

# Rose Hill

Elementary School

## HANDBOOK

## 2016-2017



After reading through the Rose Hill Handbook,  
**the "Signature Page" on page 54 must be completed, signed and  
returned to the classroom teacher.**



Copies of this page are available in your orientation packet or the school office.  
Thank you.

### *The Rose Hill Pledge*

*I promise to do my very best today.  
I will treat myself and others with respect.  
I will challenge myself to learn something new today.  
I will show Rose Hill pride in all that I do.*

*M. Fleming - 2004*

**760 Rosehill Road  
Reynoldsburg, Ohio 43068  
Phone: (614) 367-2380 Fax: (614) 575-5868**

**Ms. Kim Lewis-Buehler, Principal**

# Rose Hill Elementary School

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760 Rosehill Road  
Reynoldsburg, OH 43068  
(614) 367-2380 Fax (614) 575-5868

Ms. Kim Lewis, Principal

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Dear Rose Hill Parents and Students,

The Rose Hill Staff and I would like to welcome you to the 2016-2017 school year. Education at Rose Hill Elementary is designed to meet the needs of each individual student. We believe that every child has the ability to learn and make positive choices at school. With the partnership of parents and our staff we will nurture and develop every child: academically, physically, socially and emotionally. We are committed to provide opportunities for children to be Living In Excellence by adhering to ROCK (Responsibility, Outstanding Effort, Community and Kindness).

To increase the degree of educational success, it is essential that teachers, parents and administrators communicate openly and frequently concerning the progress of students.

The Rose Hill Staff will work in partnership with parents. Parents must play a key role in the education of your children. Your words of encouragement, hugs when the day has been rough, celebrations of success, interest in your child's work and presence at school is vital!

Parents Count! Come to school, join PIE (Partners In Education), and volunteer at school. Your involvement will show your children how much you value their education. Together we can provide a successful year,

Thank you for sharing your children with us! Please do not hesitate to contact us with any questions or concerns.

Sincerely,

Ms. Kim Lewis  
Principal

# Rose Hill Elementary School

## Staff Roster

### 2015-2016



#### **Ms. Kim Lewis-Principal**

Candace Wyant – Secretary

#### **Kindergarten**

Britney Spears (rm. 03)  
Arielle Holdren (rm. 04)

#### **1<sup>st</sup> Grade**

Jessica Groff (rm. 23)  
Randilyn Blankenship (rm. 27)  
Chelsea Fuhrer (rm. 29)

#### **2<sup>nd</sup> Grade**

Carol Browe (rm. 17)  
Caroline Hohl (rm. 18)  
Amy Rodenmayer (rm. 19)  
Molly Chang

#### **3<sup>rd</sup> Grade**

Michele Fleming (rm. 26)  
Amie Rudder (rm. 25)  
TBA (rm. 24)

#### **4<sup>th</sup> Grade**

TBA (rm.07)  
Alisa Limbers (rm 06)  
Maria Wolfe (rm.05)

#### **Cooks**

Pam Saraniero Head Cook  
Melissa Rosen  
Terry Wince

#### **Custodians**

TBA Head Custodian

#### **Kiddie Academy After-School Care**

TBA

#### **Clinic**

Kary Perkovic School Nurse  
Lisa Null Health Aide

#### **Special Area Teachers**

Scot Ashton (rm. 16) Music Teacher  
Amy Gochenour (rm. gym) Physical Education Teacher  
Kristine Boan (rm.30) Art Teacher

#### **School Counselor/Social Worker**

Serena Casale (rm. 501) Social Worker

#### **Intervention Staff**

Melissa Pope (rm. 09) SLP/Title One Intervention Teacher  
TBA (rm. 10) Title One Intervention Teacher  
Mia Brower (rm. 10) IFL Coordinator  
Judy Helm (rm. 21) Intervention Specialist  
Stephanie Herman (rm. 09) ESL Teacher  
Amanda Hughes (rm. 21) Intervention Specialist  
Lisa Heinzelman (rm. 09) SLP for Pre-School/DD Unit  
Tenisha Johnson (rm. 08) Psychologist

#### **Para-Professional Staff**

Quenten Wyant (rm.30) Health and Wellness  
TBA (rm.10) Intervention  
Martha Lewis (rm.10) Intervention  
Katheryn Kister (rm.14) Library

#### **DD Unit (rm.1)**

Deb Tumblison Special Education Teacher  
Jeanie Kunkle Para-Professional

#### **DD Unit (rm.13)**

Diana McClain Special Education Teacher  
Beth Speaks Para-Professional  
Brenda Mullen Para-Professional

#### **Pre-School (rm. 2)**

Nina Markovic Teacher  
Audra Mauter Para-Professional

# Important Phone Numbers

Rose Hill School Main Office: **614-367-2380**

Rose Hill Fax: **614-575-5868**

Absence Line: **614-501-2398**

Website: [www.reyn.org](http://www.reyn.org)

**Reynoldsburg City Schools Administrative Center**

**614-501-1020**

7244 East Main Street

**Reynoldsburg City Schools Transportation Department**

**614-501-1041**

7932 East Main Street



**Reynoldsburg High-Livingston Campus**

- 614-501-4000 614-501-4030  
6699 E. Livingston Ave.

**Reynoldsburg High-Summit Campus**

- 614-501-2300 614-501-2310  
8579 Summit Road

**Baldwin Road**

- 614-367-1600  
2300 Baldwin Road

**Waggoner Road Junior High**

- 614-501-5700  
360 S. Waggoner Road

**Hannah J. Ashton**

- 614-367-1530  
1482 Jackson Street

**Police Department (non-emergency)**

- 614-866-6622  
Emergency: 911

**Fire/Medical (non-emergency)**

- 614-864-2445  
Emergency: 911

**Reynoldsburg City Hall**

- 614-322-6800

**Reynoldsburg Parks & Recreation**

- 614-322-6806

**Reynoldsburg Street Department**

- 614-322-5800

**Waggoner Road Middle**

- 614-501-5600  
340 S. Waggoner Road

**French Run Elementary**

- 614-367-1950  
1200 Epworth Ave

**Herbert Mills Elementary**

- 614-367-2160  
6826 Retton Road

**Slate Ridge Elementary**

- 614-501-5500  
7199 Taylor Road SW

**Summit Elementary**

- 614-501-5530  
8591 Summit Road

**Taylor Road Elementary**

- 614-367-2930  
8200 Taylor Road



<b><u>SCHOOL HOURS</u></b>	
<b>Grades 1-4</b>	<b>8:05 a.m.— 2:35 p.m.</b>
<b>AM Kindergarten</b>	<b>8:05 a.m.— 10:55 a.m.</b>
<b>PM Kindergarten</b>	<b>11:45 a.m.— 2:35 p.m.</b>

## **A Split Start to the 2016-2017**

A split start insures a smooth transition into the new school year for students and parents. The split-start at Rose Hill will follow this procedure:

- **A student, whose last name begins with A-L, will attend school Wednesday, August 10, 2016 but will NOT attend school on Thursday, August 11, 2016.**
- **A student, whose last name begins with M-Z, will NOT attend school Wednesday, August, 10, 2015 but WILL attend school on Thursday, August 11, 2016.**

**ALL STUDENTS WILL ATTEND SCHOOL ON Friday, August 12, 2016**

## **Contacting the School**

We understand that there may be times when the parent must contact the student during the school day. Please call the general telephone number of the school **(614-367-2380)** and the office personnel will relay the message to the student. Teachers cannot receive phone calls during instructional time unless it is an emergency. It is important that we limit as many disruptions to the classroom as possible.

## **DAILY SCHEDULE**

7:55 a.m.	Doors Open Optional Grab and Go Breakfast to eat in Homeroom
8:30 a.m.	Deadline for parents to notify the office that a student will be absent
10:15 a.m.	Students in Grades 1-4 entering at or after this time will be marked as a half-day absent
10:55 a.m.	A.M. Kindergarten dismissal
11:00 a.m.	Latest pickup for A.M. kindergarten
11:40 a.m.	Earliest time for P.M. Kindergarten students arrival
11:45 a.m.	School day begins for P.M. Kindergarten
12:35 p.m.	Students in Grades 1-4 leaving at or prior to this time will be marked as a half-day absent
2:35 p.m.	School day ends for P.M. Kindergarten and Grades 1-4



# Arrival and Departure Procedures

Students will need to line up outside the front doors or outside the rear playground doors when they arrive. Students must wait to come in until they are invited in by a Rose Hill staff member. A bell will sound at 7:55 a.m.—this is a reminder bell for staff, not a signal for students to enter.

**NO student should arrive or be dropped off before 7:55 a.m.**

## ROCK Guidelines for Success at Arrival and Dismissal

1. Use kind words.
2. Use inside voices while in the building.
3. Make sure you have all of your belongings.
4. Keep your belongings to yourself.
5. Walk at all times.
6. Stay out of the parking lot unless you are with an adult.
7. Arrival—wait in line responsibly.
8. Departure—stay off of the playground and go straight home.

***If you make any changes in your child's pick up and/or drop off procedures during the year, notification must be made to the office and the teacher by 1:30 p.m. the day of the change.***

***In certain circumstances a "Transportation Form" will need to be completed.***

*Thank You*



All bus students must observe **bus rules** (see pages 26-27)



## ***Crossing Guards***

Crossing guards are scheduled on Rose Hill Road in front of the school and on Roundelay Road at the crosswalk behind the school at the following times:

<b>Morning</b>	<b>7:50 a.m. - 8:05 a.m.</b>
<b>Afternoon</b>	<b>2:35 p.m. - 2:45 p.m.</b>

**Please instruct your child to cross the street under the supervision of the crossing guards.**

# Attendance Policy and Procedures



When your child is absent or tardy:

1. Parents are to notify the school by 8:30am. Please call the office at 614-367-2380. This is a 24-hour line and can accept voice mail at any time.
2. A **written excuse** must **also** be sent to school with the child and given to the teacher within three days of his/her return to school or the absence will be unexcused. If your child must leave school early, we request that a note be given to the teacher on or before the day that the student is to be dismissed. When picking up your child, the parent must report to the office and the child will then be called to the office. This prevents disruption of classroom instruction.
3. Reynoldsburg City Schools will refer excessive, unexcused absences and tardiness to the appropriate county juvenile court. The events that will lead to a referral are as follows:
  - Five (5) unexcused absences – a letter will be sent to the parent by the building principal.
  - Ten (10) absences, excused or unexcused – a conference may be scheduled with the parents, the school social worker or guidance counselor, and/or the principal to create an action plan that will prevent future absences. At this time, a doctor's note may be required for any additional absences to be excused.
  - Fifteen (15) unexcused absences will result in a referral being made to Children Services and charges may be filed, on parents, with the Prosecutor's Office. A referral to the Reynoldsburg Police department may also be initiated.
  - Any absence due to discipline issues will be considered unexcused absences.

## **STUDENT ABSENCES AND EXCUSES**

### **Policy JED**

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

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

1. Personal illness of the student;
2. Illness in the student's family;
3. Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. Death in the family;
5. Quarantine for contagious disease;
6. Religious reasons;
7. Traveling out of state to attend a Board-Approved enrichment activity or extracurricular activity (applies to absences of up to four days)
8. Other reasons as determined by the Superintendent.

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



**note to school within three (3) school days after each absence explaining the reason for the absence or tardiness.**

The Board strongly discourages absence from school for vacations or other non-emergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

## **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 principal. All other tardy circumstances will be considered unexcused.



All tardies will be reported on the student's academic progress report.



**If a child arrives late to school, he/she must report to the office along with the parent/guardian before going to the classroom. The parent/guardian must walk the child into the building and sign them in. Please do not drop off your child and drive away leaving them to walk into the school by themselves. Students are required to bring a note to school when they arrive or within three (3) school days explaining the reason for the tardiness.**

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

## **Missing Child Act**

Reynoldsburg City Schools support activities that may locate and identify a missing child. Efforts will be made by the school to identify possible missing children and the proper persons or agencies will be notified. School records from the most recently attended school and a copy of the birth certificate or comparable certificate will be obtained in order to verify the identity of a child when he/she is enrolled. **It is extremely important that parents or persons responsible for the child provide the school with a current address as well as home, work, cell, and emergency telephone numbers.**

## **Requesting Homework from Student Absences**

1. **Parents must give the teacher at least 1 day notice if homework is requested.** Please call the school office (614-367-2380) to make arrangements.
2. Teachers will decide what work will be completed during the absence and what 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 completed independently by the student.



## Visitors

Custodial parents and/or guardians are welcome to visit their child's classroom (*see below*) or to have lunch with their child. We ask that all parents/guardians sign-in each time they enter the school. You will be given a visitor's sticker to wear at that time so that our students will recognize that you are not a stranger in the building.



**Visits to observe the classroom, however, need to be arranged with the teacher prior to the scheduled day of visit. Please allow at least a 24 hour notice.**

All visitors other than the custodial parent or guardian must be on the approved list or granted permission in writing by the parent/guardian to visit. The 24 hour notice also applies here to a classroom observation visit. Anyone other than the parent/guardian wishing to pick up a student from school must have prior written approval from the custodial parent or legal guardian. Proper identification (photo ID/driver's license) will need to be presented to the secretary. If no prior approval is received, and the school personnel is unable to make proper contact with the parent, the visitor will not be granted permission to visit or to pick up the child from the school.

No pets are allowed inside the school building unless approved in advance by the principal.

Former students wishing to visit former teachers are not permitted during school hours but are most welcome to visit after school is dismissed.



**Textbooks and library books** are on loan to students for their use during the school year. Books should be kept clean and handled carefully. The books will be returned to the classroom teacher or the school librarian at the end of the school year. You will be required to pay for any lost or damaged textbooks.

## Cafeteria/Food Services

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

Students may bring a packed lunch or purchase a hot lunch from the school cafeteria.

**Full school lunch cost \$2.00 Extra milk cost \$0.50**



Money may be sent in on a daily or weekly basis. Each student, however, has their own account with the cafeteria. Parents may deposit money in this account with the cafeteria personnel to cover several days in advance.

If you would like to check your child's current available account balance, you may contact Pam Saraniero, Rose Hill Head Cook, at 614-367-2379.

The yearly menu is posted on the school website at [www.reyn.org](http://www.reyn.org). You can access the menu by clicking on the lunch and breakfast tab.

Children from families whose income is at or below specified levels are eligible for milk and/or meals free or at a reduced price. **A new application must be filled out by the end of September of the current school year in order to qualify for the program.** Applications are available in the school office.

If a student forgets his/her lunch, we will provide a peanut butter and/or jelly sandwich and a drink for the student for up to two days.

Parents/guardians are welcome to join their child for lunch or take them out for the full period. . All parents must sign out their children through the office prior to leaving the building. We encourage parents to go outside for recess with their child.

**ROCK Guidelines for Success in the Cafeteria**  
**Responsibility, Outstanding Effort, Community and Kind**

- Use inside voices.
- Use kind words.
- Use good manners.
- Eat only your own food.
- Clean up all of your trash.
- Use lunch items the way they were meant to be used.
- Stay in your seat until given permission to get up.
- Walk at all times.



No carbonated drinks  
packed in student  
lunches.  
Thank you

# Abuse/Neglect

Professional staff is required by law to report suspected instances of abuse or neglect. The threshold of suspicion is reached when a staff member notices physical injuries or marks on a child, the child brings injuries or marks to a staff member's attention, a third party reports concern, or the child tells a staff member something that warrants suspicion. The principal or his/her designee is required to conduct a preliminary investigation which may involve the principal or other personnel (nurse, social work) questioning and/or examining the child. The results of this investigation will determine if a report to Children Services is warranted. If the school feels that the child's welfare is at risk, the call will be made anonymously.

# Academics

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

## Rose Hill Elementary 9-Week Grading Schedule 2015-2016

	1 <sup>st</sup> 9-weeks	2 <sup>nd</sup> 9-weeks	3 <sup>rd</sup> 9-weeks	4 <sup>th</sup> 9-weeks
<i>Dates</i>	Aug. 10 – Oct.14	Oct.17 – Dec.16	Jan. 4-Mar.10	Mar.13 – May 24
<i>Interim Reports Due Electronically Posted</i>	Parents/Guardians may view their student's progress at any time throughout the year by accessing the PowerSchool Parent Portal. Look for information in the student welcome packet			
<i>Number of Days in Grading Period</i>	47	40	45	46

*Total: 178 days*

Periodic assessments of student progress will be made throughout the school year. You will receive information about these assessments and any other testing from your child's classroom teacher. Interim Reports are on PowerSchool Parent Portal. Parents will receive their PowerSchool Parent Portal access information in their welcome packet.

We encourage you to participate in Parent-Teacher Conferences. Calendar scheduled Parent-Teacher Conferences will be held twice 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 Conferences Days:**  
**Thursday, October 20 and Wednesday, October 26, 2016**  
**Wednesday, February 15 and Thursday, February 23, 2017**

Parents may request to view their child's school records. Requests should be submitted to the school 24 hours in advance of the visitation. This request should be done in writing and given to the 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 school concerning academic progress take place. Please contact the classroom teacher or the principal if you have any questions about the retention, placement or promotion of your child.

**Special Services** - In addition to the regular curriculum, we are pleased to offer specialized services for students qualifying for Tier 2 or Tier 3 as well as classes for students with special academic ability and talents.

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

**A School Psychologist and Social Worker** are available to our school. They provide supportive help to teachers and parents in working with determining the best academic program for your child.

Each of our schools has a **Response to Intervention Team (RTI)**. The purpose of this team is to accept referrals made by parents or school personnel who have concerns about a student's academic performance, emotional, social or behavioral problems. The team consists of a group of teachers, social worker, administrators, parents and other appropriate school personnel.

## Highly Qualified Teachers

The No Child Left Behind Act (NCLB) emphasizes the importance of teacher quality in improving student achievement and requires each State Educational Agency to develop and implement a plan to help local educational agencies within the state to ensure that public school teachers are highly qualified.



The Ohio Department of Education has verified that the teachers at Rose Hill Elementary School are highly qualified. If a parent/guardian would like to discuss the credentials of their child's teacher, please contact the principal.

### **Teacher Qualifications**

In compliance with "No Child Left Behind" parents can check on the status of their child's teacher to see if they are highly qualified.

## **Conduct/Discipline Policy**

It is essential that students conduct themselves appropriately while in school and at school functions. Students who conduct themselves appropriately learn better, make and keep friends easier, have better attendance, and are confident children.

At Rose Hill Elementary we have developed a building-wide behavior expectation policy called ROCK (Responsibility, Outstanding Effort, Community and Kindness). ROCK is a positively stated set of guidelines that focuses on student expectations while at school. Students who 'Rock It Out' are sticking to these expectations and Living in Excellence.

ROCK consists of four easy to remember concepts: Responsibility, Outstanding Effort Community and Kindness. Students will be specifically taught to "Rock It Out" in all areas of the building (bus, hallways, classroom, bathrooms, cafeteria, playground, and assemblies). For each building area, there are several guidelines that fall into one or more of the four categories. While these guidelines cover the most important behaviors, they are not all inclusive. There may be many other behaviors that are not listed but that, nonetheless, are covered by ROCK. For example, ROCK does not specifically state that it is not OKAY to poke someone with a pencil; however, ROCK does say to require students to show kindness, and part of kindness is respecting other people's space. Additionally, students and classrooms will receive positive incentives for "Rocking It Out". ROCK will be reviewed and re-taught multiple times throughout the year. You will see signs in classrooms and around the building like the one below to remind students of ROCK and what it means to rock out in different areas.



# Rose Hill Rockets



	Classroom	Hallway	Restroom	Cafeteria	Playground/ Indoor Recess	Assemblies	Bus
<b>R</b> Responsibility	- Take care of supplies and area - Raise your hand to talk - Be prepared - Arrive on time - Follow Directions - Keep hands and feet to yourself - Walk	- Hands at your sides - Walking feet - Bubble in your mouth - Facing forward - Stay with your class	- Use the bathroom and leave when finished - Flush - Walking feet - Clean up after yourself	- Use quiet voices - Eat your own lunch - Use lunch items appropriately - Stay in your seat until you are dismissed - Walking feet	- Use equipment appropriately - Follow adult directions - Stay on the playground at all times - Line up quickly when it is time to go inside	- Sit flat on your bottom - Keep hands in your lap - Bubble in your mouth - Keep your body still	- Stay in your seat - Sit flat on your bottom with your back against the seat - Quiet voice - Keep all body parts and other items inside the bus - Follow adult directions
<b>O</b> Outstanding Effort	- Always give your best effort - Ask and answer questions - Be on task - Be an active participant - Look for solutions to the problem	- Stay in line - Stay quiet - Wait patiently before entering a room	- Always wash your hands with soap and water - Keep water in the sink - Stay silent the whole time	- Clean up your table and floor area when you leave - Eat a healthy lunch - Walk to recess	- Walk on mulch and blacktop - Leave sticks, rocks, snow, ice, and other items alone	- Raise your hand to ask and answer questions - Eyes on the speaker - Stay quiet - Stay in your seat	- Use quiet voices - Stay seated the whole time until you get to your stop - Walk safely as you get off the bus
<b>C</b> Community	- Be an active listener - Wait to be called on to talk - Listen to others when talking - Help others when needed	- Stay behind the person in front of you - Pick up trash - Set a good example	- Respect other people's privacy - Set a good example	- Throw away all your trash - Pick up any other trash you see	- Include others - Make new friends - Share equipment	- Be an active listener - Wait to be called on to talk	- Listen to others when talking - Help others if needed
<b>K</b> Kindness	- Use a quiet voice - Give compliments to others - Encourage others	- Give friendly reminders of expectations - Use manners	- Wait your turn - Use kind words - Use manners	- Use kind words - Use manners - Wait your turn	- Use kind words - Be a good sport - Wait your turn	- Clap politely after someone finishes speaking - Thank visitors for coming	- Use kind words - Stay in your own space - Wait your turn to leave your seat

## Student Rights

All students have the right:

- ◆ to learn in a positive and safe environment
- ◆ to be treated fairly and not be discriminated against
- ◆ to be informed about school rules and expectations

**No student has the right to disrupt the learning of others.**

## Student Responsibilities

All students have the responsibility:

- ◆ to know and follow the rules and expectations
- ◆ to respect the dignity and value of themselves, other students, and staff
- ◆ to respect the authority of school staff including teachers, administrators, and others who are authorized in helping to maintain discipline
- ◆ to behave in a way that is safe to self and others and does not disrupt the learning of self and others
- ◆ to learn to handle problems and conflicts by problem-solving in ways that are respectful and safe.

While the expectations are made very clear to students, there will be times when students fail to meet ROCK's expectations. In these instances, there will be corrective instruction for those who fail to rock it out. There are many possibilities for correcting student behavior. This depends on the

student's needs and history of conduct, the seriousness of the specific infraction, and the number of infractions occurring at once.

## General Infraction Guidelines and Disciplinary Actions

The following guidelines give possible infractions along with definitions. They are divided into three categories: Minor Infractions, Major Infractions, and Severe Infractions. Please note that some behaviors may fall into one or more categories depending on frequency, severity, intent, and result of the behavior. This is not an all inclusive list of misconduct but covers many of the main areas which may lead to disciplinary action.

- Minor Infractions: First-time offenses OR minor misconduct  
 Major Infractions: Repeated minor infractions OR serious offenses  
 Severe Infractions: Repeated minor/major infraction, illegal, OR life or health-threatening offenses

### Minor Infractions

Disruptive Behavior:	Any behavior which disrupts the learning of others (including talking out, making noises, playing around, refusal to cooperate with others, giving put downs to others, etc.)
Profanity:	Swearing, cursing, or making obscene gestures (also written).
Minor Insubordination:	Noncompliance with a request, direction, or instruction of an adult. Also includes inappropriate tone or attitude toward adults.
Cheating/Plagiarism:	Using or getting information dishonestly. Presenting the ideas or work of others as your own.
Inappropriate use of Internet or Computers:	Any act that violates the RCS Acceptable Use Policy. Using for personal reasons. Using the network to personally attack or harass another person. Going to or attempting to go to unauthorized or inappropriate sites.
Electronic Devices:	Having and/or using electronic devices during school hours. Includes handheld games, music devices, phones, and other electronics not specifically approved by the school for educational purposes. Student cell phones must be turned off and not kept on the student's person at any time during the day. (The school, the district, and its staff shall not assume responsibility for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy)

### Major Infractions

Gross Insubordination:	The blatant, public, and disruptive refusal to follow the request, direction or instruction of an adult. All other misconduct not addressed in another category.
Assault:	A one-way physical attack on another person such as hitting, kicking, biting, spit, shoving or otherwise causing physical pain or harm.
Fighting:	A two-way physical conflict.
Bullying: Harassment / Intimidation / Threats /	Any act verbal or written (note, drawing), gesture or other form of communication through technology that is used to intimidate, harass, or threaten harm to another person for any reason. Bullying is any of



Coercion	these acts including physical acts that a student exhibits 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.
Vandalism:	The intentional damage or destruction of another's property.
Theft:	Taking or helping to take someone else's property without permission.
Sexual Misconduct:	The unacceptable touching of or making reference to the private body parts of another person verbally or in writing (including pictures, drawings, emails, text messages, any form of technology, etc.).
School Bus/Vehicle Disruption:	Conduct not listed elsewhere that obstructs the orderly and safe operation of school buses/vehicles

### Severe Infractions

Drug possession, use, sale:	Having, buying, selling or being under the influence of alcohol or illegal drugs. This also applies to look alike substances or any substance that a student claims is a drug.
Weapon:	Possession, transmission, or use of any kind of weapon including firearm, knife, razor, mace, pepper spray, clubs, chain, look-alikes, home-made weapons, or any item that is used like a weapon.

### Corrective Intervention Strategies

School personnel will use intervention strategies to help students replace negative or unwanted behavior with more positive behavior in order to keep the school safe and increase the likelihood that students will improve achievement.

Strategy	Description	Used For:
Parent Contact	Includes written contact (notes, email, communication logs, and Office Referral pink slips), verbal contact (phone conversation or left message), or face-to-face meeting.	Minor, Major, Severe
Loss of Privilege	Loss of non-guaranteed privileges such as recess, class celebration, assembly, reward, etc.	Minor, Major, Severe
Re-teaching	Re-teaching of the desired behavior.	Minor, Major, Severe
Before or After School Detention	School personnel will contact parents to determine date and time for detention.	Minor, Major, Severe
Behavioral Contract	A contract between teacher and student which includes the desired behaviors, incentives, consequences, and teacher or self monitoring.	Minor, Major
Referral to School Resource Personnel	Student may be referred to Guidance Counselor, Social Worker, or Response To Intervention team for classes, small group intervention, or consideration for behavior plan.	Major, Severe
Functional Behavioral Assessment and Behavioral	A meeting will take place to determine the function that the negative behavior is serving, what the antecedents to the behavior are, and what the replacement behavior will be. Then a Behavior Intervention Plan will be developed to	Major, Severe

Intervention Plan	encourage the desired behavior while discouraging the undesired behavior. These plans are generally more restrictive than a contract and data is collected during the implementation of the plan to help in determining whether adjustment of the plan is needed or whether the behavior requires a deeper reaching plan.	
Emergency Removal	Following an infraction, if it is determined by the Principal that a student cannot be returned to class, the student will be removed for a period of not more than 24 hours. The student will have to be picked up from school by a parent, guardian, or their approved designee.	Major
In-School Suspension	The student will be kept in school but assigned to an alternate location from his/her normal classroom. The student will be given work to do, will eat lunch separated from peers and will not attend recess or other functions happening at school. ISS is at the Principal's discretion and will not be used for infractions of violence.	Major
Out-of-School Suspension	The student will be removed from school for a period of 1-10 days (discretion of the Principal). During the period of the suspension, the student will not be permitted on school property, on any school bus/vehicle, or be in attendance at any school/district sponsored functions. Students may be able to make up work as appropriate.	Major, Severe
Expulsion	Removal of the student from school for a period of 11-85 school days.	Major, Severe

## **Field Trips & Assemblies**

Each year we try to give our students the opportunity to participate in a variety of field trips and assemblies.

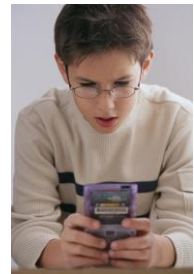
At all special events, students are expected to be on their best behavior. At assemblies, students will sit in areas designated by school staff. Inappropriate talking, noises, or remarks will not be tolerated. Assemblies and field trips are privileges. Students who do not demonstrate appropriate behavior may be excluded from field trips and assemblies.



## **Cell Phones, Electronic Devices and Toys**

Personal/portable electronic devices and toys are not permitted at school.

If a parent believes that their child needs to carry a cell phone for safety reasons as they travel to and from school the **“Cell Phone Policy Form”** must be filled out by the parent/guardian and returned to the school office/teacher. When the form is received and approved, the child may bring the cell phone to school. However, once they are on school grounds, the cell phone must be turned off, put away (not on the student) and not used during school hours. If emergencies arise during the school day, the school will contact the parent.



If a child feels that they need to contact their parent during school hours, they must request permission from the teacher to do so and use a school phone to make the call. Likewise, if the parent needs to contact the school or speak with their child in the event of an emergency during school hours, they will need to call the school's main line at 614-367-2380.

Any violation of this policy will result in the confiscation of the device. The district, the school and its staff shall not assume responsibility for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy. The "Cell Phone Policy Form" is available online or from the school office.

## Playground Safety

### ROCK Guidelines for Success on the Playground

1. Use kind words and tone of voice.
2. Play only approved playground games by the rules.
3. Use equipment the way it was intended to be used.
4. Walk on the mulch and blacktop areas.
5. Leave sticks, rocks, snow, and other items alone.
6. Stay on the playground at all times unless given permission by staff.
7. Follow adult directions and requests.

Recess is a privilege that students have; it is a time to burn off some energy and get a break in a day filled with work and concentration. Recess is not a guaranteed right, and it can be revoked for those who cannot Rock It Out during recess. The playground code will be specifically taught and instruction will be provided for the playground areas, equipment, and games. Additionally, the staff will periodically review the playground code with all students and may do so more frequently with those who may need it. Only school playground equipment will be allowed on the playground. Students will not be permitted to bring their own jump ropes and balls from home.

There will be supervision on the playground at all times. Playground duty teachers have the full authority of the principal to:

- ◆ close a game or piece of equipment for any period of time (including permanently)
- ◆ restrict certain individuals' access to certain aspects of recess
- ◆ assign students to recess time out for part or all of recess.

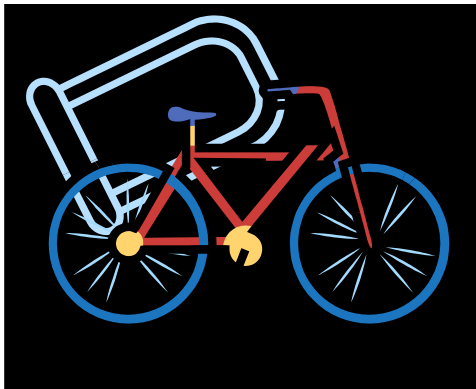
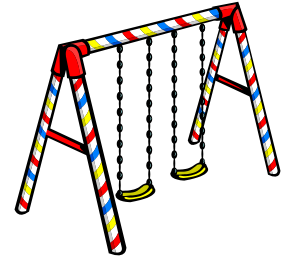
#### **Boundaries**

- North - swing and eagle's nest
- South - sidewalk
- East - green cable box (middle of jogging path)
- West - sidewalk

The duty teachers' first responsibility is to monitor activity for dangerous circumstances. Accidents will invariably happen—teachers cannot make students make the right choices, but they can address misconduct through any corrective intervention strategy necessary. In case of minor altercations, duty teachers may instruct students to play apart from each other or remove them to recess time out. Non-emergency issues will be addressed at a later time.

## Things to Remember

- Soccer may only be played in the field.
- Stay off of the tops of the equipment.
- Go up only on all ladders - down on all poles.
- Dismount from platforms safely (do not jump down).
- Remain seated on swings at all time and swing front to back only.
- Remain upright and keep moving at all times on the Eagle's Nest.
- Footballs may be passed only from one person to another.
- Benches are for sitting.
- Walk around not through a game in progress.
- All playground equipment should be used in the manner for which it was intended.
- Feet first and bottoms on slides.

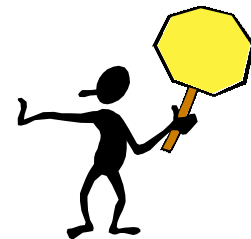


## **BICYCLES**

**Students may ride bicycles to and from school.** 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. Skates, rollerblades, scooters or skateboards of any kind are not permitted.

## **TRAFFIC SAFETY**

### **Buses and Daycare Vehicles**



The main loop by the front door is for school buses and daycare vehicles only. Only daycare vehicles that have been approved by the office and that have the 'Approved Daycare' sign displayed in the passenger side window are allowed into the loop. The bus loop is closed to all vehicles except buses from 7:35 a.m.–8:35 a.m. and 2:15 p.m.–3:15 p.m.

## **Students Being Picked Up by Parents/Guardians**

There are two (2) options for those parents/guardians who wish to pick their children up at school at the end of the day.

### **1) Parent Loop**

Anyone one wishing to utilize the Parent Loop must observe the following guidelines:

- ◆ Drivers will pull their vehicle to the assigned numbered cone.
- ◆ Treat all Rose Hill staff courteously and respectfully while picking up your child. Disrespect or abuse of Rose Hill staff will result in loss of parent loop privilege.

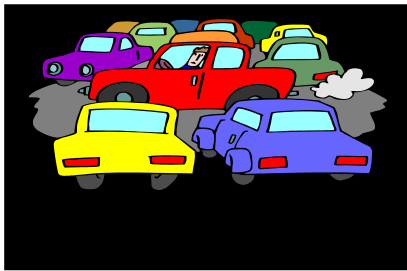
## 2) Park and Walk In

If you do not wish to wait in the line, you may park in any designated parking space and walk in to pick up your child.

*IMPORTANT – Pick-up and drop-off procedures are subject to change at anytime depending on circumstances or need.*

While driving on school property, please observe all signs, traffic patterns, and restricted areas. There may be times when Rose Hill staff direct you to do something contrary to signage—please follow the staff directions at these times. Drive slowly while on school property and always be alert for small children and pedestrians.

There is normally sufficient parking in the school lot. In the event this is full, parking is also permitted at the Reynoldsburg Alliance Church across the street. Additional parking is also available on Roundelay Road behind the school. Please be sure to observe the parking restriction signs posted on either side of the crosswalk and follow the traffic arrow pattern.



**Always park your vehicle in a designated parking space only.** Please remember to drive carefully through all areas of the parking lot. **Children are not always watching for you. Please watch for them!**

## **RULES AND REGULATIONS FOR ALL**

### **BUS RIDERS**

*This includes riders to/from school and field trips*

#### **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 pickup time.***
4. Wait off the roadway, not in the street.
5. Stay off lawns, and avoid horseplay, scuffling, and fighting.



#### **BOARDING THE BUS:**

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

#### **CONDUCT ON THE BUS:**

1. Follow the directions of the driver, including seat assignment, if given.
2. Walk to your seat and remain there. Do not stand or move around while the bus is moving. No one is permitted to save a seat for another.
3. Sit three to a seat, if necessary, and be careful not to block aisles.

4. Do not talk to the bus driver unless it is an emergency. (Drivers need to keep their minds on driving and their eyes on the road).
5. Talk quietly so that the driver can hear traffic sounds.
6. Keep arms, feet, book bags, and school books out of the aisles.
7. Do not open or close windows, except when requested by the driver.
8. Keep hands and head inside the bus. Do not stick anything out of the windows or throw anything out of the bus.
9. Loud, profane language and yelling are not permitted.
10. Eating is not permitted on the bus.
11. Smoking is not permitted on the bus. Do not light matches or lighters on the bus.
12. Do not deface or litter the bus; use waste baskets.
13. Do not tamper with the safety device or any other equipment.

#### **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.**

**ALL Students must have completed paperwork filed with the Transportation Department prior to boarding any bus.**

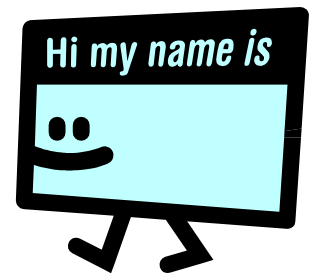
**Theresa Ritchie**

**Reynoldsburg City Schools Transportation Department  
7932 E. Main Street  
Phone: 614-501-1041**



## 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 volunteers in our schools and encourage you to contact the principal or your child's teacher if you are available to help in any way.



**Adults who volunteer in the school need to pick up, review and complete the volunteer packet. In some instances, a criminal background check will need to be done before a volunteer can begin.**

There are certain circumstances for which a volunteer may need to be fingerprinted. The following scenarios will require fingerprinting/criminal background checks:

- Any parent volunteer that has "unsupervised access to students" will need to be fingerprinted (i.e. one-on-one mentoring/reading; field trips in which a volunteer takes students in a small group unsupervised by district personnel.).
- Any parent volunteer handling PIE (Partners in Education) or school district funds.

**Fingerprinting Approvals are good for FIVE YEARS!** *Please note: fingerprinting results may take up to six weeks to return.* The school administration will be able to facilitate a criminal background check if it is needed.

### **Fingerprinting Hours for Volunteers**

Reynoldsburg City Schools, 7244 E. Main Street  
Phone: (614) 501-1020

***Please call the number listed above prior to your visit to inquire about days and times.***





# Rose Hill PIE (Partners In Education)

Our school has a Parent/Teacher Organization. The PIE (Partners In Education) is very active in working to bring special activities such as classroom parties, school newsletters, scholarship program, fundraiser programs and volunteer aide program for our students. The PTO will be sending information home with your child. If you don't receive this packet, please contact the school office.

**Any questions about the PTO, please contact a member of the Executive Board**

## 2015-2016 Executive Board Members

President	Sabrina Gray
Vice-President	TBA
Treasurer	TBA
Secretary	TBA

## **Additional Services Available at Our School**

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

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. The lost and found is located outside the gym. If items are not claimed, they will be donated to a charitable organization at the end of each semester.
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 at the school office each school year. If you decide to purchase the insurance, please send the form and payment as indicated on the insurance application.
4. **Building Usage** – Some of our school facilities are available for private use. If you wish to use a school facility for an activity, please contact the school office for a building usage form. There is a nominal charge for the use of a school facility.
5. **Use of School Telephone** - Due to the importance of keeping our phone lines



as 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. Students are not to use cell phones to call home. They must get permission to use the school phone.

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

# Rose Hill Elementary School

## Home/School Compact for Student Learning



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

This school-parent compact is in effect for school year 2014-2015.

### Our School's Responsibilities

Rose Hill administrators, teachers and support staff will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards as follows:
  - Provide targeted academic and behavioral supports to students ensuring all subgroups of students meet their learning targets
  - Ensure a safe environment conducive to learning
  - Progress monitoring with formative assessments are used for all students to ensure all students make at least a year's growth in Reading and Math. Curriculum is aligned to Ohio Academic Content Standards
  - Enrichment activities are provided to enhance and support higher level learning
2. Hold parent-teacher conferences twice a year during which this compact will be discussed as it relates to the individual child's achievement. Parents and teachers may also schedule conferences as needed throughout the school year.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
  - Interim Reports are electronically accessible for parents to review four times a year, mid-quarter. Parents are invited to ask questions about their child's report.
  - Report cards are sent home quarterly. Parents are invited to contact their child's teacher with questions.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
  - Phone and voicemail
  - E-mail
  - Written notes in child's Agenda (daily assignment log)
  - Two scheduled conferences a year and additional conferences as requested by the parent or teacher.
5. Provide parents opportunities to support their child's education and the education of all Rose Hill students by participating in Rose Hill Elementary as follows:
  - Join children for lunch
  - Chaperone field trips
  - Observe classrooms
  - Serving on the PIE (Partners In Education)
  - Volunteering as a tutor, mentor or activity leader
  - Assist in an area of the school such as our children's classroom, library, playground or cafeteria
  - Attend school events such as Open House, performances, field day, etc.
  - Help to review Title I plans and compacts
  - Participate on Reynoldsburg City Schools District committees
    - Reynoldsburg City Schools requires that all school volunteers who have individual contact with students must be fingerprinted and have a background check. This is done free of charge by Reynoldsburg City Schools.

## Family Responsibilities

Rose Hill families will support our children's learning in the following ways:

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

Rose Hill families will participate in our school to the extent possible by:

- Serving on the PIE (Partners In Education)
- Volunteering as a tutor, mentor or activity leader
- Assisting in an area of the school such as our children's classrooms, library, play ground or cafeteria
- Advocating for our children
- Attending school events such as Open House, performances, field day, etc.
- Helping to review Title I plans and compacts
- Participating on Reynoldsburg City Schools District committees

## Student Responsibilities

Students will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Do our homework when assigned and ask for help when we need to.
- Read every day outside of school time.
- Give to our parents or the adult who is responsible for our welfare all notices and information received by us from our school every day
- Ask for help when we need it
- Help to make my classroom a positive and safe place to learn.
- Give my best effort.
- Living In Excellence



## **Reynoldsburg Board of Education Members**

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

### **Reynoldsburg Board of Education**

**Joe Begeny, President**  
**Rob Truex, Vice President**  
**Debbie Dunlap**  
**Elaine Tornero**  
**Neal Whitman**

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

## **Reynoldsburg “Compact on Respect”**

**As a member of the Reynoldsburg community, I will show my strength by...**

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

*With your cooperation, the "Compact" will be a positive influence on the quality of life in Reynoldsburg.*

# 2015-2016 STUDENT HANDBOOK SIGNATURE PAGE

(Return to classroom teacher)

Student's Full Name (please PRINT clearly): \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ Parent/Guardian Name (PRINTED): \_\_\_\_\_

Part 1

## STUDENT/PARENT HANDBOOK

I have (please check one) \_\_\_\_\_ accessed the Student/Parent Handbook online OR \_\_\_\_\_ received a hard copy of the Student/Parent Handbook from the school office and have reviewed its content with my son/daughter. We have specifically reviewed the following (initial each after reviewing):

\_\_\_\_ Attendance Policy (p.8-10)      \_\_\_\_ Cell Phone Policy (p.22)      \_\_\_\_ Conduct/Discipline Policy (p.16-19)  
\_\_\_\_ Dress Code Policy (p.20-21)      \_\_\_\_ Visitation Policy (p.10)      \_\_\_\_ Volunteer Policy (p.26)  
\_\_\_\_ Traffic Safety Policy (p.23-24)      \_\_\_\_ Home/School Compact for Student Learning (p.29-30)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Part 2 - A

## COMPUTER AND TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

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

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

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

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Part 2 - B

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

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Work Phone Number

\_\_\_\_\_  
Student Date of Birth