

Herbert Mills STEAM Elementary

2018-2019 Learner Handbook



Website: http://www.reyn.org/herbertmillselementary_home.aspx

**6826 Retton Road
Reynoldsburg, Ohio 43068
Telephone: (614) 367-2160
Fax: (614) 367-2168**

Principal:
Mary Ellen Weeks
maryellen.weeks@reyn.org

Welcome Students and Families!

Herbert Mills STEAM Elementary faculty and staff extend a warm welcome to our learners and their families as they become part of the part of our school community. We believe that learners in our educational community will be provided with ample opportunities to explore, learn, grow and be challenged in a safe, nurturing environment.

Strong parent partnerships and open communication are essential for student success. We look forward to working with you this year to develop your child's maximum potential. Also, we encourage your direct and frequent participation in activities at the school to make Herbert Mills STEAM Elementary a better place for everyone. Remember that you can stay connected through our website, classroom web pages, Twitter, and Facebook.

Reynoldsburg City School District maintains a reputation for academic excellence and we look forward to continuing this tradition. We are excited for the year ahead and the opportunity to help all our learners experience academic and personal growth!

The information in this booklet has been compiled to help our learners and their families better understand our school and become an integral part of it. This guide will also assist learners and their families in understanding school policies, procedures, programs and expectations.

If you have any questions, or if I can be of any assistance, don't hesitate to contact me at maryellen.weeks@reyn.org or 614-367-2160.

I am looking forward to a **FANTASTIC** year!

Mary Ellen Weeks
Principal



The Reynoldsburg Board of Education

The current members of the Reynoldsburg Board of Education are:

Joe Begeny, President
Debbie Dunlap, Vice-President
Robert Barga
Jeni Quesenberry
Neal Whitman

Superintendent
Melvin Brown

Treasurer
Tammira Miller



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


The regular meetings of the Reynoldsburg Board of Education are generally held on the third Tuesday of every month.

Meetings are held at Reynoldsburg City Hall at 6:30 p.m. Sometimes a meeting will need to be moved to an alternate location. Notice of any change of location and time will appear in the local newspapers.

The Reynoldsburg Compact on Respect

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

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

REYNOLDSBURG CITY SCHOOL DISTRICT 2019-2020 SCHOOL CALENDAR												#3											
AUGUST						August 2019						JANUARY											
S	M	T	W	T	F	S	14	Inservice Half Day	S	M	T	W	T	F	S	1	2	3	4				
				1	2	3	15	Inservice Full Day				1	2	3	4								
4	5	6	7	8	9	10	16	Inservice Full Day	5	6	7	8	9	10	11								
11	12	13	14	15	16	17	19	First Day of School	12	13	14	15	16	17	18								
18	19	20	21	22	23	24			19	20	21	22	23	24	25								
25	26	27	28	29	30	31	September 2019						26	27	28	29	30	31					
SEPTEMBER						October 2019						FEBRUARY											
S	M	T	W	T	F	S	2	Labor Day - No School	S	M	T	W	T	F	S								
							11	2 Hour Early Release: Teacher PD															
1	2	3	4	5	6	7	9	2 Hour Late Arrival: Teacher PD							1								
8	9	10	11	12	13	14	18	End of Grading Period	2	3	4	5	6	7	8								
15	16	17	18	19	20	21	25	Inservice - No School	9	10	11	12	13	14	15								
22	23	24	25	26	27	28	November 2019						16	17	18	19	20	21	22				
29	30						4	Conference Day - No School	23	24	25	26	27	28	29								
OCTOBER						December 2019						MARCH											
S	M	T	W	T	F	S	27-29	No School - Thanksgiving Break	S	M	T	W	T	F	S								
		1	2	3	4	5	13	Inservice - No School															
6	7	8	9	10	11	12	20	End of Grading Period	1	2	3	4	5	6	7								
13	14	15	16	17	18	19	23-31	Winter Break	8	9	10	11	12	13	14								
20	21	22	23	24	25	26	January 2020						15	16	17	18	19	20	21				
27	28	29	30	31			1-2	Winter Break	22	23	24	25	26	27	28								
NOVEMBER						February 2019						APRIL											
S	M	T	W	T	F	S	12	2 Hour Late Arrival: Teacher PD	S	M	T	W	T	F	S								
					1	2	14	Conference Day - No School															
3	4	5	6	7	8	9	17	President's Day - No School	5	6	7	8	9	10	11								
10	11	12	13	14	15	16	March 2020						12	13	14	15	16	17	18				
17	18	19	20	21	22	23	6	End of Grading Period	19	20	21	22	23	24	25								
24	25	26	27	28	29	30	23-27	Spring Break	26	27	28	29	30										
DECEMBER						April 2020						MAY											
S	M	T	W	T	F	S			S	M	T	W	T	F	S								
							10	No School															
1	2	3	4	5	6	7	13	No School															
8	9	10	11	12	13	14	May 2020						10	11	12	13	14	15	16				
15	16	17	18	19	20	21	25	Memorial Day	17	18	19	20	21	22	23								
22	23	24	25	26	27	28	28	Last Day of School	24	25	26	27	28	29	30								
29	30	31					29	Inservice Half Day	31														
KEY												Graduation											
Yellow	Inservice No School											Tentative: May 19th, 2020											
Red	Schools Closed											7:00pm											
Green	Conference Days																						
Orange	Grading Period																						
Blue	First/Last Days of School																						
Purple	2 Hour Late Arrival																						
Brown	2 Hour Early Release																						

**Conferences: Tuesday, October 8 & Thursday, October 10, 2019
Thursday, February 6 & Tuesday, February 11, 2020**

The School Day

- 7:55 AM** **Doors open; no supervision for students before this time**
- 8:05 AM** **School day begins for morning kindergarten and grades 1-4**
Any student entering the classroom after the morning bell is considered tardy; *Students who are tardy should be brought to the office by the parent and signed in before going to class*
- 10:45 AM** **3rd grade LUNCH**
- 10:55 AM** **Morning kindergarten dismissal**
- 11:00 AM** **4th grade LUNCH**
- 11:45 AM** **School day begins for afternoon kindergarten.**
- 11:30 AM** **1st grade LUNCH**
- 11:45 AM** **2nd grade LUNCH**
- 2:35 PM** **Dismissal**

**Children are not allowed on the playground
prior to and/or after the school day without parent supervision.**



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.**

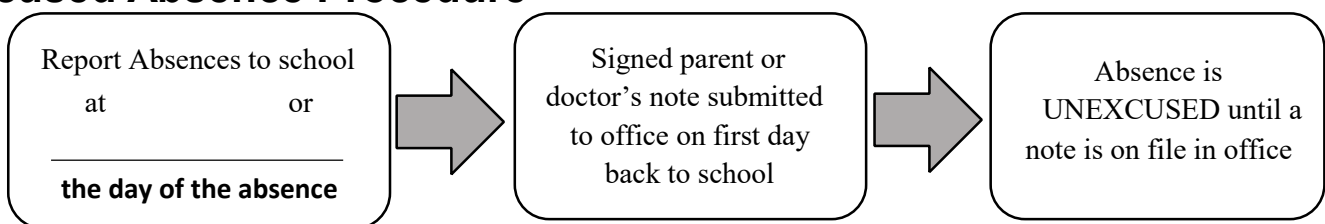
For further information, refer to the RCSD Board Policy, or the Ohio Department of Education's website at: <https://education.ohio.gov/>

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.

Excused Absence Procedure



1. Parents/Guardians are required to report all absences for their child by calling 614-367-2160 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 jenny.russell@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 614-367-2168.

****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 7:55am or after 2:35pm* unless under the direct supervision of a staff member.

Late Arrivals to School

If a student arrives at school *after 8:05am*, 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.

Family Trips/Vacations

The Board strongly discourages absence from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. Parents may pick up and fill out a "Notification of Extended Absence" form from the school office.

Safe School Policy

In an effort to keep our school as safe and secure as possible, **all exterior doors will remain locked at all times.** Only the main front entrance doors are open.



Main Office

The doors to the school office will remain locked at all times. All visitors/parents need to wait to be allowed access into the office. If there is an unfamiliar face at the door, he/she will be asked to use the intercom system to communicate with the office prior to being let in. Our secretary is not always behind her desk, so we thank you for your patience as you wait to be let in. **We ask our students not to open any exterior doors for anyone.**

Dropping Off Items to Students

If you drop off anything, or need to get something to your child, we ask that you put your student's name and teacher on it and leave the item(s) in the office and we will get it to the classroom for you. If you would like to see or speak to your child, we will be happy to call your child down to the office. We want to encourage their independence and have them walk to class on their own.

Volunteers/Special Visitors

If you are volunteering or visiting the class for a special activity, please show your ID and sign in at the front desk and be sure to sign out when you leave.

Emergency Closing

In the event of an emergency, it may be necessary to close school for the day. Such announcements will be made within one hour prior to the school day. If the school is closed due to inclement weather, school will reopen the following day unless further closing announcements are made. Please check your local television and radio stations for updates.

2-Hour Delays

During a 2-hour delay, students in grades 1-4 start at 10:05 a.m. Morning kindergarten will be cancelled. Please note that bus pick-up times will be delayed by two hours in the morning as well. During 2-hour delays, afternoon kindergarten buses will run ½ hr. behind.

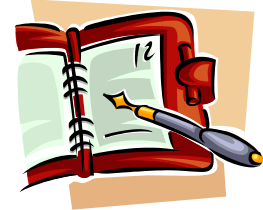
Contacting the School



We understand that there may be times in which the parent must contact the student during the school day. Please call the general telephone number of the school **#614-367-1950** and the office personnel will relay the message to the student. Teachers cannot receive phone calls during instructional time unless it is an emergency. It is important that we limit as many disruptions to the classroom as possible. **Please understand that we cannot accept changes to transportation after 2:00 pm as it presents safety concerns.**

Contact Information / Update Residency & Custody

If a family's address and/or telephone number changes, this information must be reported to the school as soon as possible. Up-to-date information allows for effective communication, especially in times of emergency.



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

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

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

Release of Information

Ohio law states that certain information concerning staff and students must be released if requested. This information is considered "Directory Information." "Directory Information" includes such things 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 or fill out a Media/Electronic Release Form available at the school office.**

Withdrawal Policy

When you know that you are moving out of the Reynoldsburg City Schools area you need to contact the school office and complete a withdrawal form. If you are moving within our school district and wish to remain at Herbert Mills STEM Elementary for the remainder of the school year you will need to get approval from the school administrator, update your new address and turn in necessary paperwork with the Central Registration Office.

If you move without withdrawing your child, he/she will be marked absent for all days missed. If we do not receive a records request from your child's new school within 2 weeks your child may be reported to authorities as a missing person.

Grading

Mastery of the state academic content standards is measured over the course of the year. Learners are also expected to demonstrate excellence in our core habits. 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 achievement reports will be issued quarterly and will indicate how students are performing on academic goals.

Food Services

Students may bring a packed lunch or purchase a hot lunch from the school cafeteria. **Full school lunches cost \$2.25 each day. Extra milk costs \$.50.** This school year we will be charging for breakfast for any child who wishes to participate in our breakfast meal.

Breakfast will cost \$1.00 each day or \$0.30 if eligible for reduced lunch prices. We encourage parents to use our online meal account system called PayForIt.net or the new smartphone mobile app to put money on a student account. The link to access the online payment system can be found at www.reyn.org

Our cafeteria payment system is fully automated, requiring students to type or scan their 6-digit student identification numbers to access their accounts. Please help your children by reviewing their numbers with them and keeping an adequate balance on the accounts.

Reynoldsburg Schools federally supported school lunch program provides one-third of a child's daily nutritional needs in every meal. Lunches include 2 oz. of meat or alternative source of protein, 2/3 cup of fruit and/or vegetables, grains, and 8 fluid oz. of milk.

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

Children from families whose income is at or below specified levels are eligible for free meals or meals at a reduced price of \$0.40. You can now apply for free and reduced school meals online! The process is quick, easy and free. The link to apply online can be found on our www.Reyn.org website. Should you need a paper application form, please contact the school office.

Please send all lunch money to school in a baggie or sealed envelope with the student's name written on the outside.

We are pleased to announce that the Reynoldsburg Food Service Department launched a new menu platform! We are using Nutrislice software to provide an interactive, real-time, and app friendly menu. It also has real time info on allergens in foods and carb counts of all foods. The link to the menu platform can be found on our www.Reyn.org website. In addition, the yearly menu is posted on the school website at www.reyn.org.

Lunchroom Expectations:

1. Come in quietly and find a seat (packing) or line up to purchase lunch.
2. Once seated, please remain seated.
3. Raise hand if you need something (extra condiment, napkin, restroom, etc.)
4. No sharing or trading food at your table. If you have something that you do not want, or that you did not use that is unopened (milk, chips, silverware packets, etc.) Raise your hand and you can place it at the Share Station.
5. Students who may want seconds of something, can raise hand and ask to do so.
6. Restroom breaks during lunch are emergency use only.
7. Talk quietly (inside voices)© . Demonstrate RESPONSIBILITY.

Student Birthdays

We love to celebrate birthdays, however, due to our high number of students who have severe allergies, we are asking families to not bring in any food items.

Stickers, pencils, trinkets, etc. are acceptable, if you wish.

Please check with your child's teacher prior to sending in any items. Thank you

Third Grade Reading Guarantee

The Third Grade Reading Guarantee from the Ohio Department of Education came into effect for the 2012-13 school year and continues for the 2018-19 school year. This sets into place guidelines for assessment, intervention and promotion/retention into the next grade level. For the most current information on what this law means for Herbert Mills STEM Elementary visit the link below:

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

Academic-Related Services

Our school has four nine-week grading periods. An academic report will be sent home approximately one week after the end of the grading period.

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

We encourage you to participate in parent-teacher conferences. Calendar scheduled Parent-Teacher Conferences will be held two times during the school year. If the teacher or parent feels that a conference is needed at any other time contact between the teacher and parent should be made to schedule the conference.

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

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

Kindergarten Eligibility – Children may be enrolled in kindergarten if they are five years of age on or before September 30. Please contact the district Welcome Center at (614) 501-1033 for further information.

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

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

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

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

Our school has a Response to Intervention process (RTI). The purpose of the RTI is to accept referrals made by parents or school personnel who have concerns about a student's academic performance, emotional, social or behavioral problems. The team consists of classroom teacher, administrators, parents and other appropriate school personnel.

Other Services

A lost and found is currently located outside our cafeteria area. If your student is missing an item, please look for it there. Unclaimed items are donated to charity at the end of the school year. We encourage parents to label items that your child brings to school.

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

Building Usage – Some of our school facilities are available for private use. If you wish to use a school facility for an activity please contact the school office to find out how to request building use. There is a nominal charge for the use of a school facility.

Playground Safety

We closely monitor all activities on the school playground. There will be supervision on the playgrounds at all times. Students will be made aware of importance of safety and behavior both while in the classroom and out of the classroom. Teachers will review the playground rules with their classes. For the reasons of safety, we have disallowed skateboards, rollerblades or scooters to be brought to school. The following guidelines are enforced:

- Students are not permitted on the playground unless a teacher is on duty.
- Fighting, tackling (including football), and rough play are not permitted.
- Flips, unsafe movements, and running are not permitted on the equipment.
- Hard balls, such as baseballs, are not permitted.
- Students may not throw snow or ice.
- Only basketballs and playground balls may be used on the blacktop. All other balls are to be used in the field.
- Students are not permitted to bring in sports equipment from home to use at recess.
- Electronic devices are not permitted to be used at outdoor recess.

Students are not permitted on the gym floor without proper footwear (gym shoes or shoes with rubber soles). Additionally, all children at Herbert Mills STEM Elementary must wear safe, appropriate footwear that fastens securely across the back of the heel.

Students should always be properly clothed for daily outside recess. **Indoor recess will be announced to the classes if either the temperature or wind chill is below 20 degrees Fahrenheit or outdoor conditions do not permit safe play.**

Electronic Games & Cell Phones

Electronic devices may be brought to school for academic purposes. Electronic devices are the responsibility of the student and we will not be responsible for stolen, broken, or misplaced devices. Students who choose to bring an electronic device will be held accountable to the computer and technology acceptable use policy for Reynoldsburg City Schools. Devices will not be permitted at lunch or outside at recess.

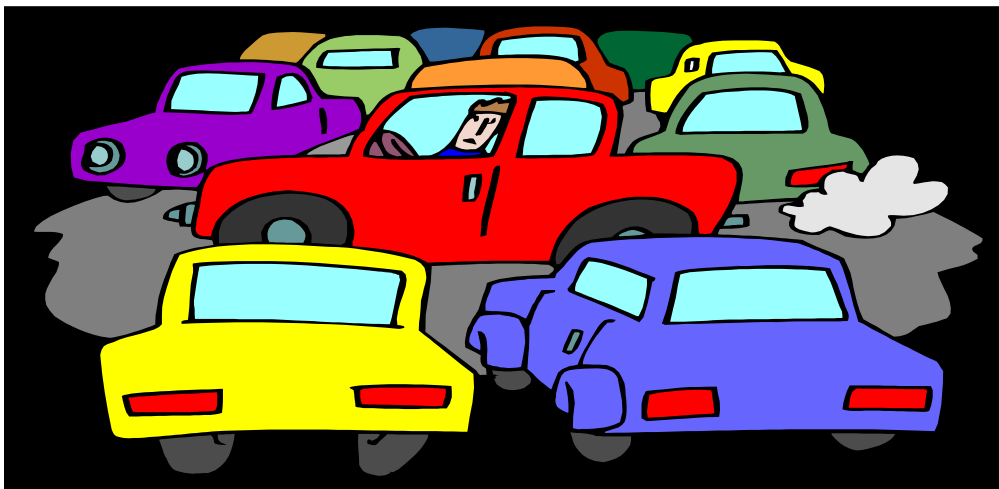
Traffic Safety

The streets and parking lots 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.

Due to the amount of traffic at the school we ask that all parents be aware of the proper traffic patterns when dropping off a child. **RCSD buses ONLY will enter the west parking lot.**

All daycare vans and all other students being picked up by vehicle should enter the loop located to the east of the front entrance of Herbert Mills STEM Elementary, and pull forward as directed by staff. Display the name of the children you are picking up in the passenger window on the orange card provided by the school. If you need additional car pick up signs, please contact the school office. If you do not wish to wait in line for your child to be loaded into your car, you will need to park in the main parking lot and walk up to the doors to get your child. **You MUST have an orange card whether you are picking up your child in the car line or from the walker area.** The only exception to this is if you are signing them out from the office. We do not allow children to walk into the parking lot without a parent due to safety concerns.

Unless you are picking your child up early from school, please **do not** park your vehicle in the visitor parking spaces during dismissal time. This will help prevent congestion and help keep children safe during dismissal time. Your understanding is deeply appreciated.



Health Services

Our school has 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 updated medical information for your child is on file at all times. This form contains the necessary contact information to be used in case of emergency. If your child has been sick, please ensure that there has been no fever or vomiting for 24 hours before returning to school.

All students in kindergarten, first, and third grades will have vision and hearing screenings during the school year. Parents will be notified if there is any evidence of vision or hearing problems.

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 or qualified staff to determine that the student is free of infestation.

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

If it is essential that a student receive medication 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.

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

If the medication is **non-prescription**, the parent must complete and submit the designated form for the medication to be administered. The appropriate forms can be picked up in the school office.

Cough drops may be brought to school for students to receive as needed. A note from the parent must accompany the cough drops for the student to begin taking the drops at school. The classroom teacher will keep the cough drops in his/her room for when the child needs them.

Does your child have a fever?

If your child has an 100 degree or higher temperature, please keep them home until they are fever-free for twenty-four (24) hours before returning them to school.

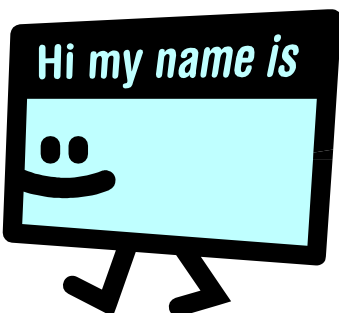


Abuse/Neglect

School professionals are required by law to report suspected instances of abuse or neglect. Generally, suspicious physical injuries or conditions are brought to the administrator's attention by staff persons observing them. The principal is required to conduct a preliminary investigation which could involve contact with the child's parent or guardian. In instances where reasonable explanations cannot be provided or obtained, the administrator, in fulfilling his/her legal responsibility, will report the situation to the county children's services board in the county in which the child resides. Parent/guardians/providers are also encouraged to send notes or to call the teacher in the event that something unusual occurs within the home to create injury or situation which will most probably lead the school to follow the steps outlined above.

Visitors

We ask that all visitors sign-in each time they enter the school. The first time you enter as a visitor you will need to present your driver's license or government issued id and be ran through RAPTOR. Parents are NOT permitted to walk students to classrooms during arrival. If you wish to visit your child's class, we ask that you arrange the visit 24 hours in advance. Student visitors are not permitted during school hours.



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

volunteer in our school and encourage you to contact the PTO or your child's teacher if you are available to help in any way. Certain volunteer opportunities require the adult to complete a criminal background check prior to beginning work. Please contact go to the district's website at www.reyn.org to fill out the volunteer application (available online only). The application gives information about where and when you can be fingerprinted. A background check through the district is done at no cost to you.

Parent Teacher Organization

Our school has a Parent/Teacher Organization. Every Herbert Mills STEM Elementary family is invited to be a member of this wonderful group! For information regarding the many activities our PTO have planned this school year, please visit the school website at www.reyn.org. You can also follow the Herbert Mills STEM Elementary PTO Facebook and Twitter pages for up to date information. If you have questions or would like to volunteer you can email your request to herbert.mills.pto@gmail.com. PTO meetings are held in the school cafeteria on the second Monday of most months during the school year at 6:30 p.m.

Fire, Tornado, & Safety Drills

Fire, tornado, lock down and safety drills will be held periodically during the school year. We ask that you emphasize to your child the importance of these drills and the need to accurately follow the directions that will be given to them by their teachers.

If there is a tornado warning and staff & students need to be sent to "secure locations", no admission to the building will be granted nor will any students be released until the warning has been lifted. This procedure would also include any other emergency where our building, students and staff need to be secured.

Planning for Emergencies

Reynoldsburg City School system has gone to a single comprehensive Emergency Operations Plan (EOP) that is in conformance with the State of Ohio "model schools Safety Plan". In cooperation with the Reynoldsburg Police Department, Reynoldsburg Schools modified this plan to fit each individual school. Further, the school system has assigned a "safety liaison" within each elementary school to assist with staff training and schools drills, and to keep the EOP up-to-date.

The elementary schools now have a security specialist assigned to them. This individual, a retired police lieutenant from a local department, works with the safety liaison and the school principal to ensure efficient communication with the district's Central Office and to serve as a link to the Reynoldsburg P.D. He regularly patrols the six elementary schools on a random basis and keeps a watchful eye out for any potential trouble.

The traditional reaction to an active threat within a school has been to go into "Lockdown". This procedure of getting under desks, turning out lights and locking the classroom door has proven ineffective in deterring an armed subject who has made entrance into the building. It is still being used in drills, but with a very different philosophy—classroom doors are being secured much more effectively, desks, chairs and bookshelves are being used as barricades; and, students are being taught to procure items to throw at an intruder should he actually manage to get into the room.

The first option that is being taught to students and teachers when faced with an armed intruder is to get out of the building if it can be safely accomplished, and to disappear into surrounding neighborhoods. This wasn't practiced at all a couple of years ago but is now believed to be the first viable response to save lives. Teachers are given the authority to make this call themselves if they feel it is warranted, and if they know they are far enough away from an intruder to make it work.

In addition to the new mindset regarding our approach to drills, the Reynoldsburg Schools have a restricted access policy at each elementary school. Doors are locked during school hours and visitors have to be "buzzed in" by the school secretary. Each visitor needs to have their ID scanned and sign in through our Raptor visitor management system.

Our school administrators and teachers are trying everything they can to keep your child safe during the upcoming school year.

Rules and Regulations for Bus Riders

BEFORE THE BUS ARRIVES:

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



BOARDING THE BUS:

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

CONDUCT ON THE BUS:

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

LEAVING THE BUS:

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

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

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

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

Learner Code of Conduct Expectations

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

Teachers will monitor student behavior through our Positive Behavior Support Systems. The goal is to focus on the positive to reinforce desired behaviors. Students can earn accolades and/or rewards for demonstrating our expectations.

SECURITY CAMERAS

Video surveillance may be in use in any area of the school facility where privacy is not expected.

VOLUNTEERS

Volunteers in our schools provide an invaluable service to our students and staff members. We have many school activities that rely on the services provided by volunteers. We appreciate the role of volunteers in our schools and encourage you to contact the principal or your child's teacher if you are available to help in any way. Adults who volunteer in the school, work directly with children on a one-to-one basis or have unsupervised access to a child at any time and in any capacity, will need to complete a district volunteer application and release form and clear a criminal background check before they can begin their work. The school administration will be able to facilitate this process if it is needed. Per Board Policy, school volunteers must work under the direction of the school staff and are not responsible for instructing, supervising, grading or disciplining students. School Volunteers are further required to abide by all Board policies and District guidelines while on duty as a volunteer.

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.

GRADES KINDERGARTEN THROUGH 4TH

PANTS, SHORTS, CAPRIS, SKORTS

1. No pajama pants.
2. No excessive holes, tears or rips such that the educational environment could be disrupted.

TOPS

1. No sleeveless tops, including tank tops. Dresses must also have sleeves.
2. No formfitting or oversized baggy shirts.
3. No low-cut, scoop or plunging necklines.
4. No fabrics so sheer as to allow underwear and/or excessive skin to be visible thus disrupting a positive learning environment.
5. Sweatshirts with hoods will only be permissible so long as hoods are not worn in the building.
6. 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 of 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 this policy are subject to the following disciplinary actions:

1. A warning is issued and the student's parents/guardians are required to pick up a student or bring alternative clothing for the student to wear.
2. If the student misses any class time due to a violation, the student's absence is considered unexcused.
3. Repeated violations may result in other disciplinary action pursuant to the Student Code of Conduct, which may include but not be limited to, detention, suspension and/or expulsion.

4. Building administrators will make the final decision at the building level if a student's attire 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-R

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 student's/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.

File: JFCF-R

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.

File: JFCF-R

Intervention Strategies

1. Teachers and Other School Staff

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

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

2. Administrator Responsibilities

A. Investigation

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

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

File: JFCF-R

B. Nondisciplinary Interventions

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

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

C. Disciplinary Interventions

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

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

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment,

intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

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

Report to the Parent or Guardian of the Perpetrator

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

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

File: JFCF-R

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

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

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

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

Police and Child Protective Services

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

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

All District personnel must cooperate with investigations by outside agencies.

[Adoption date: March 20, 2012]

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

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.

File: JFCF

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

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

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

[Adoption date: March 20, 2012]

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

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

File: JFCF-R

HAZING AND BULLYING (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 student's/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.

File: JFCF-R

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.

File: JFCF-R

Intervention Strategies

1. Teachers and Other School Staff

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

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

2. Administrator Responsibilities

A. Investigation

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

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

File: JFCF-R

B. Nondisciplinary Interventions

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

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

C. Disciplinary Interventions

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

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

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment,

intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

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

Report to the Parent or Guardian of the Perpetrator

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

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

File: JFCF-R

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

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

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

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

Police and Child Protective Services

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

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

All District personnel must cooperate with investigations by outside agencies.

[Adoption date: March 20, 2012]

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