

REYNOLDSBURG CITY SCHOOLS  
Hannah Ashton Middle School  
Student/Parent Handbook 2016/2017

1482 Jackson Street  
Reynoldsburg, OH 43068  
614-367-1530

***A School committed to excellence***

Dear Families of Hannah Ashton Middle School,

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

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

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

Working together,

*Jamie Wilson*  
Principal

Board of Education  
2016/2017

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## Arrival and Dismissal

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

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

## Traffic Safety

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

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

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

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

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

## School Absences

If a child is absent from school, a parent/guardian is required to call the school before 8:30 a.m. The phone number to report this absence is 614-367-1530.

Students are required to bring a note to school within 3 school days after each absence explaining the reasons for the absence or tardiness. **All students who are absent for 5 consecutive days must turn in an excuse signed by a physician. Additionally, students that accrue 15 parental excused absences for reasons related to illness will be required to furnish a physician's note to continue to excuse absences for illness.**

## Student Illnesses

If your child has a fever of 100 degrees or above, we strongly recommend that your child stay home for 24 hours after the fever has subsided without the use of medication. 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, we encourage your child to remain at home for 24 hours after symptoms have subsided.

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

Reynoldsburg City Schools follow the Ohio Department of Health guidelines for all communicable diseases. For control measures you can contact the ODH at 1-614-466-0273/

**Board of Education Policy: JED, in agreement with Senate Bill 181, states that reasons for which students may be excused (but are not limited to):**

1. Personal illness (five (5) or more days absence requires a doctor's excuse)
2. Illness or death in family
3. Quarantine of your home
4. Observance of religious holidays
5. Medical, dental or legal appointments not able to be scheduled at another time
6. An emergency in which the superintendent believes that is a good reason for the child to be excused from school

**Family Trips/Vacations**

These days are unexcused absences. Policy JED states that the Board does not believe that students should be excused from school for non-emergency trips out of the District. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

**Take Your Child to Work Day**

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

**Truancy**

The Board desires to reduce truancy through cooperation with parents, diligence in investigating the cause of absence and use of strict guidelines in regard to tardiness and unexcused absence. Therefore, the Board adopted the policy below specifically to deal with students who are "habitual truants" and "chronic truants".

A "habitual truant" is any child of compulsory school age who is absent without legitimate excuse for 5 or more consecutive school days, 7 or more school days in one more or 12 or more school days in a school year.

A "chronic truant" is any child of compulsory school age who is absent without legitimate excuse of 7 or more consecutive school days, 10 or more school days in one month or 15 or more school days in a school year.

## **Tardiness**

All doctors, dentists, counseling sessions, court appearances or other scheduled appointments will be considered an excused tardy if appropriate documentation is submitted to the office. Any tardy not listed above will be considered unexcused. **If a child arrives late to school, he/she must report to the office before going to the classroom.**

Children will not be counted tardy due to inclement weather or late bus arrival.

Tardiness to class and school will result in the following consequences:

- 3 tardies – phone call/letter home
- 4 to 6 tardies – detention (lunch/after school)
- 7 to 9 tardies – after school detentions – student is responsible for transportation home
- 10 or more tardies – parent meeting, Fresh Start, loss of events, further consequences/interventions to ensure timeliness to school

## **Half Day Absences**

If a student arrives at or after 10 a.m., it will be counted as a ½ day absence. If a student leaves school at or prior to 11:30 a.m., it will be counted as a ½ day absence.

## **Early Dismissal**

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

## **Hall Pass**

Students must have a hall pass while in the hallway during instruction time. Agendas will be used as hall passes. Students who lose their Agenda will need to buy a replacement or use the daily agenda sheet given by the teacher. Replacement agendas are \$5.

## **Release of Information**

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

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

## **Field Trips and Assemblies**

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

## **Academics**

Our school has four nine-week grading periods. Parents will have continuous access to grades and attendance via the PowerSchool Parent Portal. Information on how to use this system will be sent home during the first month of school. Grade cards will be sent home every 9 weeks. Quarterly academic recognition for students in grades 5 – 8 is based on a student's grade point average (GPA) in core academic classes. Recognition will be printed on a student's report card.

Grade	Grade Points	Percentage
A	4.0	90-100%
B	3.0	80-89%
C	2.0	70-79%
D	2.0	60-69%
F	0	Below 60%

In addition to traditional report cards, students will receive a standards supplement. This report will show parents academic standards and how a student is progressing towards grade level mastery.

Hannah Ashton Middle School  
9 Week Grading Schedule

	1 <sup>st</sup> 9-weeks	2 <sup>nd</sup> 9-weeks	3 <sup>rd</sup> 9-weeks	4 <sup>th</sup> 9-weeks
Dates	Aug 10 to Oct 14	Oct 17 to Dec 16	Jan 4 to Mar 10	Mar 13 to May 24
Number of days in grading period	47	40	45	46

Period assessments of student progress will be made throughout the school year. You will be receiving information from your child's classroom teacher about any 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 a conference.

**Parent/Teacher Conference Days**

October 25 and November 3, 2016 from 3 to 7 p.m.

February 21 and March 1, 2017 from 3 to 7 p.m.

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

**Promotion, Placement, and Retention Procedures**

Many factors are taken into consideration in the decision to retain, place, or promote a child. Teacher assessments, the child's progress, developmental age, psychological input, testing results, and concern for the effect of placement upon the well-being of the student will be considered. It is essential that early communication between the home and the questions about the retention, placement or promotion of your child.

**Health Services**

Our schools have a health clinic available to students who have medical needs during the school day. The school nurse or her designee will assist the child and determine the immediate medical need. It is important that an updated medical information form for your child be on file at all times. This form contains the necessary contact information to be used in case of emergency.

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

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

**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 or downloaded from the Reynoldsburg City Schools website.

Cough drops may be brought to school for students to receive on an as-needed basis.

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

### **Contacting the School**

We understand that there may be times in which the parent must contact the student during the school day. Please call the general telephone number (614-367-1530). **Please do not call your student on his or her personal cell phone.** Staff will make every attempt to get the message to your child. Teachers cannot receive phone calls during instructional time unless it is an emergency. It is important that we limit as many disruptions to the classroom as possible.

### **Requesting Homework for Student Absences**

1. Parents must give the teacher at least ½ day notice if homework is requested. Please call the school office to make arrangements.
2. Teachers will decide which work will be completed during the absence and which will be completed upon return.
3. Assignments completed during the absence are due upon the child's return to school.
4. Make-up assignments given after the absence will be due no later than the number of school days missed.
5. Parents are encouraged to help with directions and give examples, but all work must be done independently.

### **Visitors**

Visits to observe the classroom need to be arranged with the teacher prior to the scheduled day of the visit. Parents are always welcome to have lunch with their child. We ask that all parents sign-in each time they enter the school. You will be given a badge to wear at that time so that the students will recognize that you are not a stranger in the building.

Any visitor waiting to pick up their child for dismissal must remain outside the office or on the front walk. We need to keep the hallways and lobby area clear! No pets are allowed on school property unless approved in advance.

**Student visitors are not permitted during school hours.**

### **Use of School Telephone**

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

### **Cell Phone or Electronic Device Policy**

In an effort to promote appropriate use of technology Hannah Ashton Middle school has developed the following guidelines that are aligned with the District's Acceptable Use Policy. We ask families support our efforts in teaching the responsibility of using technology within the classroom for educational purposes while keeping the integrity of classroom instruction intact.

Students may not use their phones during instructional time. Cell phones must be turned off, place on silent and put away. Headphones may not be visible during instructional times and students need to have what we refer as "Open Ears". Students are also not permitted to use phones in restrooms or during passing periods.

Teachers may use devices during instructional times. During these times students WILL NOT:

- Answer any calls or text messages
- Be on any Social Media Sites (Kik, Facebook, Snap, Chat, etc...)
- Access or play games or any entertainment site
- Send or read text messages
- Take any videos or pictures that the instructor has not asked student to take
- Upload pictures or videos

### **Internet Access**

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

### **Annual Notice Requirement to Parents of the District's Restraint and Seclusion Policies and Procedures**

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

### **Student 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 Academy Administrator are charged with the overall control and discipline of all students in his/her academy. However, the primary responsibilities or 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
4. Protect the building and grounds from vandalism and destruction

The administration reserves the right to exercise flexibility and individuality in interpreting and 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), 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, the completion of lesser consequences, may have additional assignments of those consequences or additional disciplinary consequences assigned by the administration. Repeated violations of school rules and regulations are a violation of the Student Code of Conduct. Consequences will vary depending on the severity and number of previous disciplinary actions and may include removal, suspension, and/or expulsion.

### **Code of Conduct Violations**

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

#### **R01 Assault/Bodily Injury**

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

#### **R02 Serious Bodily Injury**

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

#### **R03 Academic Misconduct**

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

#### **R04 Dangerous Weapons**

**A. Dangerous Weapon other than a firearm, explosive, incendiary or poison gas.** A student shall not use, possess, sell, negotiate, broker, or distribute a weapon, device, instrument, material, or substance, animate or inanimate, which is used for , or is readily capable of causing death or serious bodily injury on school property, school sponsored activities, or by utilizing social media. Dangerous weapons include, but are not limited to knives, swords, razors, needles, metal knuckles, martial arts devices or other dangerous instruments which could be mistakenly identified or used as a dangerous weapon.

**B. Firearms.** A student shall not use, design, produce, handle, transmit, transport, sell, negotiate, broker, conceal, distribute or possess any firearm, the frame or receiver of any such weapon, any firearm ammunition, holster, or firearm silencer; on school property, school sponsored activities, or by utilizing social media which will, is designed to, or may readily be converted to expel a projectile by the action of an explosion, compressed air, spring or other mechanical means. This includes but is not limited to, zip guns, starter guns and flare guns. This also includes any "look-a-like" firearm, pellet gun, BB gun, or other object which could be mistakenly identified as a firearm.

**C. Explosive, Incendiary, or Poison Gas.** A student shall not use, possess, sell, negotiate, broker, or distribute any destructive device on school property, school sponsored activities, or by utilizing

social media, which would include a bomb, a grenade, an improvised explosive device of any kind, a rocket having a propellant charge, or a missile having an explosive or incendiary charge. This includes any weapon that will, or that may be readily converted to expel a projectile by the action of an explosive or other propellant.

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

**R05 Disrespect**

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

**R06 Disruption of Class**

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

**R07 Disruption of School**

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

**R08 Dress Code/Raider Wear – RCS Board Policy**

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

**R09 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, steroid, controlled substance, drug paraphernalia, look-alike drug, or intoxicant of any kind while on school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

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

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

**C. Prescription Drugs and Over the Counter Drugs.** Students who must take either prescription medication during school hours must have parental permission on file in the clinic. Medication cannot

be brought to school, taken, or administered except in compliance with these guidelines and board policy. No student shall have possession of, sell, conceal, negotiate, or broker to distribute or be under the influence of any prescription drug or over the counter drug of any kind while on school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

**R10 Extortion**

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

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

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

**R12 Fighting**

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

**R13 Forgery, Falsification, and Lying**

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

**R14 Gambling**

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

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

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

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

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

**R17 Insubordination**

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

**R18 Interference with an Investigation**

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

**R19 Loitering**

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

**R20 Misconduct On the Bus**

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

**R21 Misconduct at a School Sponsored Event**

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

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

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

**R23 Possession of Unauthorized Devices**

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

**R24 Tobacco**

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

**R25 Profanity/Abusive Language**

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

**R26 Public Display of Affection/Sexual Misconduct**

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

**R27 Theft**

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

**R28 Threatening Behavior**

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

**R29 Truancy/Nonattendance**

Truancy includes, but is not limited to; leaving school without permission, being absent from school without a parent's knowledge, being absent from class without permission, obtaining a pass to go to a specified place and failing to report there, coming to school, but not attending classes, parents unable to get their student to school, or any other circumstances which would meet the definition of truancy under Ohio Law. In-school truancy occurs when a student is somewhere other than where a staff member directs of where the schedule designates. Out-of-school truancy occurs when a student leaves the designated building area or does not attend school without parental consent for the absence. Nonattendance applies to students who are 18 and over. (Board of Education Policy)  
**Repeated offenses may result in an OSS, Recommendation for Expulsion, and/or referral to Juvenile Court.**

**R30 Vandalism**

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

**R31 Inappropriate Materials**

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

**R32 Arson**

No student, by means of fire or explosion, shall cause or create a risk of physical harm or damage to any school or private 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.

### **R33 Personal Electronic Devices (Cell Phones)**

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

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

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

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

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

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

### **R34 Alcohol**

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

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

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

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

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

### **R36 False Alarms/Bomb Threats/Tampering with Fire Safety Equipment or AEDs**

A student shall not destroy, damage, tamper with or deploy any fire safety equipment or automated electronic defibrillators. No student shall cause the evacuation of any school building or related

property, or otherwise cause panic, alarm or inconvenience by means of a false alarm, threat, false activation of a fire alarm or by circulating any information, verbal or written, to indicate any emergency or danger exists or has the potential to exist when it is known, or the person has reason to know that the information or alarm is false.

### **R37 Gang Related Behavior**

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

## **DISCIPLINARY CONSEQUENCES/DEFINITIONS**

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

- 1. Verbal Reprimand**
- 2. Restriction of Privileges**
- 3. Alternative Education Placements** – The suspension of the student's normal instructional activities by the Superintendent or academy principal due to discipline reasons.

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

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

- 4. Removal from Activity**
- 5. Parent Contact**
- 6. Restitution**
- 7. Emergency Removal from School or School Activity** – If a student's presence in school or at a school activity poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or an academy principal may remove a student from curricular activities or from the school premises, and a teacher may remove a student from curricular activities under the teacher's supervision, without the notice and hearing requirements for out-of-school suspension.
- 8. Out of School Suspension** – The denial of attendance at school and the suspension of the student's normal instructional activities by the Superintendent or academy principal due to discipline reasons. Suspension from school shall not exceed 10 days for each occurrence. During the suspension, students are not permitted on school grounds or at school functions throughout the district without permission from the academy principal or designee. Students can make up work from their suspension for 100% credit.

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

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

#### **Other Disciplinary Interventions**

10. **Community Service**
11. **Parent Shadowing**
12. **Notification of Civil Authorities**
13. **Court Citation**
14. **Other Alternative comparable, acceptable and fair consequences (e.g., withholding grades and transcripts for a student who owes money)**

### **HARASSMENT, INTIMIDATION, AND BULLYING**

#### **Introduction**

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property or during any school sponsored event and at the times, and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

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



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

In accordance with this policy, “harassment, intimidation, or bullying” means any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both.

- A. Causes mental or physical harm to the other student; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or 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, of the perpetrator.

## **2. Conduct Constituting Harassment, Intimidation of Bullying**

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

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

## **3. Complaint Process**

- A. Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonable specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

## B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonable specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff member or administrator who received an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior 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, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

### 4. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

### 5. Investigation

- A. The investigator should remember that that investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment, intimidation, or bullying, and the Board's interest in a prompt and fair investigation.
- B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

### 6. Post-Investigation Procedures

- A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.
- C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the

victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

## **7. Retaliation is Prohibited**

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

## **8. Remedial Actions**

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

## **9. Non-Disciplinary Interventions**

When verified acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.

## **10. Disciplinary Interventions**

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.

## **11. Strategies for Protecting Victims**

- A. Supervise and discipline offending students fairly and consistently;
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition;
- C. Maintain contact with parents and guardians of all involved parties;
- D. Provide counseling for the victim if assessed that is it needed;
- E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- F. Check with the victim to ensure that there has been no further incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other district actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities.

While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- B. Planned professional development programs addressing bully/targeted individuals' problems;
- C. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- D. Use of peers to help ameliorate the plight of victims and include them in group activities;
- E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;
- G. An attitude that promotes communication, friendship, assertiveness skills, and character education;
- H. Modeling by staff of positive, respectful, and supportive behavior toward students;
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

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

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

### **Playground Safety**

It is necessary that we closely monitor all activities on the school playground. There will be supervision on the playground at all times. Students will be made aware of the importance of safety and behavior both while in the classroom and out of the classroom. Teachers will review the playground rules with their classes. **For safety reasons we do not allow skateboards, rollerblades, shoes with wheels, or scooters to be brought or worn to school. No jumping from the swings.**

The purpose of the following rules is to establish consistent guidelines so that all children may enjoy a safe supervised play area!

### **Bicycles**

Bicycle riders are required to abide by the laws as those governing cars and other vehicles (safety helmets preferred). Any misuse of a bicycle will result in the revocation of the bicycle riding privilege. All bicycles must be walked on school property. They are to be parked and locked in the racks provided. No roller skates, scooters or skateboards of any kind are permitted. Discipline policies are designed to

- protect the health, safety, and welfare of each student

- maintain an atmosphere and climate conducive to learning
- protect the building and grounds from vandalism and destruction

### **Fire Drills and Tornado Drills**

In case of fire or other emergency, the signal to evacuate the building will be a fire alarm. There will be an evacuation plan posted in each room. Each teacher will instruct students regarding specific procedures.

During a tornado drill everyone will go to his/her assigned area. When asked to assume the “tornado position,” students will do the following:

- sit on the floor
- remove glasses
- place hands behind head
- put head down

**During these drills or in a real emergency, parents will not be permitted to pick up students until an “all clear” has been given or the drill is complete.**

### **Lockdown Procedures/Intruder Drills**

The following is a safety procedure that will be instituted if, in an unfortunate event, we need to quickly secure the building and our students due to a potentially dangerous situation. Procedures will go as follows:

1. Office staff or administrator will come on the PA and alert the building by informing staff and students that we are going into lockdown.
    - A. Upon notification of the alert, all students are to remain in the classroom until an “all clear” is declared via the office.
    - B. Teachers are to key lock their classroom door and close it.
    - C. Teachers should immediately check attendance to account for all students.
    - D. Any student who is missing (in restroom etc.) should immediately be reported to the office via the phone or email system.
      - a. In the event that a student is outside of a classroom when the alert is sounded, please follow these steps:
        - i. The student should immediately go to the closest classroom available and report the teacher.
        - ii. The teacher will immediately notify the office via phone or email that an additional student is with them. The teacher will give the office the name and room that the student should have been in when the alert was sounded.
        - iii. The office will then notify the teacher that the “missing” student has been accounted for and safe.
- Keep students away from the door.
  - Teachers whose classrooms are near a restroom will need to be especially aware if students are in the hallways when the alert is sounded to assist and safeguard our students.
  - In the event that we are at lunch please do the following:
    - All of the students that are outside are to line up on the basketball area and await instructions.
    - Students who are eating lunch are to remain seated at their tables and get completely quiet to await instructions.
    - Staff is to lock all access doors and maintain order. Use walkie talkies or cell phones to maintain contact with the office.

**SOME INTRUDERS PULL FIRE ALARMS TO GET KIDS OUTSIDE. DO NOT RESPOND TO FIRE ALARM DURING LOCKDOWN PROCEDURES!**

Students will be aware of and practice the “Lockdown” as they do Fire and Tornado Drills. Knowledge of appropriate action is a strong tool. Knowing we have a plan will give your child comfort and create a feeling of confidence in situations that may arise.

### **Residency and Custody Changes**

All residency and custody changes must be reported to Reynoldsburg City School’s Welcome Center located at 1555 Graham Road within **10 days** of 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.**

### **Emergency Closing**

During the winter months, it may be necessary to close school for a day or delay the start of the day by a few hours. Such announcements will be made within one hour prior to the school day. If the school is closed due to inclement weather, it will be open the next day unless other announcements are made.

All radio and television stations receive notification if there is an emergency closing of Reynoldsburg Schools. You can also check our website: [www.reyn.org](http://www.reyn.org) or call the Reynoldsburg Administrative Center at 501-1020 for closing information. The district provides for text message alerts. You must register on the district website.

### **Food Services**

Students may bring a packed lunch or purchase a hot lunch from the school cafeteria. Full school lunches for grades 5 through 8 cost \$2.50. Milk only can be purchased for \$.50.

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

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

### **Free & Reduced Price Lunch/ Breakfast**

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

### **Breakfast**

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

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

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

