Exceeding the standard one "Slate" at a time.

**Slate Ridge Elementary**

**Student/Parent Handbook**

**2015-2016**

Slate Ridge Elementary

10466 Taylor Road SW

Reynoldsburg, OH 43068

Phone: (614) 501-5500

Fax: (614) 501-5520



**Home of the Toucan**

***Principal: Mrs. Micca Conley***

***Secretary: Mrs. Pamela Marshall***

***Superintendent: Mrs. Tina Thomas-Manning***

**Our Vision**

• To ensure all students leave Slate Ridge able to read.

• To ensure all students are proficient in reading by the end of 3rd grade.

• To ensure all students realize at least one year’s growth in one year’s time both in English Language Arts and Mathematics

• To meet the needs of each individual student resulting in student achievement above the state expectations.

• To establish a collaborative partnership with Slate Ridge Elementary and the Reynoldsburg community.

**Our Mission**

• To provide a learning environment where both emotional and physical safety for students is recognized, where respect and responsibility are expected and broad ranges of learning experiences occur.

• To continually evaluate instructional effectiveness in regards to student progress through the development of a thorough data collection, data analysis and accountability system in order to plan specific lessons, instructional approaches, professional development.

• To continue the implementation of a framework for content, instruction, and assessment aligned to the Ohio Department of Education Learning Standards that ensure growth and proficiency for all students.

**The Toucan Treaty**

I will use my ears to listen,

I will use my feet to take me in new directions,

I will use my mind to think,

I will use my hands to create my best work,

I will use my mouth to say kind words,

I will express my feelings appropriately,

I will learn something new each day.

**The Reynoldsburg Board of Education**

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

The current members of the Reynoldsburg Board of Education are:



 Elaine Tornero, *President*

 Loretta King, *Vice President*

 Sandra Long

 Joe Begeny

 Dan Hayes

The regular meetings of the Reynoldsburg Board of Education will be held on the third Tuesday of every month. Meetings are held at Reynoldsburg City Hall at 7:00 p.m. Occasionally a meeting will need to be moved to an alternate location. Notice of any change of location and time will appear in the local newspapers and on the Reynoldsburg City Schools website.

**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 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.

![MC900030059[1]]()

*Dates for 2015 – 2016:*

|  |  |
| --- | --- |
| **August**14 Class Lists Posted17 Students w/Last Names A-L Report to School18 Students w/Last Names M-Z Report to School RCS Board of Education Meeting19 All Students Reort**September**07 No School: Labor Day Holiday10 PTO Meeting (4:00 PM)11 Picture Day 15 RCS Board of Education Meeting **October**08 PTO Meeting (4:00 PM)15 1st 9 Week Grading Period Ends16 NO SCHOOL20 RCS Board of Education Meeting22 Parent/Teacher Conferences 23 Report Cards Go Home 28 Parent/Teacher Conferences 30 Fall Picture Retakes**November**03 No School: Election Day 12 PTO Meeting (4:00 PM)17 RCS Board of Education Meeting25 No School26 No School: Thanksgiving Holiday27 No School**December**10 PTO Meeting (4:00 PM)15 RCS Board of Education Meeting18 2nd 9 Week Grading Period Ends21 Winter Break Begins |  **January**01 No School- Winter Break 04 Students/Staff Report to School 08 Report Cards Go Home14 PTO Meeting18 No School: MLK Holiday19 RCS Board of Education Meeting29 No School - In-service Day**February**04 Parent/Teacher Conferences 10 Parent/Teacher Conferences 11 PTO Meeting12 No School15 No School: Presidents’ Day Holiday  16 RCS Board of Education Meeting **March** 10 PTO Meeting 11 3rd 9 Week Grading Period Ends 15 RCS Board of Education Meeting18 Report Cards Go Home Spring Picture Day25-31 No School: Spring Break**April** 01 No School- Spring Break 04 Back to School 14 PTO Meeting (4:00 PM) 19 RCS Board of Education Meeting **May**12 PTO Meeting (4:00 PM) 17 RCS Board of Education Meeting26 Students’ Last Day Report Cards Go Home27 Summer Break Begins  |

*(\*Additional dates and events may be added throughout the school year.)*

![MC900232735[1]]()

2015-2016 Daily Schedule

7:15 a.m. School Office Opens

7:30 a.m. Teachers arrive for planning time and meetings

7:50 a.m. Students enter the building – Earliest time for student arrival

 Students may purchase breakfast (7:50-8:05a.m.)

8:05 a.m. School Begins – Tardy Bell Rings

 (Any student entering the classroom after this time is considered tardy. Students who are tardy must report to the office with a parent/guardian and signed in before going to class.)

9:15 a.m. Deadline for parents to notify the office that a student will be absent

10:55 a.m. a.m. Kindergarten and Preschool dismissal

10:50 a.m. 1st Grade Lunch

11:20 a.m. 2nd Grade Lunch

11:35 a.m. K students enter the building- earliest time for p.m. K student arrival

11:45 p.m. p.m. Kindergarten and Preschool begins

 (Any student entering the classroom after this time is considered tardy. Students who are tardy must report to the office with a parent/guardian and signed in before going to class.)

11:50 p.m. 3rd Grade Lunch

12:20 p.m. 4th Grade Lunch

2:35 p.m. Dismissal of Students

3:15 p.m. Teachers’ Day Ends

3:15 p.m. School Office Closes

**Children may not be dropped off at school before 7:50 a.m.** There will be no adult supervision of children before that time. At 11:35 an adult will be at the front door of the school building to greet afternoon kindergarten students. **Afternoon kindergarten students may not be dropped off at school before 11:35 a.m.** Children are not permitted on the playground prior to the start of school. **Children that are car riders must be picked up by 2:35 p.m.**

For your convenience, a Latch Key before and after school program is available in our building. For more information contact Kiddie Academy of Reynoldsburg. They can be reached at 614-866-1422.

**Slate Ridge: Title 1 School Wide Elementary School**

**Home – School Compact for Student Learning**

The Slate Ridge Elementary learning community of teachers, support staff, administrators, and families, has written this compact to the outline shared responsibility for student learning and academic achievement. This compact describes how the school and families will build and develop a partnership that will help children meet and exceed high academic standards set by Reynoldsburg City Schools and the Ohio Department of Education.

**Our School’s Responsibilities**

Slate Ridge 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 as follows:

 • Ensure a safe environment conducive to learning at all times

* Provide targeted academic and behavioral supports to students ensuring all subgroups of students meet their learning targets

 • Progress monitoring with formative assessments are used for all students to ensure all students make at least a year’s growth in English Language Arts and Mathematics

 • Curriculum is aligned to the Ohio Department of Education Learning 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. Specifically, those conferences will be held:

 • Scheduled conferences are October 22nd and 28th, 2015 and February 4th and 10th, 2016. 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:

 • On-line Interim Reports are available for parents to review throughout the school year. 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 • Two scheduled conferences a

 • E-Mail year and additional conferences

 • Written notes in child’s Agenda as requested by the parent or

 (daily assignment log) teacher

\*5. Provide parents opportunities to support their child’s education and the education of all Slate Ridge students by participating in Slate Ridge Elementary as follows:

 • Join children for lunch

 • Chaperone field trips

 • Observe classrooms

 • Volunteering as a tutor, mentor or activity leader

 • Assist in an area of the school such as classrooms, library, playground or cafeteria

 • Attend school events such as parent/teacher conferences, Open House, performances, field day, etc.

 • Communicate regularly with child’s teacher

 • Help to review Title I plans and compacts

 • Participate in the Slate Ridge PTO

* Participate in 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**

Slate Ridge families will support our children’s learning in the following ways:

• Ensuring children attend school and come to school on time

• Reading and signing students’ agendas daily

• Helping children complete their homework to the best of their ability by:

 ° Encouraging children to do their best work

 ° Helping children understand directions for assignments

 ° Talking with children about learning and school in a positive way

 ° Notifying the teacher when a child has difficulty completing homework assignments

• Attending children’s parent-teacher conferences and other meetings pertaining to students’ education

• Monitoring the amount of television, the types of television programs children watch, music they listen to and the video games they play

• Participating, as appropriate, in decisions relating to children’s education

• Promoting positive use of child’s time at home and in the community

• Staying informed about children’s education and communicating with the school by promptly reading all notices from the school or the school district and responding as appropriate

**Slate Ridge families will participate in our school to the extent possible by:**

• Volunteering as a tutor, mentor or activity leader

• Watch Dog Program

• Assisting in an area of the school such as our children’s classrooms, library, playground 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 in the Slate Ridge PTO

• Participating on Reynoldsburg City Schools District committees

**Student Responsibilities**

Students will share the responsibility to improve our academic achievement and meet high standards by:

• Completing all assigned homework

• Reading daily outside of school time

• Practicing math facts regularly

• Giving parents/guardians all notices and information received from school every day

• Asking for help when needed

• Helping to make our school a positive and safe place to learn

• Giving his/her best effort

**Attendance Policy**

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.

When your child is absent or tardy:

1. Parents are to notify the school by 8:15 a.m. if their child will to be absent or tardy. Please call the office at **501-5500**. This is a 24-hour phone line and can accept voice mails at any time.

2. A **written excuse must also be sent to school** with the child and given to the teacher on the day of his/her return to school. If a note is not submitted to school within three days after each absence, the absence will be considered 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 the child the parent must report to the office and the child will then be called to the office. This prevents disruption of classroom instruction.

**Any absence from school will count against perfect attendance.**

**Any student in grades 1-4 absent more than 2 hours in any one school day will be considered one-half day absent.**

Board of Education Policy: **JED** is in agreement with S.B. 181 and states the reasons for which students may be excused, but are not limited to:

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

6. as determined by the Superintendent

As per Policy JED, each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up missed 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 school days after each absence explaining the reason for the absence or tardiness. If no note is brought in by that time the absence is considered unexcused.

All students absent for **5 consecutive days** must turn in an excuse signed by a physician. The physician’s excuse must be on the physician’s letterhead. Individual circumstances will be considered. Any days missed due to disciplinary action will be considered unexcused absences.

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

Reynoldsburg City Schools may refer excessive unexcused absences and tardiness to the Franklin or Licking County Juvenile Court. The events that can lead to a referral are the following:

1. Five unexcused absences and a letter will be sent to the parent by the building Principal.

2. Frequent unexcused tardies and early dismissals may also be referred to Juvenile Court.

3. Fifteen absences, excused or unexcused, and a referral may be made to Juvenile Court.

**Contacting the School**

We understand that there may be times in which the parent must contact their student during the school day. Please call the general telephone number (501-5500) and the office personnel will relay the message to the students. Teachers cannot receive phone calls during instructional time unless it is an emergency.

If you bring items to school during the students’ work time, such as a forgotten lunch, lunch money, or books, please bring these items to the school office. They will be delivered to the classroom by school personnel to avoid interruption of instruction.

**It is important that we limit as many disruptions to the classroom as possible.**



**Use of School Telephone**

Due to the importance of keeping our phone lines open as much as possible, we do not make our phones available for public use. If an emergency exists, parents may leave a message for students with the office staff or a student may be allowed to use the phone with special permission from the school staff.

**Early Dismissal from School**

When picking up a student at school for early dismissal, a parent must first come to the office and sign the student out. The student will then be called from class to meet the parent in the office. Students will be dismissed only to those persons designated in writing by their parent(s) or guardian.

If you have advance knowledge that your child will need to leave school early, it is most helpful to notify the teacher in order to plan accordingly for homework assignments, etc. **Please allow 24 hours when requesting homework assignments.** Teachers often have meetings during their plan time and may not be able to get work together until after the school day.

**Responsibility for Students**

Reynoldsburg City Schools assumes responsibility for their students during the hours of 7:50 a.m. and 2:45 p.m. while they are on school property. Unless traveling on Reynoldsburg City School Buses, students are the parent’s responsibility at all other times. **Failure to pick up students by 2:45 p.m. may result in our contacting the authorities.**

![MC900105184[1]]()

**Address and Telephone Changes**

Any changes of address or telephone numbers need to be reported to the school in a timely fashion. Updated information is a safety requirement and allows for effective communication between home and school. Within 5 days of an address change you must bring your proof of residency, including a copy of your lease or proof of home ownership, and a current utility bill to the Reynoldsburg City Schools Welcome Center located at 6699 E. Livingston Avenue (614-501-1033.)

![MC900434709[1]]()

**Withdrawal Policy**

When you know that you are moving out of the Slate Ridge Elementary area you must contact the school office and complete a withdrawal form. If you are moving within the Reynoldsburg School District and wish to remain at Slate Ridge Elementary for the remainder of the school year you may apply for an intra-district transfer. Open Enrollment must be approved by the Principal. Reynoldsburg City Schools will not provide transportation for open enrollment students.

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



**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.

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

We encourage you to participate in parent-teacher conferences. Parent-teacher conferences will be held two times during the school year. Fall conferences will be held on Thursday, October 22nd and Wednesday, October 28th, 2015. Spring conferences will be held on Thursday, February 4th and Wednesday, February 10th, 2016. Your child’s teacher will send home a form a few weeks before to help arrange a time that is convenient for you. If the teacher or parent feels that a conference is needed at any other time, contact between the teacher and parent should be made to schedule the conference.

Parents may request to view their child’s school records. Written requests should be submitted to the school Principal 24 hours in advance of the visitation. Parents will need to provide proper identification prior to viewing student records.

**Promotions and Retention Procedures**

Many factors are taken into consideration in the decision to promote, place or retain 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 school administration if you have any questions about the retention, placement or promotion of your child.

The Third Grade Reading Guarantee from the Ohio Department of Education came into effect for the 2012-13 school year and continues for the 2015-2016 school year. This sets into place guidelines for assessment, intervention and promotion/retention into the next grade level. See the Ohio Department of Education website http://education.ohio.gov/ for the most current information about what this law means for our Slate Ridge students.

**Kindergarten Eligibility**

Children five years of age on or before September 30 may be enrolled in kindergarten. Each spring, one week is designated to register new kindergarten students for the next school year. Please contact the school office or see the district website at [www.reyn.org](http://www.reyn.org) for further information.

**Gifted Services**

Reynoldsburg City Schools identifies gifted students beginning at the elementary level through high school. Our mission is to match the gifted services with the needs of every individual child. If you have questions regarding gifted services contact the school administrators at 614-501-5500.

**Intervention Services**

In addition to the regular curriculum, Slate Ridge offers specialized services for children needing reading intervention, learning disability tutoring, as well as classes for children with special academic ability and talents. A speech and language therapist is on staff to instruct students with speech and language disorders.

In addition, a school psychologist is available to our school. The psychologist provides services to teachers and parents as student need and appropriate support are identified.

Slate Ridge Elementary has a Response to Intervention (RTI) team. The purpose of the RTI team is to address referrals made by parents or school personnel who have concerns about a student’s academic performance, emotional, social or behavioral difficulty. The team will review the student’s needs and progress and determine the degree and frequency of intervention. The RtI team consists of teachers, counselors, administrators, parents and other appropriate school personnel.

ESL and LEP services are available for students meeting the eligibility requirements for students that speak English as a Second Language (ESL) and/or students with limited English proficiency (LEP). Please contact the school office at 614-501-5500 for more information about these services.



**Library**

We have a wonderful library at Slate Ridge including a wide variety of fiction and nonfiction books and resources. Students will be issued classroom materials and permitted to check out library books throughout the school year. These should be treated with care. **Books that are damaged or lost *must* be paid for. Library privileges will be suspended until lost book fees are paid.**

**Food Services**

A breakfast snack is available from 7:50 to 8:05 each morning. New this school year students will pay for breakfast. Full price is $1.00, reduced price for breakfast is 30¢.

Students may bring a packed lunch or purchase a hot lunch from the school cafeteria. Full school lunches for elementary students cost $2.00. Extra milk costs 50¢. Each student will receive a magnet reflecting the school lunches for the entire year and the menu will also be published on the school website. Payment for school lunches may be sent to school with your student with a check payable to Slate Ridge Cafeteria; be sure to include your child’s name on the memo line. Please put your child’s lunch money/check in an envelope with your child’s name and “Lunch Money” written on the outside of the envelope. All monies collected are placed on students’ personal accounts.

You may also put breakfast and lunch money on your child’s meal account online using PayForIt.net.   The link to access the online payment system can be found on the Reynoldsburg City school website [www.reyn.org](http://www.reyn.org) . By logging onto [www.payforit.net](http://www.payforit.net/), some conveniences available include:

* Depositing money at your convenience into your child’s Cafeteria account
* Setting email reminders to notify you when you child’s account gets low
* Setting up recurring payments for your child’s Cafeteria account
* Checking your child’s Cafeteria account balance
* Viewing an activity report so you can see what your child has eaten in the previous 30 days

To set up an account, all you will need a valid email address, credit card or ACH Check Information, and your child’s school, grade and student identification number. See our district website or contact the food service department for more information.

If a student forgets his lunch or lunch money, a school lunch will be provided one day only. The money for the lunch must be paid back the next day. If the balance due is not paid, a cheese sandwich and a drink will be served to the student until their lunch account is paid in full.

Children from families with eligible incomes may qualify for meals free or at a reduced price. Applications are sent home the first day of school. You may also contact the school office for application forms.

![MC900440524[1]]()

**Cafeteria Rules**

1. Treat everyone with respect.

2. Pay for all food and eat it in the cafeteria.

3. Speak quietly in the cafeteria.

4. Pick up all trash and put it in the proper container.

5. Ask permission to leave your seat or to leave the cafeteria.

6. Do not throw anything.

7. No food or drink will be taken outside of the cafeteria without permission from a staff member.

![MC900434837[1]]()

**Money and Valuable Items**

**Students are not to bring extra money and/or valuables to school.** Staff will not be held responsible for money and/or valuables.

Items such as electronic games, CD players, cameras, Gameboys, MP3 players, cell phones and other valuable items are not permitted at school. The school will not be held responsible for items that may be damaged, lost or stolen.

**Money brought to school** for field trips, pictures, fundraisers and school store **should be in a sealed envelope with the student’s name and teacher’s name clearly marked on them.** Please send your payment via check or money order whenever possible.

Glasses, watches, book bags and other personal items are the responsibility of the student. **The school will not be responsible for damaged or lost personal items.**

**Release of Student Photos, Media Interviews**

During the year, Reynoldsburg City Schools often have the opportunity to photograph and/or videotape our students in a variety of school related activities. Student recognition programs, academic programs and fine arts program are a few examples of these activities.

These personally identifiable photographs and/or videotape footage may be used in communication, including but not limited to the school or district newsletter, annual report and calendar, local newspapers and in communicating with the media such as allowing interviews or photographs with students. (The district reserves the right to deny media requests for student interviews at any time.)

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect your privacy.

**If a parent/guardian objects to the inclusion of their child in any of the above, the objection must be submitted in writing to the school administrator**. See the form included in this handbook or a written request by the parent or guardian including the child’s name, grade and school may be submitted to the school office within two weeks from the first day the student is enrolled in a school year. These may also be sent through U.S. Mail to:

Slate Ridge Elementary School

10466 Taylor Road SW

Reynoldsburg, OH 43068

**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 things as name, address, telephone number, date of birth and dates of attendance, etc. If you do not want any information about your child released by the school, you must submit your request in writing to the school Principal.

**Field Trips**

Field trips are an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. We reserve the right to prohibit students from attending field trips because of disruptive behavior. Parent permission slips are required and must be signed in advance by the parent or guardian. Students will travel by school vehicles. Students will be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or advisor in charge of the trip. Emergency Medical Authorization forms are also required for attendance of field trips.

**Homework**

Homework provides an opportunity for parents to become partners in their student’s learning process. Teachers give homework to strengthen children’s skills in specific areas. The amount of homework should increase as a child moves through the elementary grades. If your child is routinely spending more than an hour on homework at any grade level, please discuss it with your child’s teacher. Since the needs of each child are different, homework assignments may vary from child to child within each class.

**Health Services**

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

All students in kindergarten, grades 1, 3, 7 and 9 will have vision and hearing screenings during the school year. Parents will be notified if there is any evidence of vision or hearing problems.

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

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

If it is essential that a student receive medication at school, the **parent** must deliver the medication to the school office in the **original container**. This container must be properly labeled with the date, student’s name, name of medication, strength, dosage of medication and physician name.

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

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

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

**Desk and Storage Use**

The teachers and administration of Slate Ridge Elementary reserve the right to check students’ storage areas for reasons of health, safety or violations of school rules or civil laws. The school urges students never to leave money or valuable items of personal property in their desk.

**Emergency Closing**

There are times during the year, due to inclement weather or an unforeseeable event, when school will need to be closed or delayed. Please have an alternative plan for your child in case of an unscheduled closing of school. The following list of television and radio stations will broadcast the closing or delay of school.

|  |  |  |
| --- | --- | --- |
| WBNS TVWQTTE TV (Fox)WMNI - Radio 92.0WOSU – Radio 82.0WNCI – Radio 97.9WBNS – Radio 1460 | WCMH TVONN TVWBZX – Radio 99.7WOSU – Radio 89.7WCOL – Radio 97.9WBNS – Radio 97.1 | WSYX TVWOSU TVWEGE – Radio 103.9WTVN – Radio 610THE FOX – Radio 105.7WSNY – Radio 94.7 |

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**Fire, Tornado and Emergency Drills**

Fire, tornado, lock down and evacuation drills will be held periodically during the school year. We ask that you emphasize to your child the importance of these drills and the need to accurately follow all directions that will be given to them by their teachers. Students must know exactly what they are to do and/or the route they are to take out of the building. It is important they do their part to maintain order to help prevent injury or loss of life in the event of a fire, tornado or other emergency.

Reynoldsburg City School District has a single comprehensive Emergency Operations Plan (EOP) that is in conformance with the State of Ohio “model schools Safety Plan”. In cooperation with the Reynoldsburg Police Department, Reynoldsburg Schools continually modifies this plan to fit each individual school’s needs. The Reynoldsburg Schools also have a restricted access policy and doors are locked during school hours. *Safety of everyone is always our number one priority.*

**Lost and Found**

Lost and Found is located in the cafeteria. .Small or valuable items, such as jewelry or eye glasses, are kept in the lost and found in the office. Please stop to check Lost and Found for any items your child may have misplaced at school. WE ENCOURAGE PARENTS TO LABEL ALL ITEMS THAT YOUR CHILD BRINGS TO SCHOOL. Unclaimed lost and found items are donated to charity throughout the school year.

In addition, small or valuable items (such as jewelry)

are kept in a lost and found inside the office – please ask the secretary.

**School Insurance**

School insurance information is sent home with each child at the beginning of each school year. If you decide to purchase the insurance, forms are available in the school office.

![MM900041043[1]]()

**Playground Rules and Safety**

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

1. Respect our playground.

2. Use our playground and equipment properly and safely.

3. Keep the area clean!

4. Treat everyone in a safe and helpful way.

5. Keep your hands and feet to yourself.

6. Follow all directions given by all adults the first time they are given.

7. Listen to and respect the adults on duty.

8. Display positive sportsmanship and be courteous.

9. Walk on blacktop at all times.

10. Leave mulch and stones on the ground.

11. Shoes must be worn on the mulch area. Shoes need to be tight, secure and safe.

![MC900232063[1]]()12. Slide DOWN the slides while seated. Do not climb up the slides.

13. Hang on appropriate equipment only by your arms.

14. Climb up and down. Don’t jump from ladders and climbers.

15. Climbing over or on top of the equipment is not permitted.

**Bus Transportation**

If your child rides a bus to and/or from school, please review the following rules/guidelines with them. Proper bus conduct is essential for safe transportation and required of children on the bus at all times. Students noncompliant with expected behaviors may be prohibited from school bus privileges. Parents are encouraged to supervise students walking to and from bus stops. See the district website for bus route information.

Before the bus arrives:

1. Leave home on time each day.

2. Walk facing traffic if there are no sidewalks.

3. Arrive at your pick-up spot five minutes before the bus.

4. Wait off the roadway, not in the street.

5. Stay off lawns, and avoid horseplay and scuffling, 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 except when entering or exiting the bus unless it is an emergency.

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, lighting matches or lighters are not permitted 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.

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

**Visitors**

Parents are always welcome to visit in their child’s classroom. If you have time at lunch, you are welcome to have lunch with your child in the cafeteria.

We require **ALL VISITORS, INCLUDING PARENTS, to SIGN-IN** at the school office **EACH TIME ENTERING OUR SCHOOL**. You will be given a badge to wear during a school visit, however brief it may be. The badge announces to students and staff alike that you are not a stranger in our building.

D**o not park in the curb row next to the building during arrival and dismissal times, from 7:45 to 8:15 in the morning and from 2:00 – 2:45 in the afternoon.** This area is reserved for the car-rider pick up line and daycare buses. All vehicles need to be able to load and unload our children close to our building for safety reasons. School buses arrive and depart from our parking lot a minimum of four times a day and more often for scheduled field trips or other events and programs.

**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. The Slate Ridge PTO meets the second Thursday of each month during the school year. Meetings are held in the library and begin at 4:00 PM. All are welcome. We hope to see you there!

Pursuant to O.R.C. 109.575, Reynoldsburg City Schools require that any individual who will be working one-on-one with a student or who will be handling money on behalf of the PTO be fingerprinted every five years. Fingerprinting is a free service provided by Reynoldsburg City Schools at the Central Office location. If you are new to our school and would like to volunteer, please contact the school office for a Volunteer Packet.



Learners Today Leaders Tomorrow

**Reynoldsburg City Schools Website**

Reynoldsburg City Schools maintains a website as another means of communication with its families. The website can be accessed at: [www.reyn.org](http://www.reyn.org). This website will give you information about the school district, events, and information about all schools and their activities. See the following pages for excerpts from the complete list of district polices. All policy information can be accessed via the district website.

File: JFCA

**REYNOLDSBURG SCHOOL DRESS CODE POLICY**

In order to promote school safety and provide a healthy and respectful educational environment, all students in grades kindergarten through four and Waggoner Road Middle School (Waggoner Road Middle School for the 2012 – 2013 school year only) shall adhere to this dress code policy. The objective of this dress code is to provide an appropriate, safe and respectful educational environment while allowing students to dress comfortably, within limits, to facilitate learning. The District expects students to maintain the type of appearance that is not distracting to students, teachers or the educational process of the schools. The final determination of a student’s adherence to the dress code will be made by the school administration.

Parents/guardians share equal responsibility with their child for the student’s adherence to the dress code policy. Based on input received from principals, staff, and parents, the required dress code shall consist of the following clothing:

GENERAL GUIDELINES

• No clothing that promotes drugs, alcohol, tobacco, sex, violence or is offensive or degrading.

• No clothing associated with gangs.

• No clothing that exposes underwear or inappropriate parts of the body.

• No clothing long enough to drag the ground.

• No top and bottom clothing that does not overlap.

• No body piercing, except for ears.

• No sunglasses unless prescribed in writing by a medical doctor for indoor wear.

• No chain wallets.

• No flip-flops, house shoes or slippers.

PANTS, SHORTS, CAPRIS, SKORTS

• No clothing that is more than one inch larger or smaller than waist measurement.

• No pajama pants.

• No jogging pants, sweatpants, gym shorts or any kind of athletic clothing. **(fifth and sixth graders only)**

• No stretch knits, flannel or fleece. **(fifth and sixth graders only)**

• No skirts, shorts or skorts above the knee. **(fifth and sixth graders only)**

TOPS

• No sleeveless tops.

• No formfitting or oversize baggy shirts.

• No low-cut, scoop or plunging necklines.

• No fabrics so sheer as to allow underwear and/or inappropriate parts of the body to be visible.

• No clothing with hoods to be worn inside the building.

• No writing or pictures on tops, except for small logos. **(fifth and sixth graders only)**

• No coats or cold weather jackets inside the school during the school day.

• This provision does not prohibit Reynoldsburg School District “spirit wear”.

HEAD COVERINGS

• No hats, caps, scarves or headbands.

• No head coverings except for religious purposes. The student (and if under the age of 18, the parent of the student) is to notify the school authorities of the religious practice prior to the start of the school year to prevent the students from being questions about the attire.

Students who violate this policy shall be subject to the following disciplinary actions: A warning will be issued and the student’s parents/guardians shall be required to pick up a student or bring alternative clothing for the student to wear. If the student misses any class time due to a uniform violation, the student’s absence shall be considered unexcused. Repeated violations may result in other disciplinary action pursuant to the Student Code of Conduct, which may include, but not be limited to, detention, suspension, and/or expulsion. Building Administrators will make the final decision at the building level if a student’s attire does not meet the requirements of this policy.

Adoption date: July 19, 2012

Reynoldsburg City School District, Reynoldsburg, Ohio

**2010-11 REYNOLDSBURG CITY SCHOOLS’ CODE OF CONDUCT**

**Introduction**

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.**

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), to 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.

**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.

1. **Trespassing** – A student shall not enter school property before, during or after school hours without express permission of an appropriate school official.
2. **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.
3. **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.
4. **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.

HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any person or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student, staff member or volunteer more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other person and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other person. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or other employee or volunteer of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers, and all other District employees and volunteers are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District’s web site.

 File: JFCF

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

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

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

[Adoption date: March 20, 2012]

LEGAL REFS.: ORC 117.53

 2307.44

 2903.31

 3301.22

 3313.666; 3313.667

 3319.073

CROSS REFS.: AC, Nondiscrimination

 EDE, Computer/Online Services (Acceptable Use and Internet Safety)

 IIBH, District Websites

 JFC, Student Conduct (Zero Tolerance)

 JFCEA, Gangs

 JG, Student Discipline

 JHG, Reporting Child Abuse

 Student Handbooks

: JFCF-R

HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

 1. physical violence and/or attacks;

 2. threats, taunts and intimidation through words and/or gestures;

 3. extortion, damage or stealing of money and/or possessions;

 4. exclusion from the peer group or spreading rumors;

 5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:

 A. posting slurs on web sites, social networking sites, blogs or personal online journals;

 B. sending abusive or threatening e-mails, web site postings or comments and instant messages;

 C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and

File: JFCF-R

 D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

 6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff/volunteers who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff/volunteers who receive reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

 1. Formal Complaints

 Students, parents or guardians and school personnel may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

File: JFCF-R

 2. Informal Complaints

 Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

 3. Anonymous Complaints

 Students, parents or guardians and school personnel who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

Intervention Strategies

 1. Teachers and Other School Staff

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

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

File: JFCF-R

 2. Administrator Responsibilities

 A. Investigation

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

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

 B. Nondisciplinary Interventions

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

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

File: JFCF-R

 C. Disciplinary Interventions

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

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

 Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

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

Report to the Parent or Guardian of the Perpetrator

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

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

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

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

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

File: JFCF-R

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

Police and Child Protective Services

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

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

All District personnel must cooperate with investigations by outside agencies.

[Adoption date: March 20, 2012]

# Disciplinary Consequences/Definitions

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

1. Verbal Reprimand
2. Restriction of Privileges
3. Alternative Education Placements: The suspension of the student’s normal instructional activities by the Superintendent or 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.

1. Removal from Activity
2. Parent Contact
3. Restitution
4. 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.
5. 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.

1. 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.

1. Community Service
2. Parent Shadowing
3. Notification of Civil Authorities
4. Court Citation
5. 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).

**Reynoldsburg City Schools**

Computer and Technology Acceptable Use Policy

Staff, Volunteers and Students

*AUP Sections*

**1** – Acceptable Use

**2** – Privileges

**3** – Internet and Information Access

**4** – Procedures & Caveats

**5** – Netiquette

**6** – Guarantee of Service

**7** – Security

**8** – Vandalism

**9** – Copyright & Intellectual Property

**10** – Personal Technology Devices

*Reynoldsburg City School District offers a variety of technology tools and networked computer access to all students and staff. Many personally owned technology devices are being used to support and enhance the educational process too. These resources and devices, whether district owned or personally owned, are used to provide students and staff support for the teaching and learning process. With this access comes a responsibility on the part of the user to insure proper usage of these resources. The district views technology as an integral part of the educational process to help increase productivity, achievement, organization, and learning opportunities. In order to maintain adequate resources each user must be mindful about maintaining the hardware and software associated with the district. Due to the rapid change in technology, a userʼs access and/or this Policy are subject to change at any time. Each technology user (student and staff) will be held responsible for the following guidelines:*

**1. Acceptable Use:**

Technology must be used to support education and research and be consistent with the objectives of Reynoldsburg City School District. The computer network also supports the administrative and professional functions of the staff as well as efficiencies associated with electronic communication.

• Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret.

• Use for commercial activities by for-profit institutions is generally not acceptable. Use for any kind of product or service advertisement, or political lobbying is also prohibited.

• Installation of software, freeware, shareware, and demos not owned or authorized by the Reynoldsburg City School District is prohibited on district computers.

• Staff members are assigned a district e-mail account. The primary purpose of this account is to conduct **school** business. It is expected that all communication on this District owned forum is professional and school related. All communication in this District owned forum is subject to District review and public records request. Assume no right to privacy. Users routinely shall delete outdated or unnecessary e-mails from their mailboxes.

• Games are not considered an educational use of technology. Games may not be played when using technology tools within the Reynoldsburg City School District with the following exceptions:

o Games that are created as part of an educational curriculum.

o Games that directly support current curricular objectives.

**2. Privileges:**

The use of the Reynoldsburg City School District Network is a privilege, not a right, and ***inappropriate use may result in a cancellation of those privileges.*** The district administrators, school administrators, teachers, and staff members have a responsibility to report and investigate observed inappropriate use. During the course of investigating inappropriate use, staff may access, view, and/or

document histories, logs, files, computer screens, and electronic or wireless communications; privacy should not be assumed when using the Reynoldsburg City School District Network. The school disciplinary ladder and/or individual rules for specialized facilities will determine consequences.

Building Principals and Central Office Administrators may close an account at any time. The administrators, faculty, and staff of the Reynoldsburg City School District may request the Technology Department to deny, revoke, or suspend specific user rights and/or accounts. In a school environment such as the Reynoldsburg City School District, much of the work is produced on computers. Loss of privileges could have a very serious impact on academic opportunity and success of an individual.

**3. Information and Internet Access:**

In compliance with the Federal Child Internet Protection Act (CIPA) the Reynoldsburg City School District filters the Internet for inappropriate content. All devices accessing the Internet through the District Network receive filtered Internet content.

**Filtered/Blocked Internet Sites:**

•Intolerance and Hate

•Criminal Activity

•Tasteless and Offensive

•Violence and Weapons

•Alcohol and Tobacco

•Illegal Drugs

•Gambling

•Hacking

•Spyware

•Proxies and Translators

•Phishing/Fraud

•Personals, Dating, and Chat

•Intimate Apparel and Swimwear

•Non-educational Games

•Sexually Explicit Images

•Other Sites

It should be noted that, although Internet filters are very effective there is no such thing as a 100% perfect Internet filter technology. Be aware that it may be possible for an inappropriate website, particularly a new one, to pass through the filter. Students should simply close any webpage deemed inappropriate and tell a staff member what happened. Staff should, if possible, report the Internet address (URL) of the inappropriate site to the Technology Department by e-mail or submitting a Help Desk ticket.

With Internet access comes the responsibility to use this powerful educational tool wisely and in accordance with all other sections of this appropriate use policy. Purposeful intent to bypass or compromise the District Internet filter is considered inappropriate use. Random searching for information, which could be classified in the above examples of filtered categories, is inappropriate use. Bringing content into the District that would otherwise be filtered is also considered inappropriate.

In addition, specific Internet sites may be added to or removed from the “Block List”. E-mail used to transmit a document from home to school for educational purposes would be considered an appropriate use of this technology, however, instant messaging a friend to conduct friendly chat would not.

A critical part of using the Internet as a resource is for the user to learn how to determine the validity of information posted. Downloading information from the Internet should be done with caution. Just because it is posted, does not mean it is legal to download. Generally, downloading published music or video without paying for it legitimately is illegal. Students and staff need to familiarize themselves with copyright and fair use laws and guidelines.

**4. Procedures and Caveats:**

Files older than one year may be deleted at any time to make room for current project work. If you have older files you want to keep, you need to make a copy on a disk, thumb drive, or recordable DVD or CD-ROM. If you need to keep a number of large files for an extended period of time on school equipment, please let a member of the technology team know so that proper arrangements can be made (provided sufficient storage space is available).

•Some large file types may be deleted immediately if no educational value is apparent. It is the userʼs responsibility to keep your folders free of files for which there exists no further use.

**These may include, but are not limited to:**

• **Movies (example files: .avi, .mov, .mpeg)**

• **Songs (example files: .wav, .mp3, .mid)**

• **Pictures (example files: .gif, .jpg, .jpeg, .bmp, etc.)**

•**Viruses and Other Malware** are an ongoing problem. Malware is a term used to describe any software program whose intentions are to destroy or disrupt a system. Although viruses are the most well known malware, worms and Trojan horses are the fastest growing category of malware today. The district has put in place security measures to protect district systems from the various forms of malware. Those measures include, but are not limited to, virus protection software on all district owned systems, spam and virus filtering software for the e-mail servers, strengthened security settings on systems, rapid deployment of security updates, and a firewall to protect the district network. Due to the increasing interconnectedness of computer networks it is in the districtʼs best interests to

ensure that personally owned technology devices such as home computers and notebooks are free of malware as well.

**The district recommends that all staff, students and parents consider implementing**

**three basic security measures on their personal computers if possible:**

1. Install and regularly updated virus protection software.

2. Enable the Firewall or use a third party firewall program.

3. Turn on Automatic Updates to automatically install security fixes.

Intentionally disabling any security mechanisms on district systems or intentionally infecting any system on the district network with malware is considered a form of vandalism and appropriate disciplinary measures will be taken.

**5. Netiquette:**

You are expected to abide by generally accepted rules of network etiquette (or netiquette). These include, but are not limited to, the following:

•Users shall not create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials.

•Illegal activities are strictly forbidden.

•Never reveal your personal address, phone number, credit card number or those of other students or colleagues via Internet computer resources.

•Do not post names with personal pictures on the Internet. Information that has been posted on the Internet, it is likely posted and archived forever by Internet archiving sites such as www.archive.org

•Unless you are registering for a service directly related to your coursework, do not register for anything on the World Wide Web, which involves filling out a form on the District network.

•District computers are used by multiple users throughout the day. Leave the computer in as good as or better shape than you found it.

•Do not use the network in such a way that you would disrupt the use of the network by other users.

**6. Guarantee of Service:**

Reynoldsburg City School District makes no warranties of any kind for the service it is providing. Reynoldsburg City School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, erroneous deliveries or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via District Network is at your own risk. Reynoldsburg City School District specifically denies any responsibility for the accuracy or quality

of information obtained through its services. *No assumption of privacy should be made when district personnel investigate problems with, or inappropriate use of any system on the District network*.

**7. Security:**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Reynoldsburg City School District network, you must notify the Technology Department or a faculty member. Do not demonstrate the problem to others

users. Do not use another individualʼs account.

Attempts to login to the system as any other user will result in cancellation of user privileges. Attempts to login to the Reynoldsburg City Schools network or other school computing facilities as a system operator or administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Reynoldsburg City School District Network and/or other school computing facilities.

**8. Vandalism:**

Vandalism may result in cancellation of network privileges as well as financial responsibility to cover the cost of system recovery. Vandalism is defined as any attempt to harm or destroy data or accounts of other users, or any hardware or software associated with Reynoldsburg City School District.

**9. Copyright and Intellectual Property:**

Students who use the intellectual property of others must pay attention to the portion limits and distribution allowed under the Laws of Fair Use; this includes citing the owner of the work. Reynoldsburg City Schools understands that work created by students or staff is copyrighted to the respective individuals. The district also recognizes the importance of sharing quality work with wider audiences in order to either showcase the work or increase the quality of similar work. In this realm, the district seeks permission for the right to display student and staff created materials to the public for the reasons stated above.

**10. Personal Technology Tools:**

Any technology tool such as handheld computers, cell phones, smart phones, laptop computers, tablets, still and video cameras, recorders, and other assistive technology, whether used on or off the District Network, which are brought into District facilities must be used in accordance with Sections 1 through 9 above and may only be used to support the educational process.

These devices may only be used for work that directly corresponds to schoolwork during school hours. Games, Internet surfing, social networking, and messaging are prohibited unless the activity is directly tied to school activities. Failure to abide by these guidelines could result in the student losing privileges and benefits of using these technologies during school hours. Students are responsible for the condition and maintenance of their individual devices. Reynoldsburg City School District does not assume responsibility for personal electronic devices that are lost or damaged. These devices are the property of the student and will be treated as such.

***There must be a signed Student/Parent/Guardian Permission Form or Staff/Volunteer***

***Agreement Form on file before the user gains access to the Network. Parents/Guardians will complete the Student/Parent/Guardian Permission Form upon registration for new students annually. The signed form will be kept in the studentʼs cumulative folder.***

***Please print the next three pages and fill them out***

***completely before returning to your child’s teacher or the school office within the first week of your child’s first day of school.***

**Reynoldsburg City Schools**

**Media/Electronic Release Form**

**Student’s Name**: Grade:

Reynoldsburg City Schools may develop, participate in, or be the subject of media and/or electronic based Internet presentations such as the Reynoldsburg City Schools home page and events that highlight various educational activities that take place during the course of the school year. These presentations/events will include but will not be limited to the following:

* Videotapes
* Computer-generated presentations that may incorporate scanned photographs and video clips.
* Computer-based productions transmitted via telecommunications
* Photographs
* Web pages designed at school

These media-based presentations may be used in:

* Student recruitment presentation
* Faculty presentations
* The Reynoldsburg City Schools home page
* Staff development activities
* Media festivals
* Public relations (newspaper articles, TV presentations, etc.)

This release is made and entered into this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_

between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent or guardian) and Reynoldsburg City Schools. The parent or guardian hereby represents that he/she is the legal guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student’s name) and has the right to sign this release granting Reynoldsburg City Schools permission to use the student’s name and/or voice, likeness and any or all of the audio or video footage in any of the Reynoldsburg City Schools or media-based productions for the above stated purpose.

***X***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

I, (parent/guardian) **decline** consent granting Reynoldsburg City Schools permission to use my child’s name, voice, or likeness in any of the circumstances as mentioned above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

**Reynoldsburg City Schools**

Computer and Technology Acceptable Use Agreement

**Students/Parents/Guardians**

**All Board policies are available in each school’s administrative office and on the district website.**

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 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 (Please Print) Student Signature Date**

***If the student named above is under18 years of age, a parent or legal guardian must complete the following:***

**PARENT/GUARDIAN PERMISSION FORM**

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 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 Name (Please Print) Parent/Guardian Signature Date**

**Handbook Acknowledgement**

We have read and understand the Slate Ridge Elementary School Parent Handbook. We agree to follow the policies and procedures as detailed in the Handbook.

Print Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Parent/Guardian Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please print and complete the last three pages of the Student Parent Handbook then return to your child’s teacher or the school office within one week of your student’s first day of school. Copies of these pages will also be included in Student Welcome Packets at the beginning of the school year.**

**Thank you!**

*The Slate Ridge Student Parent Handbook can be found on line at the Reynoldsburg City School District website* [*www.reyn.org*](http://www.reyn.org)

*A hard copy is available at the Slate Ridge School office.*