

STEM Middle @ Baldwin Road

2014 – 2015 STUDENT/PARENT HANDBOOK

2300 Baldwin Rd.
Reynoldsburg, Ohio 43068
Phone: 614/367-1600
Fax: 614/367-1625

Mrs. Michelle Watts, Principal
Mr. Steven Tartt, Assistant Principal
Mrs. Jennifer Mox, Assistant Principal
Mrs. Kathy Evans, Guidance Counselor

Reynoldsburg Board of Education

Elaine Tornero, President
Joe Begeny

Loretta King, Vice President
Dan Hayes
Sandra Long

Superintendent

Dr. Tina Thomas-Manning

Treasurer

Mrs. Tammy Miller



learners today

leaders tomorrow

2014 – 2015

BRJHS RESPECT REMINDERS:

- LISTEN to faculty and staff (adults).
- Always do what you are asked or told to do.
- Always keep your hands to yourself.
- Walk on the right-hand side of the hall.
- Use an inside voice when you are inside.
- Be on time everywhere you go.

REYNOLDSBURG COMPACT ON RESPECT

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."

Good conduct is based on respect and consideration for the rights of others. The Reynoldsburg City Schools support and promote 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, and**
- **recognizing that each person is different and has an individual contribution to make to the community.**

BALDWIN ROAD JUNIOR HIGH SCHOOL

BELL SCHEDULE

2014 – 2015

DAILY BELL SCHEDULE	
ENTER BELL	8:40 AM
WARNING BELL	8:49 AM
TARDY BELL	8:50 AM
1ST PERIOD	8:50 AM – 9:25 AM
2ND PERIOD	9:28 AM – 10:00 AM
3RD PERIOD	10:03 AM – 10:35 AM
4TH PERIOD	10:38 AM – 11:10 AM
5TH PERIOD	11:13 AM – 11:45 AM
6TH PERIOD	11:48 AM – 12:20 PM
7TH PERIOD	12:23 PM – 12:55 PM
8TH PERIOD	12:58 PM – 1:30 PM
9TH PERIOD	1:33 PM – 2:05 PM
10TH PERIOD	2:08 PM – 2:40 PM
11TH PERIOD	2:43 PM – 3:20 PM
DISMISSAL BELL: 3:20 PM	

EMERGENCY CLOSING and DELAYS

There are times during the year, due to inclement weather or an unforeseeable event that school will need to be closed or delayed. Please have an alternative plan for your child in case of an unscheduled closing of school.

2 HOUR DELAY SCHEDULE A		2 HOUR DELAY SCHEDULE B	
HOMEROOM	10:50 AM – 11:00 AM	HOMEROOM	10:50 AM – 11:00 AM
4TH PERIOD	11:00 AM – 11:30 AM	4TH PERIOD	11:00 AM – 11:30 AM
5TH PERIOD	11:30 AM – 12:00 PM	5TH PERIOD	11:30 AM – 12:00 PM
6TH PERIOD	12:00 PM – 12:30 PM	6TH PERIOD	12:00 PM – 12:30 PM
7TH PERIOD	12:30 PM – 1:00 PM	7TH PERIOD	12:30 PM – 1:00 PM
8TH PERIOD	1:00 PM – 1:30 PM	8TH PERIOD	1:00 PM – 1:30 PM
1ST PERIOD	1:30 PM – 2:05 PM	9TH PERIOD	1:30 PM – 2:05 PM
2ND PERIOD	2:05 PM – 2:40 PM	10TH PERIOD	2:05 PM – 2:40 PM
3RD PERIOD	2:40 PM – 3:20 PM	11TH PERIOD	2:40 PM – 3:20 PM
DISMISSAL: 3:20 PM		DISMISSAL: 3:20 PM	

COMMUNICATION

Main Office Phone	367 – 1600
Main Office FAX	367 – 1625
Attendance Voicemail	367 – 1629

BALDWIN ROAD JR HIGH WEB SITE

Students and parents can access the BRJH website to provide up to date information and communication regarding a multitude of academic and co-curricular areas. The website can be accessed by typing in the URL below.

<http://www.reyn.org>

EMAIL

All staff members at Baldwin Road Junior High have email addresses in the following format.

Teacher's first initial last name [@reyn.org](mailto:reyn.org)
Ex: Mr. Joseph Smith = jsmith@reyn.org.

VOICE MAIL

All staff members have voice mail. Please call the main office to be transferred to a staff member's voicemail.

NEWSLETTER

Each quarter, September through May, we produce a school newsletter. The newsletter will contain activity schedules, items of information, requests for input, requests for assistance and volunteers, and reports of PTO activities.

The newsletter will be posted on the BRJH website and/or a hard copy will be mailed to parents who request one.

BUILDING OPERATIONS

ACADEMICS

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

Periodic assessment of student progress will be made throughout the school year. You will be receiving information from your child's teachers concerning the types of testing that will be taking place and the dates of the testing.

We encourage you to participate in parent-teacher conferences. Calendar scheduled

Parent-Teacher Conferences will be held four times during the school year. If a parent feels that a conference is needed at any other time throughout the school year additional conferences will be arranged.

Parents may request to view their child's school records. This request should be done in writing and given to the Principal. Arrangements will be made for the viewing of the records.

ADDRESS AND TELEPHONE CHANGES

Address and/or custody changes MUST be made at the Reynoldsburg City Schools

Board Office, located at 7244 E. Main Street. For questions concerning what documentation is needed, please call the Board Office at (614) 501-1020.

Changes in telephone numbers, work, or emergency contacts for your student can be made through the BRJH main office.

DAILY ARRIVAL AND DISMISSAL

Supervision of students does not begin before 8:20 AM. Therefore, students should not arrive before this time. The cafeteria opens for breakfast at 8:20 AM.

Students are expected to vacate the school premises immediately at the end of the school day. All students who remain in the building after dismissal must be under the supervision of a staff member. Unless a student is with a staff member, students waiting to be picked up must wait at the front entrance of the building.

ATTENDANCE

Students are required by law to be in school everyday. Parents will be held accountable for their child's attendance. A habitual truant is newly defined by S.B. 181 as "any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year." Appropriate authorities will be contacted for trancies. Board of Education Policy **JED, in agreement with S.B. 181** provides five reasons for which absences will be excused:

1. Personal illness of the student
2. Illness in the student's family

3. Death in the family
4. Quarantine for contagious disease
5. Religious reasons

Exceptions to this policy include

The following:

1. Extended periods of extreme illness confirmed by a doctor, hospitalization or pre-planned medical treatment confirmed by a doctor.
2. Field trips sponsored by the school and school-related activities approved by the building administration.

STUDENT ABSENCES

1. Parents are required to report all absences by calling (614) 367-1600, as soon as you know your student will not be in school.
2. State your child's first AND last names, your name, and reason for the absence in the message. **LEAVING NOTICE WITH YOUR CHILD'S TEACHER DOES NOT APPROPRIATELY NOTIFY THE ATTENDANCE OFFICE OF AN ABSENCE.**
3. When your child returns to school, a note from his/her parent is required, stating the following: Child's first name, child's last name, date of absence, reason for the absence, phone number, and parent signature. Absence notes should be turned in within two (2) days of the student's return to school. The student is to give the note to his/her first period teacher.
4. All students who are absent for 5 consecutive days must turn in an excuse signed by a physician. This excuse must be on the physician's stationary.
5. Any days missed due to disciplinary action will be considered unexcused absences.

MAKE-UP WORK

Students must make up work they missed

when absent. It is the student's responsibility to:

1. Get the work from the teachers as soon as he/she returns from an absence;
2. Know the teachers' policies for make-up work.

EARLY DISMISSALS

1. Send a note stating student's name, date and time of early dismissal, mode of transportation, and parent/guardian contact information so the request can be verified (**This person must be the parent/guardian on record**) to school with your child on the day of dismissal.
2. The student will bring the note to Office #1 to receive an early dismissal pass. This pass will allow your student to leave class at the requested time to be ready and waiting for pick-up in Office 1.
3. Please remember that you must come to Office 1 to sign your child out of the building.

PREARRANGED ABSENCES

Family Vacations

Policy JED states that the Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. School attendance laws do not allow for absences from school for family vacations. However, if this occurs, the responsibility will rest with the parents and they must not expect any work missed by their child to be re-taught by the teachers. Students must:

1. Obtain prior permission from Office 1;
2. Complete the pre-planned absence form;
3. Return the form one week prior to their absence;
4. Follow make-up work policy of the teachers;
5. Understand that providing assignments

in advance will not always be possible.

PERFECT ATTENDANCE

Perfect attendance shall be defined as attending EVERY class EVERY day that school is in session.

TARDIES

Tardy to School

If a student arrives late to school, the student MUST report to **Office 1** for a pass to enter class. All tardies, excused and unexcused, are recorded on the grade card. **Disciplinary Consequences for Tardiness to School:**

1st Offense -- Warning

2nd Offense -- Warning

3rd Offense -- Warning and Parent letter
Continued offenses to the tardy to school policy may lead to further disciplinary action by an administrator.

Tardy to Class

Students are responsible for being in their classrooms prior to the tardy bell for each period. Failure to do so, results in being marked tardy for that class.

Every student begins each nine week grading period with a "clean slate."

WITHDRAWAL PROCEDURE

A student transferring to another school must notify the office. The student will be given a withdrawal form to take to his/her teachers. A copy of this form will be given to the student to carry to the new school. All text and library books belonging to BRJH must be returned and all outstanding fees must be paid. Official school records will be mailed to the new school only when a release form is signed by the parent and a request for records is received from the new school.

EMERGENCY DRILLS

When the alarm is sounded, students are to follow the directives of their teachers and move quickly and quietly to the designated area.

Fire Drill

Fire drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the prescribed route given by the classroom teacher. Students are NOT permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside.

Tornado Drills

Tornado drills are announced over the P.A. system. Students will exit from rooms and move to their designated safe areas. Students are to remain quiet and in their designated safe areas until authorized to return to their classes. If a parent comes to pick up his/her child, the child will be released, but no other students are to be released from the school with them.

Lockdown Drills

Lockdown drills will be practiced periodically throughout the school year. Each child will be instructed on what to do in case of an emergency.

LOCKS AND LOCKERS

Each student will receive a locker for his/her books and supplies. PE students should purchase a lock for their gym locker. The school is not responsible for lost or stolen items. **Students are to occupy ONLY the locker assigned by their homebase teacher.**

NOTICE OF SEARCH OF LOCKERS In accordance with ORC 3313.20, the lockers supplied by the Board of Education and used by the students are the property of the

Board of Education. Therefore, the student lockers and the contents of all the student lockers are subject to random search at any time without regard to whether there is reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Students may also be searched if there is reasonable suspicion of a code of conduct violation. Random searches may include, but are not limited to, a random search by drug sniffing dogs.

GUM POLICY

Students are not permitted to chew gum while on school property.

MEDICATION

School personnel shall not diagnose and should not administer any medication unless the district form for dispensing medication is on file in the school clinic, located in Office 1. The administration may approve a parental note on a temporary basis.

1. If a student brings any medication to school, he/she must have the appropriate form from the physician stating how much and how often the medication should be given.
2. The form and medication must be sent to the clinic, where the person in charge will keep it until it is dispensed to the student.
3. To be admitted to the clinic, a student must have a signed pass from a teacher. This also applies to students coming to the clinic during lunchtime. Students with obvious emergencies do not need a pass.
4. Inhalers and epi-pens may not be carried unless the doctor provides a note.
5. At no time will Tylenol or other pain relieving medication be given to a student

unless the appropriate form is on file and the medication is brought to the school in the original container. **Do not send medication in baggies or envelopes.**

DISTRIBUTION OF PRINTED MATERIAL AND CIRCULATION OF PETITIONS

The principal or assistant principal **must** be informed before printed material may be distributed or posted, or before petitions may be circulated.

Students may not use force or use coercion in getting signatures.

Printed materials and petitions must:

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

Printed materials and petitions must **not**:

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

Students are responsible for cleaning up material they distribute or post.

DRESS CODE

All students in grades 5 through 12 shall be required to wear a school uniform called “Raider Wear.” The determination of a student’s adherence to the “Raider Wear” policy will be made by the building administration. Please refer to the Student Raider Wear Policy on the district website.

ACTIVITY AND ATHLETIC SCHOLASTIC REQUIREMENTS

In order to be eligible to participate in athletics, the grades from the previous grading period are considered. Each student needs to earn passing grades (from the previous grading period) in five (5) classes (OSHAA guidelines) and maintain a 1.75 grade point average (Reynoldsburg Extracurricular and Co-curricular guidelines are available in Office 1). Students participating in co-curricular or extracurricular activities need to sign a Code of Conduct agreement available in Office 1 or from your coach/advisor.

STUDENT SAFETY

1. When entering and exiting the building, sidewalks need to be used at all times.
2. Parents must present a prior written note in order for their child to be transported by anyone other than themselves or the school. Only the custodial parent may issue this note.
3. Students are expected to use the right half of the hallway when moving through the building.
4. During school hours, students are expected to be on school premises and in their designated area.
5. Students need to leave the building by 3:30 p.m. or be under the direct supervision of an adult.
6. All students are encouraged to use the student helpline (1-800-418-6423 ext. 359) for any safety issues.

VISITORS

For the safety of our students and staff:

1. All visitors and parents must obtain a visitor’s pass from Office 1 immediately upon entering the building.
2. Anyone who is not a BRJHS student may

not be on junior high property before, during, or after school unless specific arrangements have been made with school staff prior to the visit.

3. Students are not required to see visitors they do not wish to see unless there is a court order to the contrary.

VOLUNTEERS

Volunteers in our school provide an invaluable service to our students and staff members. We have many school activities that rely upon the services provided by volunteers. We appreciate the role of the volunteer in our schools and encourage you to contact the building principal or your child's teacher if you are available to help in any way. Adults who volunteer in the school and work directly with children on a one-to-one basis will need to have a criminal background check before they can begin their work. The school administration will be able to facilitate a criminal background check if it is needed.

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

MASTERY GRADING SYSTEM

Students must achieve mastery (70%) to pass each core content class (i.e. math, science, social studies, or language arts). Failure to reach mastery in any core content class will result in an incomplete "I" until the student is able to demonstrate mastery of the content.

90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
70 or below	I	

HONOR and MERIT ROLL

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

Students receiving a GPA of 3.5 - 3.99 with no I's will be awarded **Honor Roll** status.

Students receiving a GPA of 3.0 - 3.49 with no I's will be awarded the **Merit Roll**.

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

Perfect attendance students will also qualify for special recognition.

GRADE CARDS

Students should receive report cards one week after the end of the nine-week grading period (see calendar dates).

BUS REGULATIONS

Riding a school bus is a privilege. When riding a bus, you are expected to obey all rules established by the Board of Education. Failure to do so will result in disciplinary action.

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 arrives.
4. Wait off the roadway, not in the street.
5. Stay off lawns, and avoid horseplay, scuffling, and fighting.

Conduct on 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 person.
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 for 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. Stay 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.

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

FIELD TRIPS AND ASSEMBLIES

Each year our students are given the opportunity to participate in a variety of field trips and assemblies. At all special events, students are expected to use their best behavior. At assemblies, students will sit in areas designated by school staff. No inappropriate talking, noises, or remarks will be tolerated. Assemblies and field trips are privileges. Students who do not demonstrate appropriate behavior may be excluded from field trips and assemblies.

SERVICES OF OUR SCHOOL

1. A “lost and found” is located in our building. Please contact the office staff if your student is missing an item. We encourage parents to label all items that your child brings to school.
2. The school library is available to all students. Students are encouraged to utilize the school library and to take books home to read.
3. School insurance forms are available in the office at the beginning of the school year. If you decide to purchase the insurance, please send the form and make payment as indicated on the insurance application.
4. Some of our school facilities are available for private use. If you wish to use a school facility for an activity, please contact the school office for a building usage form. There is a nominal charge for the use of a school facility.
5. Due to the importance of keeping our phone lines open as much as possible we do not make our phones available for public use. If an emergency exists, the student will be allowed to use the phone with the special permission of office personnel.
6. If your child has forgotten an item that will be needed during the school day you can bring that item to the school office and the school personnel will deliver the item to the child. This will help to avoid disruptions to classroom activities.
7. We understand that there may be times in which the parent must contact the student during the school day. Please call 367-1600 and the office personnel will relay the message to the student. Teachers cannot receive phone calls during instructional time unless it is an emergency.

CAFETERIA ETIQUETTE

1. All school rules apply during lunch periods.
2. Students go to lockers before lunch, store their books and get them when leaving lunch. No books or materials will be placed on floors outside of the cafeteria or any other area in the cafeteria.
3. Laminated passes for office, locker, and clinic will be available for students to use when leaving the cafeteria for a special reason.
4. No students are to be in any non-designated area without permission.

LUNCH LINE AND CAFETERIA PROCEDURES

1. Enter the cafeteria and proceed to the back of either line. Line ditching is not permitted.
2. No more than 7 students should be in the serving area at one time.
3. All food to be purchased must remain on the serving line in plain sight of the cafeteria workers. Any food items put into pockets will be considered an attempt at theft.
4. All food and drinks must remain in the cafeteria.
5. To be excused, students should:
 - A) Leave the table clean
 - B) Pick up any trash or papers on the floor near the table
 - C) Raise a hand
 - D) Await teacher dismissal
6. Students should remain in the designated areas unless they have a laminated or handwritten pass from a teacher.
7. Students will maintain an acceptable level of noise in the cafeteria. No yelling, loud conversations or inappropriate noise

making will be tolerated.

8. Violation of the above rules may result in the assignment of lunch duty, detention, or referral to the office.

9. Stay in seat until the lunch supervisor dismisses you.

RELEASE OF INFORMATION It is Ohio law that certain information concerning staff and students must be released if requested. This information is considered Directory Information.

Directory Information includes such items as name, address, and telephone number, date of birth and dates of attendance. If you do not want any information about your child released by the school, submit your request in writing to the 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.

COMPUTER/ON-LINE SERVICES
(Acceptable Use and Internet Safety)

Information regarding this policy and parental permission will be included in the student's orientation packet.

CODE OF CONDUCT

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 principal is 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.

Students are subject to school discipline for behavior that violates Board of Education Policy, the school's policies and the rules established in this **Code of Conduct**.

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

The administration reserves the right to exercise flexibility and individuality in interpreting and implementing 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), discipline students in ways other than stated specifically in the Student Code of Conduct.

Students who fail to report, or report on time, or fail to serve the full duration 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.

Students who have concerns about confidential misconduct issues are encouraged to use the student Safe School Helpline at 1-800-418-6423, ext. 359 or email confide2sv@aol.com.

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 (1) students are under the authority of school personnel and/or (2) 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. In addition, this Code of Conduct includes:

- . Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property, and
- . Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or at the property of an official or employee.

Consequences for the following behaviors are either identified with the specific violation or are described in the section entitled “Disciplinary Consequences”.

1. **Alcohol/Drugs** – A student will not knowingly use, possess, sell, conceal, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, steroid, controlled substance, drug paraphernalia, look-alike drug, 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.
2. **Assault** – A student shall not knowingly or with reckless disregard cause

physical injury, or threaten to cause physical injury, to any person.

- 3. Cheating** – 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.
- 4. Dangerous Weapon other than a Firearm or Explosive, Incendiary or Poison Gas** – A student shall not use, possess, sell or distribute a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. Dangerous weapons include, but are not limited to laser pointers, knives, metal knuckles, pocket chains, martial arts devices, or other dangerous instruments which could be mistakenly identified as dangerous instruments.
- 5. Disrespect** – A student shall not demonstrate disrespect through action, attitude, or word to any school staff member, guest or other students.
- 6. 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, or other disorderly conduct (e.g., setting fires; firing explosives) that causes or attempts to cause disruption or obstruction to the normal school operation.
- 7. Dress Code** – A student must wear appropriate clothing and footwear at all times that is in accordance with the established dress code and Board Policy. Student clothing and appearance must be appropriate for the educational climate and should not create a safety hazard or distraction to the educational process.
- 8. Explosive, Incendiary or Poison Gas** – A student shall not use, possess, sell or distribute any destructive device, which would include a bomb, a grenade, a rocket having a propellant charge, a missile having an explosive or incendiary charge or a similar device. 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.
- 9. Extortion** – A student shall not use force or intimidation to obtain anything (e.g., privileges, property, money) from another person. This would include begging, borrowing and panhandling.
- 10. False Alarms/Bomb Threats** – A student shall not make any threat (verbal, written or electronic) to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.
- 11. 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.

12. Firearm – A student shall not use, handle, transmit, transport, sell, conceal, distribute or possess any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm or firearm silencer; or any machine gun. This includes, but is not limited to, zip guns, starter guns and flare guns.

13. Firearm Look-a-Likes – A student shall not use, possess, sell or distribute any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance. This includes, but is not limited to, toy guns, cap guns, bb guns and pellet guns that are indistinguishable from a firearm.

14. Forgery, Falsification and Lying – A student shall not falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities or use the name or identity of another person.

15. 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.

16. Hazing -- Hazing is prohibited.

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. (See Hazing policy)

17. 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.

18. 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).

19. 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, or attempting to prevent the apprehension of another person.

20. Internet/Computer Abuse – The internet and school computers and computer equipment will be used for educational purposes only. A student will not submit, publish, print or display

any defamatory, threatening, sexually explicit, racially offensive or illegal material, nor shall a student encourage the use of controlled substances. A student shall not transmit material, information, or software in violation of any local, state, or federal law. A student will obey the electronic network/internet user contract. Parents and students will be required to sign a contract prior to student internet access.

21. 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.

22. Persistent and Expanded Behavior/Repeat Violations/Failure to Serve Consequences – A student shall not persist in inappropriate behavior or escalate to a point of danger to self or others. Students who continually break school rules will face greater consequences. A student shall not fail to report, report on time or serve the full duration of consequences.

23. 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. Unauthorized devices include, but are not limited to, pagers, cell phones, beepers, radios, CD players, MP3 and tape players, expensive jewelry, electronic games, toys, water guns, and laser pointers. The administration reserves the right to hold any unauthorized device, and release the item only to the student’s parent or guardian. A student bringing an

unauthorized device does so at his/her own risk. The school will not investigate lost or stolen unauthorized devices.

24. 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.

25. Public Display of Affection/Sexual Misconduct – A student is prohibited from demonstrating physical actions which are considered by reasonable standards 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.

26. 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)).

27. 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.

28. Threatening Behavior (including Bullying, Harassment, Intimidation and Gang-related Behavior) – A

student shall not engage in any behavior which threatens or degrades another person by written, verbal, or nonverbal means. Threatening behavior consists of any words or deeds that intimidate, harass or cause fear concerning a person's physical well-being or is intended to degrade or disgrace the person toward whom the behavior is directed. (See Non-Discrimination Policy)

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, hazings, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm.

29. Trespassing – A student shall not enter school property before, during or after school hours without the express permission of an appropriate school official.

30. 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 a specified place and failing to report there, coming to school, but not attending classes or parents unable to get their student to school. In-school truancy occurs when a student is somewhere other than where a staff member directs or where the schedule designates. Out-of-school truancy occurs when a student leaves the designated building area or does not attend school without parental consent for the absence. Nonattendance applies to students who are 18 and over.

31. 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 matches and lighters, are also prohibited.

32. 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, or 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.

33. False Accusations - Students are not to start rumors or make hurtful or false accusations about others.

34. Lying - Students will be expected to tell the truth at all times.

35. Unauthorized Sales - A student shall not sell, buy, exchange, or distribute or offer to sell, buy, exchange, or distribute any service or product without prior

authorization of the building principal.

36. Repeated Violations - 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.

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 and Parent Contact

3. Alternative Education Placements: The suspension of the student's normal instructional activities by the Superintendent or school principal due to discipline reasons. Placements include the following:

- The student attends school but is assigned a special placement that allows him/her to do school work but does 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 and Parent Contact

5. Restitution and Parent Contact

6. Emergency Removal from School or School Activity: If a student's presence 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 a principal or assistant 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.

7. Out-of-School Suspension: The denial of attendance at school and the suspension of the student's normal instructional activities by the Superintendent or school 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 Principal or designee.

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.

8. Recommendation to Superintendent for Expulsion: The involuntary removal of a student from school by the Superintendent. The Superintendent may expel a student from school for a period of 80 school days

or up to one (1) calendar year, depending on the severity of the infraction. The student may not take part in any school activity or on school property without permission of the Principal or designee. Within one week prior to returning to school, the student and parent must schedule a reenrollment conference with his/her grade level administrator.

Appeal: The student or the parent/guardian may appeal an expulsion 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. Community Service with Parent Permission
10. Whole Day Parent Shadowing in Lieu of Suspension
11. Notification of Civil Authorities and Parent Contact
12. Court Citation
13. Other alternative comparable, acceptable and fair consequences (e.g., withholding grades and transcripts for a student who owes money for materials used in a course of study, or damage to school property).

Medication Policy

Prescription Medications

The Reynoldsburg Board of Education has adopted a policy, in compliance with Section 3313.713 of the Ohio Revised Code, stating no prescription medications will be dispensed at school, except where vital. The Board realizes that in exceptional circumstances, the child's physician will deem it absolutely necessary for the child to receive medication during the school day. If it is essential that prescription medications be administered during the school day, and the parent cannot be at the school to administer the medication, a Prescription Medication Request form must be completed and returned to the school principal before school personnel will dispense any medication. All sections must be completed on both pages.

It is the parent's responsibility to personally bring this completed form and the medication in the ORIGINAL container to the principal at your child's school. **Under no circumstances should your child bring to school, or be in possession of, any type of prescription medication.**

Over-the Counter Medications

If it is absolutely necessary for your child to receive non-prescription medication during the school day and you cannot be there to administer it, please complete the Non-Prescription Medication at School form. All sections of the form must be completed, and the form must be returned to the school principal before school personnel will dispense any medication.

It is your responsibility to deliver the proper form and the medication to your child's school. The medication should be in its ORIGINAL container and be labeled with:

- Your child's name
- Date
- Dosage
- Name of the medication