✓ Keep your child home if they have a fever, vomiting, diarrhea, or bad cough/cold symptoms. Students must be fever, vomit and diarrhea-free for 24 hours without the aid of medication to return to school.
- ✓ Teach your children the importance of thorough, frequent hand washing and the appropriate use of hand sanitizers when soap and water are not available.
- ✓ Remind your children to cough and sneeze into their elbow, not their hands.
- ✓ Make sure your children know to use tissues when needed, to throw dirty tissues in the trash and to wash their hands after tissue use.
- ✓ Donations of tissues, hand sanitizers (unscented), and antibacterial cleansing wipes are always appreciated by teachers and staff.

Make sure your child is getting at least 8 to 10 hours of sleep each night. Encourage physical activity of at least one hour a day of active play. Keep high fat, sugar, and salty foods to a minimum and encourage foods with fiber, fruits, vegetables and protein.

If you have a young student who may have bathroom accidents, or a child that tends to find the wet and muddy areas of the playground at recess, please provide a change of clothes for your student to keep in their backpack. We do not have adequate clothing to loan out, and we hate to have to call you away from work to bring in clothes for your student!

In good health,
Sandra Kageorge, RN

P. T. A.

Our P.T.A. has shown excellent support for our school by providing volunteer aide programs, fund raising projects, scholarship programs, and legislation at the state level. They have also made significant contributions to our building and grounds such as the remodeling of our library and playground improvements. We encourage you to become an active member of our P.T.A. organization.



WATCH D.O.G.S.® (Dads Of Great Students) is the safe school initiative of the National Center for Fathering that involves fathers and father figures to help create a more safe and secure learning environment in our nation's schools.

Who are Watch DOGS? Fathers, grandfathers, step-fathers, uncles, and other father figures who volunteer to serve at least one day each year in a variety of school activities as assigned by the school principal or other administrator. French Run's PTA sponsors the watch D.O.G.S program. Interested? Please contact our PTA.

RECESS AND PLAYGROUND SAFETY

It is necessary that we closely monitor all activities on the school playground. There will be supervision on the playgrounds at all times. Students will be made aware of importance of safety and behavior both while in the classroom and out of the classroom. Teachers will review the playground rules with their classes. **For the reasons of safety, we have disallowed skateboards, rollerblades, Heelies, Wheelies or scooters to be brought to school.** School is not responsible for confiscated items.

Be sure to dress your children appropriately for the weather. Please remember that students need coats, hats, gloves, and (sometimes) boots when the weather is cold. Students will have recess on the playground nearly every day. Parents should plan for their children to go outside unless the temperature is below 20 degrees and/or the wind chill below 15 degrees.

REYNOLDSBURG CITY SCHOOLS WEBSITE

We do have a website for Reynoldsburg City Schools. You can access the website at www.reyn.org. This website will give you information about the school district and each of our 14 schools. Our parent resource for keeping up with news at school is <http://reyn.yourschoolcentral.com> Sign up today!



REYNOLDSBURG COMPACT ON RESPECT

The Reynoldsburg Compact was developed by the “Community Forum on Respect,” reflecting the values and expectations of Reynoldsburg citizens. As a part of our announcements each Monday and during our PRIDE Assemblies, our students recite the “French Run Pledge” as follows:

*As a member of the French Run
Community, I will show my strength by ...*

- being friendly and kind,
- taking responsibility for my actions and how they affect others
- being truthful and honest
- treating others the way I want to be treated
- accepting myself and others as important members of our school.

SAFETY PATROL



Our school safety patrol is a group of student volunteers under the leadership of an adult supervisor. Their main responsibility is to help children cross safely at heavily traveled intersections on their way to and from school. Your understanding and support for our student patrol will be greatly appreciated.



SCHOOL COUSELING SERVICES

The elementary social work program is designed to help in bringing as much success as possible to each student by providing assistance in social/emotional/behavioral, as well as educational areas. Topics may include study skills, conflict resolution, social skills, violence prevention, empathy training, problem solving, and anger management. We offer support and address concerns through small-group meetings, crisis intervention, individual sessions, referral to community resources, and consultation with agencies out of the school.



SCHOOL FOOD SERVICES

Breakfast Program

Students in grade 1 – 4 will be provided a breakfast each day. Students may select items in their classroom starting shortly after the entrance bell.

Lunch Program

Students may bring a packed lunch or purchase a hot lunch from the school cafeteria. Full school lunches cost \$2.00. Extra milk cost \$.50. Copies of the school lunch menu will be sent home with the students and will also be posted on the school website.

A chef salad will be offered as an alternative to the hot lunch offered.

If a student forgets his lunch we will provide a peanut butter and jelly sandwich and a drink for the student.

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

Our cafeteria uses a computerized system. This means you may purchase single-day or multiple-day lunches. It is not necessary for your child to buy lunch for consecutive days, and the days do not have to be in the same week. ***We encourage you to purchase multiple day lunches and keep track of the number of days left on your child's purchases.*** To pay for multiple day purchases, please place a check in a sealed envelope. Designate on the envelope how many lunches you want to purchase and the balance will be placed on a la carte items. Your child may make payment for multiple day lunches in the cafeteria Monday through Friday before school (7:55 – 8:05 a.m.).

Cafeteria Rules

- line up on the black line and wait at the red line before entering
- enter to get your food when you see the milk
- use inside voices
- use good table manners
- clean up your space
- raise hand and wait for the duty teacher to dismiss you
- throw trash away and line-up for recess



SCHOOL VISITATION

Parents are welcome to visit their child's classroom (advance notice to the teacher is requested) or to have lunch with their child. We ask that all parents sign-in each time they enter the school. You will be given a badge to wear at that time so that the students will recognize that you are not a stranger in the building.

Student visitors are not permitted during school hours.

SERVICES OF OUR SCHOOL

This is a brief listing of some of the services that we provide for our students.

A **lost and found** is located in our building. Please contact the office staff if your student is missing an item. We encourage parents to label all items that your child brings to school. At the end of the school year, all items not claimed will be donated.

The **school library** is available to all students. Students are encouraged to utilize the school library and to take books home to read.

Building Usage – Some of our school facilities are available for private use. If you wish to use a school facility for an activity, please contact the school office for a building usage form. There may be a charge for use of a school facility.

Use of school telephone- Due to the importance of keeping our phone lines open as much as possible, we do not make our phones available for public use. If an emergency exists the student will be allowed to use the phone with the special permission of office personnel or his/her teacher.

Forgotten items – If your child has forgotten an item that will be needed during the school day you can bring that item to the school office and the school personnel will deliver the item to the child. This will help to avoid disruptions to classroom activities.

VOLUNTEERS IN EDUCATION / FIREBIRD FELLOWS

Parents and other interested adults are welcome to take part in helping our children. Volunteer help in the library and classroom offers additional depth and dimensions to our learning activities. We also have volunteers who read, work on mathematics and build relationships visiting weekly with students through the Firebird Fellows program. If you would like to participate in these programs, please give us a call. You will need to be fingerprinted at the Reynoldsburg City Schools central office. This is a free service.

Buses

Buses will run daily. Students must pay close attention to the time schedule and location of their bus stop. All students being transported are under the authority of the bus drivers. Riding the school bus is an exciting start and end to many students' day. To keep our children safe, please go over the bus rules with your child located at the end of this handbook. The number for Transportation is (614) 501-1042.

2017-2018 Rules and Regulations for Bus Riders



BEFORE THE BUS ARRIVES:

1. Leave home on time each day.
2. Walk facing traffic if there are no sidewalks.
3. **Arrive at your regular pick-up spot five minutes before the bus.**
4. Wait off the roadway, not in the street.
5. Stay off lawns, and avoid horseplay, scuffling, and fighting.

BOARDING THE BUS:

1. Wait for the bus to come to a full stop.
2. Be polite and take your turn getting on the bus.
3. Use the handrail.

CONDUCT ON THE BUS:

1. Follow the directions of the driver, including seat assignment, if given.
2. Walk to your seat and remain there. Do not stand or move around while the bus is moving. No one is permitted to save a seat for another.
3. Sit three to a seat, if necessary, and be careful not to block aisles.
4. Do not talk to the bus driver unless it is an emergency.
(Drivers need to keep their minds on driving and their eyes on the road).
5. Talk quietly so that the driver can hear traffic sounds.
6. Keep arms, feet, book bags, and school books out of the aisles.
7. Do not open or close windows, except when requested by the driver.
8. Keep hands and head inside the bus. Do not stick anything out of the windows or throw anything out of the bus.
9. Loud, profane language and yelling are not permitted.
10. Eating is not permitted on the bus.
11. Smoking is not permitted on the bus. Do not light matches or lighters on the bus.
12. Do not deface or litter the bus; use waste baskets.
13. Do not tamper with the safety device or any other equipment.
14. Band instruments and other items that can be carried by the student without taking up room of another student on a crowded bus, or blocking the center aisle, may be carried on the bus. When there is a difference in the point of view of the student, band director, and driver, the principal of the school shall make the determination.

LEAVING THE BUS:

1. Get off only at your assigned stop and go directly home.
2. Do not leave your seat until the bus comes to a full stop.
3. Take your turn; do not crowd in front of others.
4. Use the handrails and watch your step.
5. Look both ways, and check for turning cars before you cross the street.
6. **Cross on signal by the bus driver.**

IN CASES OF EMERGENCY OR WHEN THE DRIVER MUST LEAVE THE BUS:

1. Stays seated and remain quiet.
2. Do not touch emergency equipment.
3. Depend on the driver's training to take care of the situation.
4. Be ready to follow the instructions of the driver or police officer.

Violation of the above rules and regulations may result in suspension of transportation.

French Run Elementary School

Home - School Compact for Student Learning

The French Run Elementary learning community of teachers, support staff, administrators, and families, have written this compact to outline how we share responsibility for student learning and academic achievement. This compact describes how the school and families will build a partnership that will help children achieve Reynoldsburg School's and Ohio's high standards.

This school-parent compact is in effect for school year 2017-2018.

Our School's Responsibilities

French Run administrator, teachers and support staff will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards as follows:
 - Provide targeted academic and behavioral supports to students ensuring all subgroups of students meet their learning targets
 - Ensure a safe environment conducive to learning
 - Progress monitoring with formative assessments are used for all students to ensure all students make a least a year's growth in Reading and Math
 - Curriculum is aligned to Ohio's Revised Learning Standards
 - Enrichment activities are provided to enhance and support higher – level learning
2. Hold parent-teacher conferences twice a year as it relates to the individual child's achievement. Specifically, those conferences will be held:
 - Scheduled conferences are held October 19th and 25th, 2017 and February 21st and March 1st 2018. Parents and teachers may also schedule conferences as needed throughout the school year.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - Interim Reports are sent home for parents to review four times a year, mid-quarter. Parents are invited to ask questions about their child's report.
 - Report cards are sent home quarterly. Parents are invited to contact their child's teacher with questions.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Phone and voicemail
 - E-mail
 - Written notes in child's Agenda (daily assignment log)
 - Thursday Folders
 - Two scheduled conferences a year and additional conferences as requested by the parent or teacher.
- *5. Provide families opportunities to support their child's education and the education of all French Run students by participating in French Run Elementary as follows:
 - Assist in an area of the school such as our children's classroom, library, playground or cafeteria
 - Attend school events such as Open House, performances, field day, pride assemblies, etc.
 - Serving on the PTA
 - Volunteering with Watch DOGS or Firebird Fellows
 - Help to review Title I plans and compacts
 - Join children for lunch
 - Chaperone field trips
 - Participate on Reynoldsburg City Schools District committees

* Reynoldsburg City Schools requires that all school volunteers who have individual contact with students must be fingerprinted and have a background check. This is done free of charge by Reynoldsburg City Schools.

Family Responsibilities

1. French Run families will support our children's learning in the following ways:

- Ensuring our children attend school and come to school on time.
- Reading and signing student agendas daily.
- Helping our children complete their homework to the best of their ability by:
 - Encouraging our children to do their best work
 - Helping our children understand directions for assignments
 - Talking with our children about learning and school in a positive way
 - Notifying the teacher when our child has difficulty completing homework assignments.
- Keeping in contact with our child's teacher.
- Attending our children's parent-teacher conferences and other meetings pertaining to our children.
- Monitoring amount of television and the types of television programs our children watch.
- Participating, as appropriate, in decisions relating to our children's education.
- Promoting positive use of our child's time at home and in the community.
- Staying informed about our child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

2. French Run families will participate in our school to the extent possible by:

- Attend PTA meetings
- Volunteering as Watch DOGS or Firebird Fellows
- Assisting in an area of the school such as:
 - classrooms
 - library
 - playground
 - school store
 - cafeteria
 - crossing guard
 - book fairs
- Advocating for our children
- Attending school events such as Open House, musical performances, field day, pride assemblies, etc.
- Helping to review Title I plans and compacts
- Participating on Reynoldsburg City Schools District committees
- Attend Board of Education meetings
- Volunteer at parties

Student Responsibilities

1. Students will share the responsibility to improve our academic achievement and achieve the state's high standards.

Specifically, we will:

- Do our homework when assigned and ask for help when we needed.
- Read every day outside of school time.
- Give to our parents or the adult who is responsible for our welfare all notices and information received by us from our school every day.

Reynoldsburg City Schools
Computer and Technology Acceptable Use Policy
Staff, Volunteers and Students



AUP Sections

- 1** – Acceptable Use
- 2** – Privileges
- 3** – Internet and Information Access
- 4** – Procedures & Caveats
- 5** – Netiquette
- 6** – Guarantee of Service
- 7** – Security
- 8** – Vandalism
- 9** – Copyright & Intellectual Property
- 10** – Personal Technology Devices

Reynoldsburg City School District offers a variety of technology tools and networked computer access to all students and staff. Many personally owned technology devices are being used to support and enhance the educational process too. These resources and devices, whether district owned or personally owned, are used to provide students and staff support for the teaching and learning process. With this access comes a responsibility on the part of the user to insure proper usage of these resources. The district views technology as an integral part of the educational process to help increase productivity, achievement, organization, and learning opportunities. In order to maintain adequate resources each user must be mindful about maintaining the hardware and software associated with the district. Due to the rapid change in technology, a user's access and/or this Policy are subject to change at any time. Each technology user (student and staff) will be held responsible for the following guidelines:

1. Acceptable Use:

Technology must be used to support education and research and be consistent with the objectives of Reynoldsburg City School District. The computer network also supports the administrative and professional functions of the staff as well as efficiencies associated with electronic communication.

- Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret.
- Use for commercial activities by for-profit institutions is generally not acceptable. Use for any kind of product or service advertisement, or political lobbying is also prohibited.
- Installation of software, freeware, shareware, and demos not owned or authorized by the Reynoldsburg City School District is prohibited on district computers.
- Staff members are assigned a district e-mail account. The primary purpose of this account is to conduct **school** business. It is expected that all communication on this District owned forum is professional and school related. All communication in this District owned forum is subject to District review and public records request. Assume no right to privacy. Users routinely shall delete outdated or unnecessary e-mails from their mailboxes.
- Games are not considered an educational use of technology. Games may not be played when using technology tools within the Reynoldsburg City School District with the following exceptions:
 - Games that are created as part of an educational curriculum.

- Games that directly support current curricular objectives.

2. Privileges:

The use of the Reynoldsburg City School District Network is a privilege, not a right, and ***inappropriate use may result in a cancellation of those privileges***. The district administrators, school administrators, teachers, and staff members have a responsibility to report and investigate observed inappropriate use. During the course of investigating inappropriate use, staff may access, view, and/or document histories, logs, files, computer screens, and electronic or wireless communications; privacy should not be assumed when using the Reynoldsburg City School District Network. The school disciplinary ladder and/or individual rules for specialized facilities will determine consequences.

Building Principals and Central Office Administrators may close an account at any time. The administrators, faculty, and staff of the Reynoldsburg City School District may request the Technology Department to deny, revoke, or suspend specific user rights and/or accounts. In a school environment such as the Reynoldsburg City School District, much of the work is produced on computers. Loss of privileges could have a very serious impact on academic opportunity and success of an individual.

3. Information and Internet Access:

In compliance with the Federal Child Internet Protection Act (CIPA) the Reynoldsburg City School District filters the Internet for inappropriate content. All devices accessing the Internet through the District Network receive filtered Internet content.

Filtered/Blocked Internet Sites:

- Intolerance and Hate
- Criminal Activity
- Tasteless and Offensive
- Violence and Weapons
- Alcohol and Tobacco
- Illegal Drugs
- Gambling
- Hacking
- Spyware
- Proxies and Translators
- Phishing/ Fraud
- Personals, Dating, and Chat
- Intimate Apparel and Swimwear
- Non-educational Games
- Sexually Explicit Images
- Other Sites

It should be noted that, although Internet filters are very effective there is no such thing as a 100% perfect Internet filter technology. Be aware that it may be possible for an inappropriate website, particularly a new one, to pass through the filter. Students should simply close any webpage deemed inappropriate and tell a staff member what happened. Staff should, if possible, report the Internet address (URL) of the inappropriate site to the Technology Department by e-mail or submitting a Help Desk ticket.

With Internet access comes the responsibility to use this powerful educational tool wisely and in accordance with all other sections of this appropriate use policy. Purposeful intent to bypass or compromise the District Internet filter is considered inappropriate use. Random searching for information, which could be classified in the above examples of filtered categories, is inappropriate use. Bringing content into the District that would otherwise be filtered is also considered inappropriate. In addition, specific Internet sites may be added to or removed from the "Block List". E-mail used to transmit a document from home to school for educational purposes would be considered an appropriate use of this technology, however, instant messaging a friend to conduct friendly chat would not.

A critical part of using the Internet as a resource is for the user to learn how to determine the validity of information posted. Downloading information from the Internet should be done with caution. Just because it is posted, does not mean it is legal to download. Generally, downloading published music or video without paying for it legitimately is illegal. Students and staff need to familiarize themselves with copyright and fair use laws and guidelines.

4. Procedures and Caveats:

Files older than one year may be deleted at any time to make room for current project work. If you have older files you want to keep, you need to make a copy on a disk, thumb drive, or recordable DVD or CD-ROM. If you need to keep a number of large files for an extended period of time on school equipment, please let a member of the technology team know so that proper arrangements can be made (provided sufficient storage space is available).

- Some large file types may be deleted immediately if no educational value is apparent. It is the user's responsibility to keep your folders free of files for which there exists no further use.

These may include, but are not limited to:

- **Movies (example files: .avi, .mov, .mpeg)**
- **Songs (example files: .wav, .mp3, .mid)**
- **Pictures (example files: .gif, .jpg, .jpeg, .bmp, etc.)**
- **Viruses and Other Malware** are an ongoing problem. Malware is a term used to describe any software program whose intentions are to destroy or disrupt a system. Although viruses are the most well known malware, worms and Trojan horses are the fastest growing category of malware today. The district has put in place security measures to protect district systems from the various forms of malware. Those measures include, but are not limited to, virus protection software on all district owned systems, spam and virus filtering software for the e-mail servers, strengthened security settings on systems, rapid deployment of security updates, and a firewall to protect the district network. Due to the increasing interconnectedness of computer networks it is in the district's best interests to ensure that personally owned technology devices such as home computers and notebooks are free of malware as well.

The district recommends that all staff, students and parents consider implementing three basic security measures on their personal computers if possible:

1. Install and regularly updated virus protection software.
2. Enable a Firewall or use a third party firewall program.
3. Turn on Automatic Updates to automatically install security fixes.

Intentionally disabling any security mechanisms on district systems or intentionally infecting any system on the district network with malware is considered a form of vandalism and appropriate disciplinary measures will be taken.

5. Netiquette:

You are expected to abide by generally accepted rules of network etiquette (or netiquette). These include, but are not limited to, the following:

- Users shall not create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials.
- Illegal activities are strictly forbidden.
- Never reveal your personal address, phone number, credit card number or those of other students or colleagues via Internet computer resources.
- Do not post names with personal pictures on the Internet. Information that has been posted on the Internet, it is likely posted and archived forever by Internet archiving sites such as www.archive.org
- Unless you are registering for a service directly related to your coursework, do not register for anything on the World Wide Web, which involves filling out a form on the District network.
- District computers are used by multiple users throughout the day. Leave the computer in as good as or better shape than you found it.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

6. Guarantee of Service:

Reynoldsburg City School District makes no warranties of any kind for the service it is providing. Reynoldsburg City School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, erroneous deliveries or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via District Network is at your own risk. Reynoldsburg City School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. *No assumption of privacy should be made when district personnel investigate problems with, or inappropriate use of any system on the District network.*

7. Security:

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Reynoldsburg City School District network, you must notify the Technology Department or a faculty member. Do not demonstrate the problem to others users. Do not use another individual's account.

Attempts to login to the system as any other user will result in cancellation of user privileges. Attempts to login to the Reynoldsburg City Schools network or other school computing facilities as a system operator or administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Reynoldsburg City School District Network and/or other school computing facilities.

8. Vandalism:

Vandalism may result in cancellation of network privileges as well as financial responsibility to cover the cost of system recovery. Vandalism is defined as any attempt to harm or destroy data or accounts of other users, or any hardware or software associated with Reynoldsburg City School District.

9. Copyright and Intellectual Property:

Students who use the intellectual property of others must pay attention to the portion limits and distribution allowed under the Laws of Fair Use; this includes citing the owner of the work. Reynoldsburg City Schools

understands that work created by students or staff is copyrighted to the respective individuals. The district also recognizes the importance of sharing quality work with wider audiences in order to either showcase the work or increase the quality of similar work. In this realm, the district seeks permission for the right to display student and staff created materials to the public for the reasons stated above.

10. Personal Technology Tools:

Any technology tool such as handheld computers, cell phones, smart phones, laptop computers, tablets, still and video cameras, recorders, and other assistive technology, whether used on or off the District Network, which are brought into District facilities must be used in accordance with Sections 1 through 9 above and may only be used to support the educational process.

These devices may only be used for work that directly corresponds to schoolwork during school hours. Games, Internet surfing, social networking, and messaging are prohibited unless the activity is directly tied to school activities. Failure to abide by these guidelines could result in the student losing privileges and benefits of using these technologies during school hours. Students are responsible for the condition and maintenance of their individual devices. Reynoldsburg City School District does not assume responsibility for personal electronic devices that are lost or damaged. These devices are the property of the student and will be treated as such.

There must be a signed Student/Parent/Guardian Permission Form or Staff/Volunteer Agreement Form on file before the user gains access to the Network. Parents/Guardians will complete the Student/Parent/Guardian Permission Form upon registration for new students annually. The signed form will be kept in the student's cumulative folder.

Please tear off or print the next three pages and fill them out completely before returning to your child's teacher.

SIGNATURE PAGE

Student's Full Name: (Please print clearly): _____

Class: _____ Grade: _____

Parent/Guardian's Name (Printed): _____ Phone: _____

STUDENT/PARENT HANDBOOK

I have received the Student/Parent Handbook and I have reviewed its content with my son/daughter.

Signature of Parent/Guardian

Date

Student Signature

Date

**Reynoldsburg City Schools
Media/Electronic Release Form**

Student's Name: _____ **Grade:** _____

Reynoldsburg City Schools may develop, participate in, or be the subject of media and/or electronic based Internet presentations such as the Reynoldsburg City Schools home page and events that highlight various educational activities that take place during the course of the school year. These presentations/events will include but will not be limited to the following:

- Videotapes
- Computer-generated presentations that may incorporate scanned photographs and video clips.
- Computer-based productions transmitted via telecommunications
- Photographs
- Web pages designed at school

These media-based presentations may be used in:

- Student recruitment presentation
- Faculty presentations
- The Reynoldsburg City Schools home page
- Staff development activities
- Media festivals
- Public relations (newspaper articles, TV presentations, etc.)

This release is made and entered into this _____ day of _____, 20____ between _____ (parent or guardian) and Reynoldsburg City Schools. The parent or guardian hereby represents that he/she is the legal guardian of _____ (student's name) and has the right to sign this release granting Reynoldsburg City Schools permission to use the student's name and/or voice, likeness and any or all of the audio or video footage in any of the Reynoldsburg City Schools or media-based productions for the above stated purpose.

X _____
Parent/Guardian Signature _____ Date

I, _____ (parent/guardian) **decline** consent granting Reynoldsburg City Schools permission to use my child's name, voice, or likeness in any of the circumstances as mentioned above.

Parent/Guardian Signature _____ Date

Reynoldsburg City Schools
Computer and Technology Acceptable Use Agreement
Students/Parents/Guardians

All Board policies are available in each school's administrative office and on the district website.

I have read, understand and agree to abide by the Network Acceptable Use Policy. I agree to report any misuse of the technology to the building principal or central office technology department and to cooperate in any investigations regarding security issues and/or improper or illegal uses of the technology. I understand that my technology account may be monitored. I agree to exercise responsibility by using my best efforts not to violate this Policy.

I understand that any violation of this Policy may subject me to restriction or termination of my access to district technology, discipline in accordance with the student handbook, other Board policies, referral to legal authorities, and/or other legal action.

By signing below, I agree to release Reynoldsburg City School District, its administrators, teachers, employees and Board members, from any claims or damages arising as a result of and in connection with my failure to follow school policies regarding use of the Network, including claims or damages arising from the student giving his/her user name or password to another student.

Student Name (Printed)	Student Signature	Date

If the student named above is under 18 years of age, a parent or legal guardian must complete the following:

PARENT/GUARDIAN PERMISSION FORM

As a parent or legal guardian of the minor student signing above, I grant permission for my daughter/son/ward to access district technologies, including networked computer services such as the Internet. I understand that individuals and families may be held liable for violations. I understand that some accessible materials may be objectionable, and I accept responsibility for setting and conveying standards for my daughter/son/ward to follow when selecting, sharing, or exploring information and media.

By signing below, I agree to release Reynoldsburg City School District, its administrators, teachers, employees and Board members, from any claims or damages arising as a result of and in connection with my child's/ward's failure to follow school policies regarding use of the Network, including claims or damages arising from the student giving his/her user name or password to another student.

Parent/Guardian Signature	Date
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Home Phone #	Student ID #
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Work Phone #	Student Date of Birth
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