



Student/Parent Handbook 2019 - 2020

**Hannah Ashton Middle School
1482 Jackson Street
Reynoldsburg, OH 43068
614-367-1530**

A School of Commitment and Excellence
REYNOLDSBURG CITY SCHOOLS

Dear Families of Hannah Ashton Middle School,

On behalf of the staff of Hannah Ashton Middle School, I am pleased to welcome you into our school community. We are enthusiastic about the year ahead and look forward to continuing the Reynoldsburg City Schools tradition of academic excellence. Our staff is dedicated to meet the needs of every individual and look forward to connecting with parents to ensure academic success.

Our goal is to help every child reach his/her maximum potential and to ensure that he/she makes at least one year's growth each year. To help each child reach his/her fullest potential, the school will provide both enrichment and intervention supports. We encourage you to communicate openly with us and get involved in your child's educational experience. Research shows that parental involvement in a child's education benefits the child greatly. Our staff values the partnerships with families and realize the impact of parental involvement. The middle school years are a time of transition. We realize that as students are entering the middle school level, they are growing and changing a great deal, as will the expectations for behavior and responsibility. We encourage you to help your child get the most from their time at HAMS because the benefits will be reaped for years ahead.

This handbook has been prepared to provide important information regarding school procedures. School rules and procedures have been established to make our school a safe, positive, and healthy environment for your children to grow academically, socially, and emotionally. Please review the information in this handbook with your student. If there are any questions or concerns regarding your child's progress, please feel free to contact me at (614) 367-1530. Your call is always welcome.

Working together,

Jamie Wilson
Principal

Board of Education
2019/ 2020

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ACADEMIC POLICIES AND PROCEDURES

ACADEMIC INTEGRITY

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers and plagiarism/internet plagiarism. Students who violate this policy will receive zero credit for assignments or work involved and may be subject to further disciplinary consequences.

ACADEMIC RECOGNITION

Distinguished Scholar awards will be given to students receiving a 4.0 GPA.

Honor Roll: Students receiving a GPA of 3.5 - 3.99.

Merit Roll: Students receiving a GPA of 3.0 - 3.49.

Students who achieve distinguished, merit, or honor status for the first three marking periods will be honored at the end of the year.

Perfect attendance students will also qualify for special recognition.

ACADEMIC REPORTS TO PARENTS

Students receive a report card four times each school year. Progress reports will be distributed for students who are in danger of failing. Students and parents have access to their grades, attendance and other information at any time through PowerSchool. Each family will receive their access codes at the beginning of the year. Please contact the school if you need assistance with PowerSchool. Below are the end dates for each of the grading quarters; reports cards will follow a week or so after these dates:

1st Quarter – October 18, 2019

2nd Quarter – December 20, 2019

3rd Quarter – March 6, 2020

4th Quarter – May 28, 2020

AGENDA BOOKS

Agenda books will be issued to all students. Students must use the agenda to keep track of homework, projects and assessments. Students must have a hall pass while in the hallway during instruction time. Agendas will be used as hall passes Agenda books may be replaced for \$5.00.

COLLEGE CREDIT PLUS COURSES

College Credit Plus courses will be weighted (0.5) 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.

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.

GRADING SCALE

The student grade point average is computed by using the point value for each letter grade earned as a quarter grade. Classes with a Pass/Fail grade do not calculate into the Grade Point Average.

Letter	Meaning	Explanation	Point Value
A	Demonstrating excellent and consistent achievement of grade level standards.	90% - 100%	4.0
B	Meeting grade level standards	80% – 89%	3.0
C	Progressing toward grade level standards.	70% – 79%	2.0
D	Demonstrating limited and/or inconsistent achievement of grade level standards.	60% – 69%	1.0
F	Demonstrating unsatisfactory and/or inconsistent achievement of grade level standards.	0% - 59%	0.0
Pass/Fail			
I	Incomplete work and/or assignments.		

HIGH SCHOOL CREDIT COURSES

Students have the opportunity to earn high school credit at the middle level. High school credit courses earn 1.0 regular credit and the grade earned will appear in the high school transcript and be included in the student's high school GPA.

High school credit grades are calculated by this formula:

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)

DROPPING A HIGH SCHOOL CREDIT 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.

HOMEWORK

Homework may be assigned to students that will be meaningful and beneficial to the student. It is the obligation of the student to communicate with the teacher regarding any problems with homework assignments. Homework may be recorded by the teacher as part of the student's grade. Homework is assigned to help students become self-reliant, learn to work independently, improve the skills which have been developed and complete projects.

INCOMPLETE ASSIGNMENT POLICY

Assignments missed because of excused absences 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.

Excused absences will allow students to earn credit for missed work. **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. However, 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. Students absent on the due date due will turn the project/paper in on the day they return to school.**

When an incomplete is assigned for the quarter, 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.

PROMOTION, PLACEMENT, and RETENTION PROCEDURES

Many factors are taken into consideration in the decision to retain, place, 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.

SCHEDULE CHANGES

All schedule changes must be approved by the principal. Our guidance counselor, teachers, students, parents or administrators may initiate schedule changes. Since any schedule change is liable to disrupt a number of classes or have other hidden implications, requests for changes are considered very carefully. Reasons for which schedule changes might be approved include: to improve class load balance, to change grouping if recommended by teacher or to improve a discipline situation. Schedule changes will not be approved for the following reasons: Do not like teacher or want to be with certain friends.

BIRTHDAY

The staff recognizes that birthdays are very special days for children. We want to help your child celebrate this special occasion; however, to protect students with health concerns including food allergies, please follow these guidelines:

1. Limit your treats to non-food items such as stickers, pencils, etc.
2. Refrain from sending flowers, balloons, or other special gifts to children during school hours.

STANDARDS-BASED GRADE REPORTING

The Standards-Based Report Card's purpose is to communicate to parents the achievement status of their child. Parents will know how students are doing on each Ohio Learning Standard. Students should constantly be monitoring their learning and the achievement report confirms for the student what he already should know about his strengths and weaknesses. The standards-based report card also separates academic achievement from work ethic and behavior.

Student achievement will be determined by examining a collection of student evidence to verify what one knows and is able to do at a given point in time. Evidence may be informal, such as teacher observation, or formal (written assessments, projects, portfolios, student demonstrations, etc.).

Student evidence will include both formative and summative assessment items to provide the most accurate picture of achievement.

- **Formative Assessments (Assessment FOR Learning)** occur while learning is still underway. They are used throughout the teaching and learning process to diagnose student needs, plan next steps in instruction and provide students with descriptive feedback they can use to improve. Any assignment or homework that is given to provide extra ***practice*** should be considered a learning activity and does not necessarily reflect a student's overall achievement. The results of student performance on formative assessments may be documented, but will not weigh as heavily as summative assessments when determining overall level of achievement. For example, a student should not be penalized for what they did not know the first time he was asked to practice a skill/concept. The key premise is, "Is the student improving over time?" Formative assessment is about getting better. Formative assessment is the **process**.
- **Summative Assessments (Assessment OF Learning)** occur after the learning has supposedly taken place. They measure student achievement, or mastery of standards, at a point in time. Summative assessments determine the knowledge, skills and understanding students have achieved as a result of classroom practice and instruction. Student achievement on the most recent summative assessments should be given greatest priority when determining overall student achievement in that skill/area. Summative assessment is the **product**.

Achievement marks show *overall* achievement levels on **Standards and Standard Statements** in each of the content areas: Language Arts (Reading, Writing, Speaking and Listening, and Language), Math, Science, and Social Studies.

Remember, the achievement marks are **NOT based on an average** of the assessments/assignments given, but rather reflect an average of the ***most consistent level*** of achievement with special consideration for the ***most recent evidence*** of learning. Teachers examine the learning along the way, but only factor in summative assignments and assessments into the final mark.

REYNOLDSBURG CITY SCHOOLS

Empowering leaders who impact the NOW and innovate the FUTURE



ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE

Research continually connects student attendance to student achievement. It is our philosophy that establishing positive attendance patterns will increase student achievement and encourage a life-long habit that will prepare students for the future. Make-up work cannot replace the learning activities that occur in our classrooms.

OHIO HOUSE BILL 410 DEFINITIONS

Attendance is now taken in terms of hours missed, not days absent. This means that every hour of school missed will be calculated and looked at as unexcused time missed and excused time missed from school. Each day of school equals six hours. If your child misses a certain amount of hours, by law, they can be considered *Excessively Absent* or *Habitually Truant*. If your child reaches either of these, the school is mandated to send home a letter notifying you of their absence status.

Excessively Absent Status

All hours missed from school (excused and unexcused), including late arrivals, early dismissals, and full day absences, count toward the excessive absence hours.

A student will become Excessively Absent if they reach one or more of the following:

- 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.

Habitually Truant Status

Only *unexcused hours* (including unexcused late arrivals, early dismissals and full day absences) count toward habitual truancy hours. If your child becomes Habitually Truant, the school is required by law to notify you in writing and invite you to meet with the school absence intervention team to develop an absence intervention plan for your child.

A student will become Habitually Truant if they reach one or more of the following:

- 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.

	Consecutive Hours	Hours per school month	Hours per school year
Habitual Truancy <i>(without legitimate excuse)</i>	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences <i>(with or without legitimate excuse)</i>		38 with or without legitimate excuse	65 with or without legitimate excuse

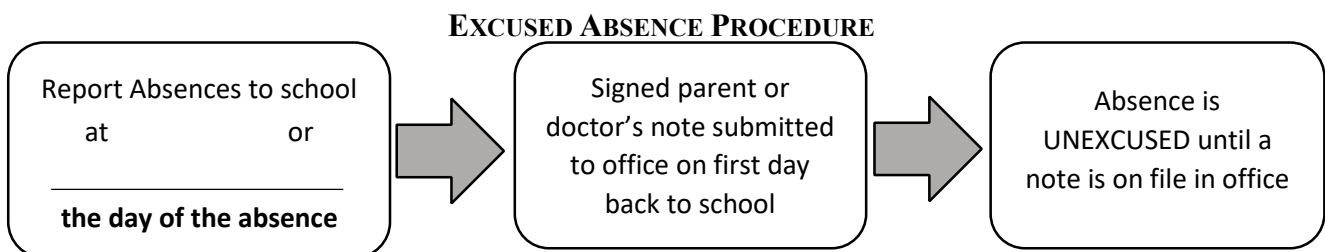
***According to the law, no student shall be suspended, expelled, or removed from school solely on the basis of unexcused absences. If the student becomes habitually truant and attendance does not improve within 60 days of the intervention plan being implemented, the school intervention team will decide if truancy needs to be filed on the student with Juvenile Court. However, during the 60 day plan, if the student reaches 30 or more consecutive unexcused absences, or 42 or more unexcused absences in one month, the truancy team is required by law to file truancy with the juvenile courts.**

For further information, refer to the RCSD Board Policy, or the Ohio Department of Education's website at: <https://education.ohio.gov/>

EXCUSED ABSENCES

The Board of Education Policy, in agreement with Ohio Revised Code Section 3321.04 and Ohio Administrative Code 3301-69-02, states the reasons for which students may be excused, including the following:

1. Illness of the student.
2. Illness in the student's family necessitating the presence of the student.
3. Quarantine of the home for a contagious disease deemed by a medical professional.
4. Death in the family.
5. Medical or dental appointment.
6. Observance of religious holidays.
7. Board approved activity/College visitation with proof of attendance.
8. Mandated court appearance.
9. Absences due to immigration circumstances.
10. Absences due to a student's placement in foster care.
11. Absences due to a student being homeless.
12. Emergency or other set circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.



1. Parents/Guardians are required to report all absences for their child by calling [614-367-1547](tel:614-367-1547) as soon as you know that your child will not be in school. State your child's first AND last name, your name and the reason for the absence in the message.
2. Before school begins on the first day of the student's return, the parent/guardian must:
 - a. Email the office at pshivener@reyn.org, amanda.tonjes@reyn.org with the following information: the student's first AND last name, the exact dates of the absence or tardy and the reason for the absence or tardy.

OR

- b. Write a note to the office with the following information: the student's first AND last name, the exact dates of the absence or tardy and the reason for the absence or tardy. The parent/guardian must sign the note and provide a daytime phone number where they can be reached. The note can be turned into the office by the parent/guardian or the student.
3. **A written parent note can excuse up to ten (10) absences per school year.** The 10 excuse notes can be used for full-day absences, early dismissals and late arrivals. *For example, if a parent emails the office saying their child was ill on 4/3/19, 4/4/19 and 4/5/19, this one excuse note would count as three (3) of the 10 parent excused days.*
4. Notes may only excuse absences from the reasons listed in the above excused absences section, which directly reflects the Board of Education Policy. A note from the parent/guardian must be on file in the office within three (3) school days of the absence or it will remain unexcused.
5. **All absences beyond those 10 parent excused absences require a signed note from a doctor, dentist or court official to be an excused absence.**
6. If the student has attended a mandated court hearing, or seen a medical provider for an illness, injury or appointment, the parent/guardian must obtain a school excuse from a court official or medical provider and turn it in to the office. The exact date(s) and reason for missing school must be provided in order for the absence to be excused. The excuse can also be faxed to the school office at _614-367-1549.

****There is no limit to the number of school excuses written by a medical provider or court official per school year.***

*****According to the law, when a student is absent from school, the school is required to make at least one attempt to contact the parent/guardian within 2 hours after the beginning of each school day. If the parent/guardian contacts the school within 2 hours after the beginning of the school day, the school is no longer obligated to make contact.***

STUDENT ILLNESS

If your child has a fever of 100 degrees or above, your child MUST stay home for 24 hours, after the fever has subsided without the use of medication to reduce the fever. Having a fever indicates that a child is infectious. This will enable your child to remain healthier at school as well as the other students in their classroom. In addition, if your child is vomiting or has diarrhea, we encourage your child to remain at home for 24 hours after symptoms have subsided.

For conjunctivitis (pinkeye), impetigo, or strep throat, the guidelines include 24 hours of antibiotic treatment prior to re-entering school.

If a student is sent home from school by the school nurse, the student will be given a notice with information on when he/she can return to school. This note will excuse the time missed from school only for the specific dates listed. Any additional days absent will require a signed doctor or parent note.

Reynoldsburg City Schools follows the Ohio Department of Health guidelines for all communicable diseases. For control measures, you can contact the ODH at 614-995-5599. Thank you for your assistance with keeping our children healthy.

PLANNED ABSENCES

The Board of Education Policy states that the Board strongly discourages absences from school for vacations or other non-emergency trips out of the District. In agreement with Ohio Administrative Code Section 330169-02, the Board will allow each student **ONE planned trip/vacation** of up to 30 consecutive hours (5 days) absent from school each year. **In order for this time to be excused, a Pre-Authorized Planned Absence Form must be filled out by the parent/guardian PRIOR to the planned absence.** *All planned absences, such as armed services testing, family trips and Take Your Child to Work Day,*

require the completion of this form. Once the Pre-Authorized Planned Absence Form is received, a note of this will be made on the student's absence log and reasonable efforts will be made to prepare a list of assignments for the student to do while absent.

Up to 30 additional consecutive hours (5 days) **may be excused** upon written request to the Superintendent/designee through the Pre-Authorized Planned Absence Form. Please note, this additional 30 hours can be added to the first 30, or it can be another separate trip. If this trip is NOT approved, these hours will be marked as UNEXCUSED absences and count toward truancy. **No more than 60 consecutive school hours can be excused at any time, however, the Superintendent/designee can make an exception under certain circumstances.**

UNEXCUSED ABSENCES

The following are examples of unexcused late arrivals or absences: oversleeping, missing the bus or a ride to school, car trouble and any other absence not defined as an excused absence in The Board of Education Policy. *Unexcused absences or late arrivals not cleared up within **three (3) school days** will remain unexcused.*

SCHOOL HOURS

In the interest of personal safety and for the protection of public and personal property, students may not be in the school building *prior* to 7:10am or *after* 1:55pm unless under the direct supervision of a staff member.

LATE ARRIVALS TO SCHOOL

If a student arrives at school *after* 7:25am, the student is late to school and must report to the office for a pass to enter class. All late arrivals, excused and unexcused, are recorded on the student's grade card and will be marked as an excused or unexcused partial-day absence (PDE or PDU). The minutes/hours missed from being late to school accumulate into the total amount of time missed per school year.

LATE TO CLASS

Students are responsible for being in their classrooms prior to the late arrival bell for each period. Failure to do so results in being marked late for that class. Disciplinary consequences for being late to class will be determined by your student's teacher or team of teachers.

EARLY DISMISSALS

A parent/guardian or an adult listed as the student's emergency contact must come into the main office with their ID to sign the student out of the building. At this time, the adult can provide a written note to the office in regards to why the student is leaving early from school.

REQUEST FOR HOMEWORK

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 five (5) school days under normal circumstances. When assignments are missed due to an absence, it is the responsibility of the student/parent/guardian to contact the teacher for make-up assignments immediately upon return to school. Homework assignment requests can be made through the office if the student has been out for three (3) or more school days. The person requesting the assignments must allow at least twenty-four (24) hours for the collection of assignments.

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. If the student is absent on the due date, they are expected to turn in the project/paper on the day of their return.

PERFECT ATTENDANCE

Perfect attendance is defined as being in attendance on time, and at school all day, every day of the school year.

Take Your Child to Work Day

Take your child to work day is not promoted or encourage by the school. This absence will count against perfect attendance.

Family Trips/Vacations

These days are unexcused absences. Policy JED states that the Board does not believe that students should be excused from school for non-emergency trips out of the District. The responsibility for such absence 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.

EARLY DISMISSAL

If your child must leave school early, we request that a note be given to the office on or before the day that the student is to be dismissed. When picking up the child, the parent must report to the office. If you call the office as you are leaving home, we will attempt to have your child in the office waiting.

ARRIVAL AND DISMISSAL

Arrival and dismissal can be hectic times of the day. It is important that we maintain order to assure student safety. Please arrive on time. Doors open at 7:15 a.m. (Please do not arrive at school before that time.)

- School begins promptly at 7:25 a.m.
- Have materials at school and ready for use.
- Upon arrival, students will either go to homeroom or the cafeteria for breakfast. This will be determined on the first day of school.
- Students are to be in their seats and ready to begin the day when the tardy bell rings at 7:25
- School ends at 1:55 p.m.
- After school dismissal will be in stages. Walkers and car riders will be picked up from the back parking lot.

TRAFFIC SAFETY

The streets and parking lot around the school are extremely busy at certain times during the school day. It is important for the safety of the children that they listen to and respect the directions given to them by the school staff.

*****All Car riders are to be dropped off and picked up from the back parking lot. Please DO NOT park on Broadwyn when dropping off or picking up students, as it is a No Parking Zone and parents run the risk of getting a ticket. *****

The fire lane in front of the school is a No Parking Zone. This is a designated lane for emergency vehicles and is also used for the loading and unloading of school buses.

Due to the amount of automobile and bus traffic at the school, we ask that all parents be aware of the proper traffic patterns when dropping off a child. It is important that our buses are not blocked by cars in the school parking lot.

If you are driving your child to and from school, please observe the parking and fire lane restrictions. Always park your vehicle in a designated PARKING SPACE ONLY and enter building from drop off and/or pick up of your child. Please be courteous to other drivers and walkers.

Please drive carefully through all areas of the parking lot. Children are not always watching for you. Please watch for them!

BRING YOUR OWN DEVICE EXPECTATIONS

Technology plays a large role in our students' lives. Personal devices can enhance and enrich learning opportunities both at home and at school. Hannah Ashton Middle School is committed to allowing responsible use of personal devices at school so as to provide as many pathways to understanding as possible for our students. If a teacher is using technology in a classroom lesson or activity, all students will be provided access to necessary devices. If you decide to allow your student to bring a personal learning device to school, it is permitted.



General Info

Access to the Reynoldsburg wireless network, whether with school-provided or personal devices, is filtered. However, access from personal devices is limited to Internet use only. Students will not have access to any documents that reside on the school network from their personal devices.

Access to the Reynoldsburg wireless network is a privilege, not a right.

Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the Reynoldsburg City School's network also allows administration to conduct investigations regarding inappropriate Internet use at any time.

Guidelines for use

- Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- The primary purpose, and only purpose, of the use of personal devices at school is educational.
- The use of a personal device is not to be a distraction in any way to teachers or students.
- The use of personal devices falls under Reynoldsburg City Schools' Acceptable Use Policy, found in

the student handbook.

- Students will refrain from using personal devices at school outside of their classroom unless otherwise directed by their teacher.
- Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online)

Consequences for Misuse/Disruption (one or more may apply):

- Device taken away for the period
- Device taken away and kept in the front office until parent picks it up
- Student is not allowed to use personal devices at school
- Disciplinary Referral

School Liability Statement

Students bring their devices to use at Hannah Ashton Middle School at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.

Hannah Ashton Middle School is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

STUDENT ASSIGNED DEVICES

Students at HAMS have the opportunity to use a school Chromebook during the school day.

- Students must take precautions to prevent damage to District devices (i.e. keep devices away from liquids, do not leave devices where they will be crushed or dropped, notify classroom teacher immediately if damage suspected etc.).

- Students will not install applications without the express permission of District administration. Students may not modify the configuration or circumvent security setting or Internet filtering.
- Devices may not be modified cosmetically; students will not write on the device or apply stickers to the device. Student may not remove District labels or asset tags from the device.

SCHOOL INFORMATION

BUILDING HOURS

Students may enter the school at 7:15 am. At 7:25 am all students must be in their first period classroom to avoid tardiness. All students should exit the building at 1:55 pm unless they are staying for a supervised school activity.

BUS REGULATIONS

Riding a school bus is a privilege. When riding a bus, you are expected to obey all rules established by the Board of Education. Failure to do so will result in disciplinary action. Such regulations also apply to athletic events, field trips and other student activities.

CAFETERIA EXPECTATIONS

1. All school rules apply during lunch periods.
2. All students must remain in their assigned Zone for the entire lunch period unless they have received permission from a staff member to go to another zone/location.
3. Laminated passes for office, locker, and clinic will be available for students to use when leaving the cafeteria for a special reason.
4. No students are to be in any non-designated area without permission.
5. All food to be purchased must remain on the serving line in plain sight of the cafeteria workers. Any food items put into pockets will be considered an attempt at theft.
6. All food and drinks must remain in the cafeteria.
7. Students will maintain an acceptable level of noise in the cafeteria.
8. Violation of the above rules may result in the assignment of lunch duty or detention.
9. Students shall remain seated during lunch. Students will raise their hand and get permission before leaving their seat.

COMMUNICATION

Two-way communication between school and families is integral for the continued development of our students. Communication will occur in the following ways:

- Email Newsletters: newsletters about school events will be emailed to the email addresses provided
- Website: our school website serves as the hub of all of our events. News items, a calendar and links to resources will be housed here.
- Social Media: our school, teams, and teacher Facebook pages and/or Twitter accounts will communicate various school related items
- PowerSchool: all student grades and progress is housed on PowerSchool. Teachers will update grades weekly.

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 (614-367-1530). **Please do not call your student on his or her personal cell phone.** Staff will make every attempt to get the message to your child. 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.

CONFERENCES

We encourage you to participate in parent-teacher conferences. Calendar scheduled Parent-Teacher Conferences will be held on four evenings during the school year. If a parent feels that a conference is needed at any other time throughout the school year additional conferences will be arranged.

Parent/Teacher Conference Days

October 29 and November 7, 2019 from 3 to 6:45 p.m.

February 6 and February 12, 2020 from 3 to 6:30 p.m.

DISTRIBUTION OF PRINTED MATERIAL AND CIRCULATION OF PETITIONS

The principal or assistant principal must be informed before printed material may be distributed or posted, or before petitions may be circulated. Students may not use force or use coercion in getting signatures. Students are responsible for cleaning up material they distribute or post.

Printed materials and petitions must:

1. Bear the name of the sponsoring organization;
2. Bear the name of one member;
3. Have a faculty advisor.

Printed materials and petitions must not:

1. Contain offensive language;
2. Contain libelous statements;
3. Contain wording that may incite students;
4. Create any dangerous or disruptive situation.

FIELD TRIPS AND ASSEMBLIES

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. At assemblies, students will sit in areas designated by school staff. No inappropriate talking, noises, or remarks will be tolerated. Assemblies and field trips are privileges. Students who do not demonstrate appropriate behavior may be excluded from field trips and assemblies.

FOOD SERVICES

Students may bring a packed lunch or purchase a hot lunch from the school cafeteria. Menus will be published at the beginning of the school year. Copies of the school lunch menu will be sent home with the students and will also be posted on the school website. Please make checks payable to Hannah Ashton Middle School.

Full school lunches for grades 5 through 8 cost \$2.50. Milk only can be purchased for \$.50.

If your child has any food allergies or dairy restrictions the form on the following page must be completed and returned to the school cafeteria or office.

Please be mindful of your child's need for lunch during the school day. Be sure your child has either a packed lunch or money on their student account. If a student forgets his/her lunch, we will provide a peanut butter and/or jelly sandwich and a drink for the student.

Free & Reduced Price Lunch/ Breakfast

Some children might qualify for free or reduced-price meals through a federal program. Please complete the Free/Reduced Lunch Application (one per family) and return it to your child's school or the district office, 7244 E. Main Street, Reynoldsburg, OH 43068.

Breakfast

The breakfast price for all students is \$1. Students who qualify for free or reduced lunch will also qualify for free or reduced breakfast.

Children who eat breakfast at the start of their school day have higher math and reading scores, have broader vocabularies, and perform better on standardized tests. They focus better, behave better, and are more cooperative and get along better with classmates. Children who eat breakfast are less likely to be absent and less likely to see the school nurse and be overweight.

School breakfasts must meet the applicable recommendations of the Dietary Guidelines for Americans which recommend that no more than 30 percent of an individual's calories come from fat, and less than 10 percent from saturated fat. In addition, breakfasts must provide one-fourth of the Recommended Dietary Allowance for protein, calcium, iron, Vitamin A, Vitamin C and calories.

Lunch

Students may bring a packed lunch or purchase a hot lunch from the school cafeteria. Full school lunches for grades 5 through 8 cost \$2.75. Milk only can be purchased for \$.50.

If your child has any food allergies or dairy restrictions the form on the following page must be completed and returned to the school cafeteria or office.

Please be mindful of your child's need for lunch during the school day. Be sure your child has either a packed lunch or money on their student account. If a student forgets his/her lunch, we will provide with a cheese sandwich and a drink.

IDENTIFICATION CARDS

Each student will be issued a student ID. This ID Card is required to check out material from the Library and is required to purchase breakfast and lunch in the cafeteria. Students are required to carry their ID card at school. 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.

Release of Information

It is Ohio law that certain information concerning staff and students must be released if requested. This information is considered Direction 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 school 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 school principal.

LOCKS AND LOCKERS

Each student will receive a locker for his/her books and supplies. School lockers DO NOT have built-in locks. Students will need to purchase a pad lock to secure their personal belongings. Lockers will be assigned the first week of school. The school is not responsible for lost or stolen items. Students are to occupy ONLY the locker assigned to them. Sharing lockers could result in disciplinary action.

Although provided for students' use, lockers are the property of Hannah Ashton Middle School and are thereby subject to search and seizure regulations by school authorities. Students possess the right of privacy as well as freedom from unreasonable search and seizure of property. The student's individual rights, however, are balanced by the school's responsibility to protect the health, safety, and welfare of its students.

LOST AND FOUND

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.

LUNCH DETENTION

Students may have their lunchtime privileges removed for violating the established school rules or Code of Conduct. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. The student will report to an assigned room during his/her lunchtime with their lunch and remain in the assigned room for the lunchtime. Parents will be notified when their student has been assigned a Lunch Detention an excessive number of times. Failure to serve a Lunch Detention will result in the assignment of a Before-School Detention.

Health Services

Our schools have a health clinic available to students who have medical needs during the school day. The school nurse or her designee will assist the child and determine the immediate medical need. 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 emergency.

It is our policy that any student found with **pediculosis (lice)** shall be excluded from attending school until he/she has been treated with an effective pediculicide. Prior to returning to school, the student and parent must meet with the school nurse to determine that the student is free of infestation.

All infectious diseases must be reported to the school nurse or health aide in a timely manner. It is then the school nurse's responsibility to report this information to the Board of Health.

7th grade students are required to have the TDAP and meningococcal vaccine and provide documentation to the office prior to the start of the school year. Students risk being excluded from school if documentation is not provided.

MEDICATION

School personnel shall not diagnose and should not administer any medication unless the district form for dispensing medication is on file in the school clinic, located in the main office. The administration may approve a parental note on a temporary basis.

Prescription Medication

Both the child's physician and the parent must submit written requests on the designated form for the medication to be given at school. The parent must deliver the medication to the 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.

Non-prescription Medication

Non-prescription medication, including Tylenol or other pain relieving medication, cannot be given to students unless the parent has submitted the designated form for the medication to be administered. The appropriate forms can be picked up in the school office. Non-prescription medication is brought to the school in the original container. Do not send medication in baggies or envelopes.

Your student may bring cough drops to use as needed. The office will not provide these.

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 the 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 do not allow skateboards, rollerblades, shoes with wheels, or scooters to be brought or worn to school. No jumping from swings.

PTO

Our school has a Parent/Teacher Organization that is very active in working to bring special activities such as Raider Nights. Information regarding membership in this organization can be obtained from the school office. The scheduled meetings appear on the calendar.

SCHOOL OFFICE

The office is a place to transact school business and every student is welcome to come in for that purpose. The principal, assistant principal, specialists and secretaries are housed in the office and are willing to help with any problem you have during the school day. When reporting to the office, please remember the following:

- When in the office, be courteous.
- If you are requested to report to the office, report directly to the office.
- You must obtain a pass from your teacher to visit the office.

SOCIAL ACTIVITIES

Activities are scheduled periodically and admission will be charged at most events to defray the costs and to provide funds for the sponsoring organization.

Students will be expected to demonstrate the same high standards of conduct at social activities as they are at school. Failure to do so may result in restriction from future activities. In general, social activity guidelines are as follows:

- Students will not be permitted to leave a social activity early without parent pickup.
- Students must be picked up from a social activity within 30 minutes after its release.
- Inappropriate dress will result in refusal of admission.
- All adopted Reynoldsburg City Schools policies regarding student conduct and behavior will be enforced at all school social activities.
- Students who accumulate disciplinary referrals will be restricted from social activities.
- Students must be in attendance at school for the full day the activity is scheduled.

STUDENT SAFETY

1. When entering and exiting the building, sidewalks need to be used at all times.
2. Parents must present a prior written note in order for their child to be transported by anyone other than themselves or the school. Only the custodial parent may issue this note.
3. Students are expected to use the right half of the hallway when moving through the building.
4. During school hours, students are expected to be on school premises and in their designated area.

VISITORS and GUESTS

We welcome parents visiting Hannah Ashton Middle School. If you wish to follow your child's schedule or visit a classroom, please call and schedule the time with the teacher at least 24 hours ahead of time. All conferences must be scheduled ahead of time.

1. All visitors and parents must obtain a visitor's pass from the office immediately upon entering the building.
2. Anyone who is not a HAMS student may not be on campus property before, during, or after school unless specific arrangements have been made with school staff prior to the visit.
3. Students are not required to see visitors they do not wish to see unless there is a court order to the contrary.
4. Any parent/guardian who wishes to have lunch with his/her student will not be permitted to eat in the cafeteria unless (s)he is fingerprinted and clears a background check through the Board Office.
5. Hannah Ashton Middle School will not accept non-emergency or non-academic deliveries. These items include but are not limited to, floral deliveries, balloon deliveries and food deliveries.

VOLUNTEERS

Volunteers in our school provide an invaluable service to our students and staff members. We have many school activities that rely upon the services provided by volunteers. We appreciate the role of the volunteer in our schools and encourage you to contact the building principal or your child's teacher if you are available to help in any way. In Reynoldsburg, any volunteer who might supervise a student or group of students must have the same background checks as our employees. The background checks are conducted at the district office at no cost to you. Background checks are good for five years.

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,
- and recognizing that each person is different and has an individual contribution to make to the community.

STUDENT CODE OF CONDUCT

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 building administrators are charged with the overall control and discipline of all students in his/her building. 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 RCS 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

The 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 for the following behaviors may include a variety of options, such as notify parents, restrictions, in school suspension, notify police, assign student 10 days out of school suspension, with a recommendation for expulsion.

CODE 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."

LEVEL 1

R01 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. Academic Misconduct 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.

R02 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 that causes or attempts to cause disruption or obstruction to the normal classroom operation.

R03 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. Abuse of language directed at staff member or student will be treated more severely.

R04 Public Display of Affection

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.

R05 Dress Code - RCS Board Policy

[SCHOOL DRESS CODE](#)

In order to promote school safety and provide a healthy and respectful educational environment, all students in grades kindergarten through twelve shall adhere to this dress code policy. The objective of this dress code is to provide an appropriate, safe and respectful educational environment while allowing students to dress comfortably, within limits, to

facilitate learning. The District expects students to maintain the type of appearance that is not distracting to students, teachers or the educational process of the schools. The final determination of a student's adherence to the dress code will be made by the school administration.

Parents/guardians share equal responsibility with their child for the student's adherence to the dress code policy. Administration and faculty, together, are responsible for enforcement of the dress code. The dress code is enforced at school and school functions not open to the public. The decision of the principal is final with regard to dress code violations.

When dress or grooming interferes with the cleanliness, health, welfare or safety of students, or when dress or grooming disrupts the educational process by being distracting, indecent, or inappropriate, it is prohibited. Clothing must be worn as designed and appropriately sized.

As new trends in fashion or dress emerge or become out of date, the District reviews and revises the dress code to reflect the standards of the community.

Based on input received from principals, staff, and parents, the required dress code shall consist of the following clothing:

GENERAL GUIDELINES

1. No clothing is permitted that promotes drugs, alcohol, tobacco, sex, violence or is offensive or degrading.
2. No clothing associated with gangs.
3. No clothing that exposes underwear or excessive skin, or is transparent or "see-through".
4. No clothing long enough to drag on the ground.
5. No sunglasses unless prescribed in writing by a medical doctor for indoor wear.
6. No chain wallets or chains that could be dangerous to persons or destructive to school property.
7. No flip-flops, house shoes or slippers.
8. No blankets.
- 9.

GRADES 5TH THROUGH 12TH

SCHOOL IDENTIFICATION

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

PANTS, SHORTS, CAPRIS, SKORTS AND DRESSES

1. No pajama pants.
2. No excessive holes, rips or tears such that the educational environment could be disrupted.
3. Must be worn at the waist. The waist is determined as the hip bone to the bottom of the rib cage.
4. Shorts, capris, skorts, and dresses cannot be shorter than two (2) inches above the knee.
5. Pants cannot drag on the floor.

6. No slits in skirts or dresses shall be higher than two (2) inches above the knee.

TOPS

1. No sleeveless tops, including tank tops. Dresses must also have sleeves.
2. No form-fitting or oversized baggy shirts.
3. No fabrics so sheer as to allow underwear and/or excessive skin to be visible thus disrupting a positive learning environment.
4. No undershirts.
5. Sweatshirts with hoods will only be permissible so long as hoods are not worn in the building.
6. All tops must meet bottoms. Torso cannot be exposed.
7. No low-cut, scoop or plunging necklines. No more than two (2) inches below the collar bone may be exposed.
8. Dresses that do not meet the requirements for tops must be worn with a top/covering that does.
9. No coats or cold weather jackets worn during the school day unless permission is granted.

HEAD COVERINGS

1. No hats, caps, scarves, do-rags or headbands.
2. No head coverings except for religious purposes. The student (and if under the age of 18, the parent and the student) is to notify the school authorities of the religious practice in order to prevent the student from being questioned about the attire.
3. 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.

U.S. Const. Amend. I
R.C. 3313.20; 3313.665

LEVEL 2

R06 Disruption of School/Persistent Disorderly/Repeated Violations

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. A student shall not persist in inappropriate behavior or escalate to a point of danger to self or others.

R07 Failure to Serve

A student shall not fail to report, report on time or serve the full duration of consequences.

R08 Forgery and Falsification

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.

R09 Gambling

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.

R10 Bullying, Harassment, Intimidation and Dating Violence

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student, more than once and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. The intentional act includes violence within a dating relationship. 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 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.

R11 Insubordination/Disrespect

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).

R12 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, retaliating against any person, either directly or indirectly for filing a complaint or participating in the evaluation, or sharing information about ongoing or current investigations (to include via social media, text message or other electronic mediums).

R13 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.

R14 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.

R15 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.

R16 Possession of Unauthorized Devices/Inappropriate Materials/ Personal Electronic Devices (Cell Phones)

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. 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. **The school will not investigate lost or stolen unauthorized devices.**

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*.

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 with other students 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.

R17 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.

R18 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.

R19 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.

R20 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.

R21 Trespassing/Aiding in Trespassing and Skipping/Leave School Grounds

A student shall not leave school grounds, 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.

R22 Hate Speech

A student shall not make verbal remarks regarding racial slurs, sexual orientation or religious beliefs 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.

R23 Social Media Use

Students shall not commit a harmful or aggressive electronic act toward another student or staff member, including the use of social media platform. An electronic act encompasses the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

LEVEL 3

R24 **Assault/Bodily Injury**

A student shall not knowingly or with reckless disregard cause physical harm, or threaten to cause physical harm, to any person. (16 USCA 1365 (h)(4), the term (“bodily injury” means— (A) a cut, abrasion, bruise, burn, or disfigurement; (B) physical pain; (C) illness; (D) impairment of the function of a bodily member, organ, or mental faculty; or (E) any other injury to the body, no matter how temporary.)

R25 **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(h)).

R26 **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-alike” 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.

R27 Drugs

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

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

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 and the medication must be kept in the clinic unless the requirements for self-possession of emergency medication are followed. 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.

R28 Fighting

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.

R29 Hazing (See the Attached Guidelines at the End of Handbook) /Extortion

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

R30 Sexual Misconduct

A range of sexual contact that includes 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 is sufficiently severe, persistent and pervasive and pervasive that it creates an intimidating, hostile or offensive educational environment.

R31 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.

R32 Alcohol

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.

R33 False Alarms/Bomb Threats/Tampering with Emergency Equipment

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.

R34 Gang Related Behavior

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.

Bus Behavior Protocol

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 when students fail to follow bus rules. These measures will be implemented upon violation of the District's 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*. Consequences may be adjusted at the discretion of the Administrator.

MINOR

First Minor Offense	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.
Second Minor Offense	Written warning and a copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the parents or guardians <i>and</i> the school by the Transportation Department.
Third Minor Offense	<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.
Fourth Minor Offense	May result in a loss of all riding privileges up to 3 days. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.
Fifth Minor Offense	May result in a loss of all riding privileges up to 5 days. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.

Sixth Minor Offense	May result in a loss of all riding privileges for 10 days. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.
Seventh Minor Offense	May result in a loss of all riding privileges for the remainder of the school year. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.

MAJOR

First Major Offense	May result in a loss of all riding privileges up to 3 days. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.
Second Major Offense	May result in a loss of all riding privileges up to 5 days. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.
Third Major Offense	May result in a loss of all riding privileges for 10 days. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.
Fourth Major Offense	May result in a loss of all riding privileges for the remainder of the school year. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.

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

File: JFCF

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.

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

HAZING AND BULLYING
(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.

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.

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.

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.

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.

[Adoption date: March 20, 2012]