

Slate Ridge Elementary School

Parent/Student Handbook

2016 - 2017



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

Twitter: @SlateRidgeElem

10466 Taylor Road Southwest

Reynoldsburg, Ohio 43068

Telephone: 614-501-5500

Fax: 614-501-5020

Principal:

Mrs. Micca Conley

micca.conley@reyn.org

Assistant Principal:

Mrs. Katie Byers

katie.byers@reyn.org



Slate Ridge Elementary School

Dear Students and Families,

Slate Ridge Elementary faculty and staff extend a warm welcome to our learners as they become part of the Slate Ridge community. We encourage families to partner with us, so be looking out for opportunities to volunteer and check out what our students create and produce. All of us are passionate about student success in school and in life and we believe that our partnership with our families is key to this success.

Our goal is to help every child reach his/her maximum potential and to ensure that he/she makes at least one year's growth each year. We encourage you to communicate openly with your child's teacher and get involved in your child's educational experience. By participating in school conferences, activities, helping your child with homework, and making sure your child reads each night, you are communicating to them that you value their education. The elementary years are vital for future success not only in school, but in life. We encourage you to help your child get the most from their time at Slate Ridge.

This handbook has been prepared to provide important information regarding school procedures. School rules and procedures have been established to make our school a safe, attractive, and healthy environment for your child to grow academically, socially, and emotionally.

Please review the information in this handbook with your student and return the documents noted with your signature. If there are any questions or concerns regarding your child's progress, please feel free to contact me at micca.conley@reyn.org or 614-501-5500.

I look forward to an excellent year!

Principal Micca Conley



The Reynoldsburg Board of Education

Superintendent
Tina Thomas-Manning

Treasurer
Tammira Miller

Business Manager
Todd Stahr

School Board
Joe Begeny, President
Rob Truex, Vice President
Debbie Dunlap
Elaine Tornero
Neil Whitman

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

The regularly scheduled meetings of the Reynoldsburg Board of Education will be held on the third Tuesday of every month. At the January Organizational Meeting of the Board, the dates and times of Board meetings in 2016 will be established. Meetings are held at the 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 will appear in the local newspapers.

Slate Ridge Elementary

2016 - 2017

Group	Staff	Assignment	Ext.
Administration	Mrs. Micca Conley	Principal	5507
	Mrs. Katie Byers	Asst. Principal	5501
	Mr. Chris Campbell	Blended Learning Coordinator	5500
School Psychologists	Chelsea Heban	School Psychologist	5505
	Tenisha Johnson	Pre-K School Psychologist	5505
	Barri Woodfork	Pre-K School Psychologist	5504
Student Support	Elizabeth Uhlenhake	Guidance/ Intervention Coord.	5516
Kindergarten	Erin Keane	Classroom Teacher	7324
	Cheryl Upperman	Classroom Teacher	7325
First Grade	Stephanie Adams	Classroom Teacher	7311
	Marlana Banks	Classroom Teacher	7310
	Julie Cotner	Classroom Teacher	7309
	Katie Schuessler	Classroom Teacher	7313
Second Grade	Mamie Caine	Classroom Teacher	7301
	Michelle Chenault	Classroom Teacher	7304
	Amy Green	Classroom Teacher	7308
	Becky Hammond	Classroom Teacher	7304
	Shawna Roteff	Classroom Teacher	7307
Third Grade	Kelley Nemeth	Classroom Teacher	7344
	Maria Pettet	Math/Science Teacher	7347
	Chelsea Schmandt	Math/Science TEacher	7348
	Kirstyn Smith	ELA/SS Teacher	7341
	Lauren Smith	Classroom Teacher	7343
	Nick Twyman	ELA/SS Teacher	7348
Fourth Grade	Joanna Felici	Math/Science Teacher	7351
	Scott Howell	ELA Teacher	7350
	Carol Kohs	ELA /SS Teacher	7349
	Tanya Thomas	Science and Social Studies	7353
	Lori Uhl	Math Teacher	7352

ESL	Cheryl Crooks	ESL Teacher	7300
	Laurel Purtell	ESL Teacher	7313
Speech	Ashley Calloway	Speech Pathology	5511
	Victoria Cook	Speech Pathology	5511
Title I	Dawn Malo	Reading Intervention	5514
	Susan Dackin	Reading Intervention	7302
Specials	Janet Benedict	Music	7337
	Shannon Collins	Physical Education	5513
	Jeni King	Art	7336
Special Ed.	Teresa Hartley	Intervention Specialist	7328
	Anne Jumper	Intervention Specialist	7326
	Tiffany Troyer	Intervention Specialist	7326
Support Staff	Janine Wright	Nurse	5502
	Sheila Noonan	Health Aide	5502
	Rebecca Mahmood	Library Aide	5509
	Cathy Pierro	Reading Intervention	5518
	Mary DeCarlo	Reading Intervention	7324
Cross Categorical Unit	Kacey Powell	Intervention Specialist	5510
	Jenny Meyer	Special Ed. Aide	5510
	Cammie Braden	Special Ed. Aide	5510
	Bonny Titus	Special Ed. Aide	5510
Classified Staff	Pam Marshall	Secretary	5500
	Teresa Spangler	Secretarial Aide	5500
	Tony Woolridge	Custodian	5512
	Richard Rehm	Custodian	5512
	Mrs. Kathy Enyart	Head Cook	5515
	Mrs. April Darling	Cook	5515
	Mrs. Donna Barth	Cook	5515

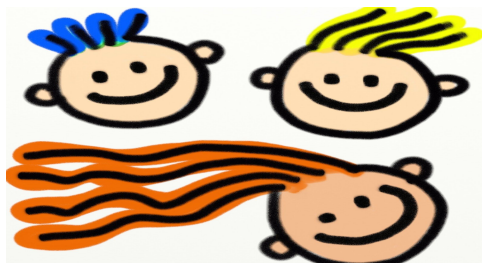


Mission

- 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 consent, instruction, and assessment aligned to the Ohio Department of Education Learning Standards that ensure growth and proficiency for all students.

Vision

- 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.





Dates for 2016 - 2017:

August

- 05 Class Lists Posted
- 08 Meet the Teacher (5:00 to 7:00)
- 10 Students w/ Last Names A-L Report to School
- 11 Students w/Last Names M-Z Report to School
- 12 All Students Report to School
- 16 RCS Board of Education Meeting

September

- 05 No School: Labor Day Holiday
- 09 Fall Picture Day
- 15 PTO Meeting (4:00 PM)
- 20 RCS Board of Education Meeting

October

- 13 PTO Meeting (4:00 PM)
- 14 1st 9 Week Grading Period Ends
- 18 RCS Board of Education Meeting
- 20 Parent/Teacher Conferences
- 21 Report Cards Go Home
- 26 Parent/Teacher Conferences
- 27 Fall Picture Retakes

November

- 08 Teacher Inservice
- 10 PTO Meeting (4:00 PM)
- 15 RCS Board of Education Meeting
- 23 No School: Thanksgiving Holiday
- 24 No School: Thanksgiving Holiday
- 25 No School: Thanksgiving Holiday

December

- 08 PTO Meeting (4:00 PM)
- 16 2nd 9 Week Grading Period Ends
- 19 Winter Break Begins
- 20 RCS Board of Education Meeting

January

- 02 No School: New Year's Holiday
- 03 Teacher Inservice
- 04 Students/Staff Report to School
- 06 Report Cards Go Home
- 12 PTO Meeting (4:00 PM)
- 16 No School: MLK Holiday
- 17 RCS Board of Education Meeting

February

- 11 PTO Meeting
- 12 Parent/Teacher Conferences
- 20 No School: Presidents' Day Holiday
- 21 RCS Board of Education Meeting
- 23 Parent/Teacher Conferences

March

- 09 PTO Meeting (4:00 PM)
- 10 3rd 9 Week Grading Period Ends
- 14 RCS Board of Education Meeting
- 16 Spring Picture Day
- 17 Report Cards Go Home
- 20-24 No School: Spring Break
- 27 Students/Staff Report to School

April

- 13 PTO Meeting (4:00 PM)
- 14 No School
- 17 No School
- 18 RCS Board of Education Meeting

May

- 11 PTO Meeting (4:00 PM)
- 16 RCS Board of Education Meeting
- 24 Students' Last Day

The School Day

7:55 a.m.	Earliest time for student arrival
	Breakfast served until 8:05 a.m.
8:05 a.m.	School day begins for morning kindergarten and preschool and grades 1-4
8:06 a.m.	Any student entering the classroom is considered tardy ***Students who are tardy must be brought to the office by the parent and signed in before going to class***
10:05 a.m.	Any grade 1-4 student entering school for the day after this time will be considered absent for a 1/2 day
10:50 a.m.	1st Grade Lunch
10:55 a.m.	Morning kindergarten and preschool dismissal
11:20 a.m.	2nd Grade Lunch
11:45 a.m.	School day begins for afternoon kindergarten and preschool
11:50 a.m.	3rd Grade Lunch
12:20 p.m.	4th Grade Lunch
2:35 p.m.	Dismissal of afternoon kindergarten and students in grades 1-4
3:15 p.m.	Office closes. All students must be picked up by this time.

Children are not to be brought to school before 7:55 a.m. There will be no adult supervision of children before that time. Children are not allowed on the playground without parent supervision prior to the start of school.

Family Contact

Any changes of telephone numbers or emergency contacts need to be reported to the school in a timely fashion. The updated information allows for effective communication between the home and school.

All residency (address) and custody changes must be reported to the Reynoldsburg City Schools Welcome Center located at 1555 Graham Rd. within 10 days of the legal date change.

- Any change in residency - moving within or out of Reynoldsburg City School District boundaries - requires new proof of residency be presented in the form of a signed lease or settlement statement.

- Custody changes – including divorce or changes in existing shared parenting plans – require finalized court papers to be on file, in accordance with Ohio law.
- Failure to present required documents will constitute a falsification of applications and/or enrollment documents resulting in denial of all new or existing Open Enrollment, Intra-district Agreement, or School of Choice requests.

Change of Dismissal Plans

For safety reasons, we are unable to rely on students to tell us about dismissal changes. A signed note from a parent/guardian or a phone call to the school secretary is needed in order to change dismissal plans for students. If your student has a dismissal change (taking the bus instead of going to daycare, going home with grandma instead of mom, etc.), please let us know no later than 2:00 p.m. **Please understand that we will not accept changes to transportation after this time as it presents safety concerns.**



Traffic Safety

Drop-Off and Pick-Up Procedures

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

Due to the amount of automobile and bus traffic at the school, we ask all parents be aware of the proper traffic patterns when picking up or dropping off a child.

Morning Car Rider Line:

- When dropping your student off, please be respectful of all drivers by pulling your vehicle up to the front of the line as much as possible so we can get students out of vehicles and into the building safely and quickly.
- **NEVER** let your child walk across the parking lot unattended. You **MUST** walk them to the sidewalk, and we will be sure to get them into the building safely.
- If your child needs assistance getting out of the vehicle or walking into the building, please park your car in a **DESIGNATED** spot, and help them get out and walk up to the building. **DO NOT** park your vehicle in the drop-off line.
- **DO NOT** pull around cars in order to get out of the line. Please be patient. This is a huge safety issue for students, families, and staff.
- The Tardy Bell rings at 8:05. If you arrive after that time, you **MUST** park your car, and walk your student into the building to get a Tardy Pass.

Afternoon Car Rider Line:

- Please be cautious as there are many students and parents walking through the parking lot as dismissal.
- When picking up your student, please pull forward as directed to the numbered cones and your student will be called to your car.
- You **MUST** be patient in the line. We will get your students to you as safely and efficiently as possible. **DO NOT** pull around other cars to get around the line. This has resulted in danger to students and staff, as well as car accidents.
- You **MUST** show your “Yellow” card issued by Slate Ridge in order to pick up a student. If you do not have one, the office will have to see your ID and verify with the parent that the student may be released to you.

Thank you for your assistance and cooperation with these procedures.

Bus Safety

BEFORE THE BUS ARRIVES:

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



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.
3. Sit three to a seat, if necessary, and be careful not to block aisles.
4. Do not talk to the bus driver unless it is an emergency. (Drivers need to keep their minds on driving and their eyes on the road).
5. Talk quietly so that the driver can hear traffic sounds.
6. Keep arms, feet, book bags and school books out of the aisles.
7. Do not open or close windows, except when requested by the driver.
8. Keep hands and head inside the bus. Do not stick anything out of the windows or throw anything out of the bus.
9. Loud, profane language and yelling are not permitted.
10. Eating is not permitted on the bus.

11. Smoking is not permitted on the bus. Do not light matches or lighters on the bus.
12. Do not deface or litter the bus; use waste baskets.
13. Do not tamper with the safety device or any other equipment.

LEAVING THE BUS:

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

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

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

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

Absences and Tardies

When your child is absent or tardy:

1. **Parents are to notify the school by 8:20 a.m.** if their child is going to be absent or tardy. Please call the office at 614-501-5500. This is a 24-hour 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 within three days of his/her return to school or the absence will be unexcused.** If your child must leave school early, we request that a note be given to the teacher on or before the day that the student is to be dismissed. When picking up 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.
3. Reynoldsburg City Schools will refer excessive unexcused absences and tardiness to the appropriate county juvenile court. The events that will lead to a referral are the following:
 - Five unexcused absences: A letter will be sent to the parent by the building principal.
 - Ten absences, excused or unexcused: A conference may be scheduled with the parents, the school social worker or guidance counselor, and/or the principal to create an action plan that will prevent future absences. At this time a doctor's note will be required for any additional absences in order for them to be excused.

- Fifteen unexcused absences: Will result in a referral being made to Children's Services and charges will be filed, on parents, with the Prosecutor's Office. A referral to the Reynoldsburg Police department may also be initiated

STUDENT ABSENCES AND EXCUSES: Policy JED

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

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

1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board--approved enrichment activity or extracurricular activity (applies to absences of up to four days) or
8. as determined by the Superintendent.

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

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

Contacting the School

We understand that there may be times in which the parent must contact the student during the school day. Please call the general telephone number of the school and the office personnel will relay the message to the student. Teachers cannot receive phone calls during the instructional time unless it is an emergency. It is important that we limit as many disruptions to the classroom as possible. The easiest and most efficient way to contact your child's teacher is via their reyn.org email address.

Telephone Use

The school telephone is our primary business telephone. Students should only use the phone in emergencies. Students are not permitted to call home for homework, books, lunch, lunch money, or gym shoes. Students are not permitted to use cell phones during school hours. If a student needs to bring a cell phone to school, it must be turned off and remain in the student's backpack. Cell phones may be confiscated by school personnel if used inappropriately. Slate Ridge is not responsible for lost, damaged, or stolen items.



Emergency Closings



There are times during the year due to inclement weather or an unforeseeable event that school will need to be closed or delayed. Please have an alternative plan for your child in case of an unscheduled closing of schools. Most local television and radio stations will broadcast the closing or delay of schools. Many of these stations' websites, along with www.reyn.org will post the closing or delay of Reynoldsburg City Schools.

Safety Drills

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

During the School Day

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

our building, students and staff need to be secured. Parents/guardians will be notified of a safe pick-up location in the case of an emergency where students would be off campus.

Dress Code

In order to promote school safety and provide a healthy and respectful educational environment, all students in grades kindergarten through four at Slate Ridge Elementary School shall adhere to this dress code policy.

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

1. No clothing that promotes drugs, alcohol, tobacco, sex, violence or is offensive or degrading.
2. No clothing associated with gangs.
3. No clothing that exposes underwear or inappropriate parts of the body.
4. No clothing long enough to drag the ground.
5. No top and bottom clothing that does not overlap.
6. No body piercing, except for ears.
7. No sunglasses unless prescribed in writing by a medical doctor for indoor wear.
8. No chain wallets.
9. No flip-flops, house shoes or slippers.

BOTTOMS

1. No clothing that is more than one inch larger or smaller than waist measurement.
2. No pajama pants, except during announced pajama days.
3. Shorts and skirts must extend to the level of the middle of the palm when hands are to the side of the body.

TOPS

1. No sleeveless tops.
2. No formfitting or oversize baggy shirts.
3. No low-cut, scoop or plunging necklines.
4. No fabrics so sheer as to allow underwear and/or inappropriate parts of the body to be visible.
5. No clothing with hoods to be worn inside the building.
6. No coats or cold weather jackets inside the school during the school day.
7. This provision does not prohibit Reynoldsburg School District "spirit wear".

HEAD COVERINGS

1. No hats, caps, scarves or headbands.
2. No head coverings except for religious purposes. The student (and if under the age of 18, the parent of the student) is to notify the school authorities of the religious practice prior to the start of the school year to prevent the students from being questioned about the attire.

Students who violate this dress code policy are subject to the following disciplinary actions: A warning is issued and the student's parents/guardians are required to pick up a student or bring alternative clothing for the student to wear. If the student misses any class time due to a violation, the student's absence is 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]

LEGAL REFS.: U.S. Const. Amend. I ORC
3313.20; 3313.665
CROSS REFS.: JFC, Student
Conduct (Zero Tolerance) JFCEA, Gangs
Student Handbooks

File: JFCA

Academic Related Services

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 are made throughout the school year. You will receive information from your child's classroom teacher about the testing.

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

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

Promotion and Retention Procedures – Many factors are taken into consideration in the decision to retain or promote a child. Teacher assessments, the child's progress, developmental age, psychological input, testing results and concern for the effect of placement upon the well-being of the student will be considered. It is essential that early communication between the home and the school concerning academic progress take

place. Please contact the classroom teacher or the principal if you have any questions about the retention, placement or promotion of your child.

Kindergarten Eligibility – Children may be enrolled in kindergarten if they are five years of age on or before September 30. Please contact the school office for further information.

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

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

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

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

Reynoldsburg City Schools

Elementary Standards-Based Report Card

Parent Guide to Elementary Standards-Based Report Card

I. Purpose of Standards-Based Report Card

With any type of reporting tool, the primary goal is communication. The Standards-Based Report Card’s purpose is to communicate to parents the achievement status of their child. Parents will know how students are doing on the Ohio Learning Standards for language arts, math, science and social studies. Parents will also know which content statements for math and language arts their child is struggling with as well. Students should constantly be monitoring their learning and the achievement report confirms for the student what he already should know about his strengths and weaknesses. The standards- based report card also separates academic achievement from work ethic and behavior.

Standards-Based Grading = Separating Product, Process and Progress

- Product = What: Achievement “*What students know and are able to do at particular point in time.*” (unit tests, quizzes, cumulative assessments, projects) “*Have they demonstrated learning of grade level statements or skills?*” When determining Product or report card level, consideration is given to the **most recent evidence** of learning and verified with other achievement data.

The finish line

- Process = How: “*How students got there*” (work habits, effort, homework, attendance, participation...)

How he/she ran the race

- Progress = Growth: also referred to as Value Added Learning, improvement “*How far students have come over a particular period of time rather than where they are at a given time*” Progress is very individualized.

How far he/she grew, improved over time

Benefits to Standards-Based Reporting

Standards-based reporting communicates with parents specific expectations of students’ learning; this information is helpful in planning appropriate academic support from home.

Teachers within a school building, a school district, as well as throughout the state of Ohio, have a clear understanding of what each child should know and be able to do at each grade level-kindergarten through 12th grade.

Students understand grade level expectations and can monitor as well as assist in tracking their own progress.

Students are better prepared for Ohio state achievement assessments.

Parents can view the Ohio Learning Standards at the following website:

<http://education.ohio.gov/Topics/Ohio-s-New-Learning-Standards/Ohios-New-Learning-Standards>

The Standards-Based Report Card was created through a collaboration of parents, teachers, and administrators from the Reynoldsburg School District. The pilot program began in the 2006-2007 school year at Slate Ridge Elementary and Waggoner Road

Middle School. The report card is currently implemented at all junior high and middle school grade levels and at all elementary buildings.

II. Elementary Student Achievement Report Key and Descriptors for Standards There are four levels of achievement on the Elementary Standards-Based Report Card.

Achievement Levels	Proficiency Level Descriptors
E- Consistently demonstrates exceptional mastery and higher level thinking of grade level concepts and skills.	A student earning an “E” independently* uses and applies knowledge in ways that consistently demonstrate higher level thinking skills. The student demonstrates exceptional mastery of grade level skills and concepts.
M- Consistently meets and applies grade level concepts and skills independently	A student earning an “M” demonstrates expected understanding of grade level skills and concepts and requires minimal support.
P- Progressing toward expected understanding of grade level concepts and skills with assistance	A student earning a “P” has not yet met the standard, but is progressing toward achieving skills and learning grade level concepts.
L- Shows limited/inconsistent application of grade level concepts	A student earning an “L” is currently not meeting the grade level standards. The student demonstrates an inconsistent understanding and application of knowledge.

> Remember, the achievement marks are NOT based on an average of the assessments/ assignments given, but rather reflect the most consistent level of achievement with special consideration for the most recent evidence of learning.

> *Independently- IEP accommodations (not modifications) do not hinder students from achieving at this level. For example, a student who demonstrates excellent levels of achievement in social studies, but needs a reader, should be able to attain the Exceptional Mastery mark.

III. Characteristics of a Successful Learner

The Characteristics of a Successful Learner are listed on the front of the Standards-Based Report Card. These behaviors directly impact student achievement. Students’ effort regarding these behaviors should be celebrated both at school and home.

Characteristics of Successful Learner: (√= Meeting Expectations -: Below Expectations)	1st	2nd	3rd	4th
Collaborator- Works well with others				
Communicator- Able to express their learning				
Independent Learner- Stays on task, can complete work on his/her own				
Listener-Follows directions and school rules, learns routines				
Conscientious- Shows best effort, cleans up after self				
Compassionate-Respectful to peers, property and adults				
Responsible-Brings needed supplies and work materials				

This section of the Standards-Based Report Card evaluates the work habits, social skills, learning habits, and communication skills that affect students' success in school.

Parental support encouraging these behaviors is a must!

IV. Evidence of Student Achievement

Student achievement will be determined by examining a collection of student evidence to verify what a child knows and is able to do at a given point in time. Evidence may be informal, such as teacher observation, or formal, for example written assessments, projects, portfolios, and student demonstrations.

Student evidence will include both formative and summative assessment items to provide the most accurate picture of achievement.

- Formative Assessments (Assessment FOR Learning) occur while learning is still underway. They are used throughout the teaching and learning process to diagnose student needs, plan next steps in instruction and provide students with descriptive feedback they can use to improve. Any assignment or homework that is given to provide extra practice should be considered a learning activity and does not necessarily reflect a student's overall achievement. The results of student performance on formative assessments may be documented, but will not weigh as heavily as summative assessments when determining an overall level of achievement. For example, a student should not be penalized for what they did not know the first time. The key premise is, *"Is the student improving over time?"* Formative assessment is about getting better. Formative assessment is the process.
- Summative Assessments (Assessment OF Learning) occur after the learning has supposedly taken place. They measure student achievement, or mastery of standards, at a point in time. Summative assessments determine the knowledge, skills and understanding students have achieved as a result of classroom practice and instruction. Student achievement on the most recent summative assessments is given greatest priority when determining overall

student achievement in that skill/area. Summative assessment is the product.

V. Reporting Achievement throughout the School Year:

Reynoldsburg Elementary Schools are now using a new online tool to report out student achievement throughout the grading periods. Powerschool is an interactive online tool that promotes dialogue between parents and teachers. Parents can log on, at their convenience, to access secure student information, including real-time attendance reports, updated test grades, homework, and other detailed assignment grades. If you need guidance on how to use the Powerschool Parent Portal, please contact your child's teacher

VI. Nonnegotiable Principles of Effective Grading:

1. Focus on Achievement- other factors will be reported separately (Characteristics of Successful Learner)
2. Not everything is included in the reported achievement level- For example, daily schoolwork, projects, or homework may not be considered when determining a student's achievement to be recorded on the standards-based report card. Teachers look at student's performance on these activities to monitor student learning, identify strengths and weaknesses, and plan for future instruction.
3. Standards-Based Achievement is not based on averages- The final achievement mark on the standards-based report card represents the learning level at the end of an instructional unit. Students are not penalized for mistakes made at the beginning of the learning process.

VII. Promotion/Retention Decisions

The achievement recorded on the standards-based report card is not the only criteria considered when making promotion and retention decisions. Standardized tests, classroom performance, social and emotional behaviors are some other factors that influence these decisions. If there is not sufficient progress in your child's learning, you will be notified. Parent/teacher conferences are held in the fall and spring and provide an opportunity to dialog about your child's learning. Please plan to attend. If at anytime you have questions or concerns, don't hesitate to contact your child's school.

VIII. Special Education Students *Special Needs Students- IEP's*

Special needs students will address the standards at the assigned grade level with appropriate accommodations. Achievement of these grade level indicators will be

reported on the Standards Based Report Card. Students' individualized goals will be reported on quarterly progress reports.

Limited English Proficient Students

The goal for Limited English Proficient (LEP) students, like their English speaking peers, is to master grade level standards. In cooperation with the classroom teacher, an ESL service provider addresses the Ohio English Language Proficiency Standards. Limited English Proficient students are assessed with appropriate accommodations and consideration to their competency level of the English language. Parents will be notified of students' progress determined by an annual English proficiency assessment (OTELA) in listening, speaking, reading, and writing.

IX. Standards--Based Report Card: Parent Responsibilities

The communication and partnership process between home and school is essential to student achievement. Parents, teachers, administrators, and students all play important roles in the success of this process. When one member of the team does not participate, the strength of the support system is jeopardized.

- **Attend Parent Teacher Conferences.** These are held twice a year, however, a conference may be scheduled other times throughout the school year as needed.
- **Discuss grade level expectations with your student.** It is important that both parents and students understand the specific knowledge and skills to be mastered in each grade level.
- **Read and sign your student's Assignment Log each day.** The Assignment Log provides convenient and consistent communication between home and school.
- **Go over homework with your student.** It is also advantageous to go over any corrected papers or assessments.
- **Read together each evening.** Your student may also enjoy reading to a younger sibling. Enjoying the same book or selection several times should not be discouraged – this may help promote the practice of rereading difficult material to improve comprehension as well as instill a love of reading.
- **Ask about the school day.** Expect more than just a one word response. Encourage details about what was learned, homework due, and upcoming events.
- **Help prepare for tests.** Going over information, worksheets, study guides, or rereading text is helpful and encourages good study habits. One suggestion is to have your child “teach” you what is to be tested. Remember-- don't wait until the night before the test to study!.
- **Send your child to school prepared with a positive attitude.** A restful night's sleep, good breakfast, completed homework, all needed supplies and

papers, and of course encouragement help children get off to a good start each day!

Playground Safety

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



The following guidelines are enforced:

- Students are not permitted on the playground unless a teacher is on duty.
- Fighting, tackling and rough play are not permitted.
- Flips, unsafe movements and running are not permitted on the equipment.
- Hard balls, such as baseballs, are not permitted.
- Students may not throw snow, ice, mulch, rocks or sticks.
- Students may not congregate by the exit doors, basketball poles or windows.
- Only basketballs and playground balls may be used on the blacktop. All other balls are to be used in the field.

Students should always be properly clothed for daily outdoor recess. Coats, gloves, hats, and scarves should especially be worn during the winter months. Indoor recess will be determined by temperature. If the temperature or wind chill is below 25 degrees Fahrenheit, outdoor conditions do not permit safe play.

Other Services

Lost and Found

The lost and found is located in the cafeteria. If your child is missing an item, please look for it there. Unclaimed items are donated to charity throughout the year. We encourage parents to label all items your child brings to school. 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

Our school system has made arrangements with Nancy C. Rundels and Guarantee Trust Life Insurance Company to provide student accident and health insurance for those wishing to purchase coverage again this year through N. Carol Insurance Agency Incorporated. Please note the coverage shown on the application. Covered losses less than \$250.00 are paid without regard to other insurance. Please note that the option to purchase 24 hour accident and sickness coverage

is available, but must be purchased within 14 days of the beginning of the school year, unless the parent loses their insurance or they just move into the district.

Please note the student accident applications will be available in the front office of each building. Complete the application and check the boxes for coverage desired. Sign where life insurance is shown, if desired. Tear off and keep the rest of the application, as it shows not only the coverage, but the exclusions and limitations of the policy.

Mail the applications to N. Carol Insurance directly with a money order or check, made payable to them, at 1989 W. 5th Avenue, #6, Columbus, Ohio 43212. The school will be notified as to whom takes out the insurance. You can call Nancy Rundels at Carol Insurance at (614) 486-1666 for more information.

Building Usage

Some of our school facilities are available for private use. If you wish to use a school facility for an activity, please contact the school office for a "building usage" form. There is a nominal charge for the use a school facility.

NOTES FROM THE SCHOOL NURSE 2016 - 2017

Welcome back to another exciting school year! It is my job to help keep our students healthy so they can be great learners. Below are some tips that will make that possible:

- Complete the Emergency Authorization Form and keep the school updated with any phone number changes throughout the school year.
- Keep your child home if they have a fever, vomiting, diarrhea, or bad cough/cold symptoms. Students must be fever, vomit and diarrhea-free for 24 hours without the aid of medication to return to school.
- Teach your children the importance of thorough, frequent hand washing and the appropriate use of hand sanitizers when soap and water are not available.
- Remind your children to cough and sneeze into their elbow, not their hands.
- Make sure your children know to use tissues when needed, to throw dirty tissues in the trash and to wash their hands after tissue use.

Donations of tissues, hand sanitizers (unscented), and antibacterial cleansing wipes are always appreciated by teachers and staff.

Make sure your child is getting at least 8 to 10 hours of sleep each night. Encourage physical activity of at least one hour a day of active play. Keep high fat, sugar, and salty foods to a minimum and encourage foods with fiber, fruits, vegetables and protein.

If you have a young student who may have bathroom accidents, or a child that tends to find the wet and muddy areas of the playground at recess, please provide a change of clothes for your student to keep in their backpack. We do not have adequate clothing to loan out, and we hate to have to call you away from work to bring in clothes for your student!

In good health,
Janine Wright, RN

Food Services

2016 - 2017 School Year Meal Prices

Breakfast Prices (all schools) \$1.00
Reduced Price Breakfast \$0.30

Lunch Prices

Elementary \$2.00
Middle & Junior High \$2.50
High School \$2.50
Reduced Price Lunch \$0.40 (all schools)



Pay Online Feature & New Mobile App

We are excited to announce that you can put money into your child's meal account by accessing PayForIt.net or the new smartphone mobile app. The link to access the online payment system can be found on our www.Reyn.org website.

Online Free and Reduced School Meals Application

Now you can apply for free and reduced school meals online! The process is quick, easy and free. The link to apply online can be found on our www.Reyn.org website.

Mobile Lunch Menus & Nutritional Information

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

Students may bring a packed lunch or purchase a hot lunch from the school cafeteria. There will be no snacks sold. Menus will be furnished at the beginning of the school year. They will also be posted on the school website. If you wish for your child to purchase a school lunch, you may send cash or write a check payable to Slate Ridge Elementary School.

Children from families whose income is at or below specified levels are eligible for free meals or meals at a reduced price.

Each time you send breakfast or lunch money in with your child, please send the money in an envelope or sandwich bag marked with their name, student ID # and teacher's name. *Please do this each time you send money.* If you are unsure if your child has money on their cafeteria account, please send additional money for that day to avoid an unhappy situation. The money sent will be given to your child's teacher and then forwarded to the cafeteria to be put into their account. Please indicate on the envelope or sandwich bag how you would like your child's money dispersed. If your child forgets their lunch money, a sandwich and milk.

Visitors and Volunteers

Parents are welcome to visit their child's classroom or to have lunch with their child. We ask all parents to sign in inside the office each time they enter the school. You will be given a badge to wear at that time so the students will recognize you are not a stranger in the building. If you wish to visit your child's class, we ask that you arrange the visit 24 hours in advance. Student visitors are not permitted during school hours.

Volunteers in our school provide an invaluable service to our students and staff members. We have many school activities that rely upon the services provided by volunteers. We appreciate the role of the volunteer in our school and encourage you to contact the PTO or your child's teacher if you are available to help in any way. Adults who volunteer in the school will need to complete a volunteer application (available in the school office.) The school administration will be able to facilitate a criminal background check if needed.

Parent/Teacher Organization (PTO)

Our school has a Parent/Teacher Organization. The PTO is very active in working to provide family activities, school newsletters, a scholarship program, fundraising and a volunteer aide program for our students. Every Herbert Mills family is a member of this wonderful group! All you need to do is register your family. The PTO will be sending enrollment information home with your child. The PTO also requests every family make an effort to volunteer 2 hours of time to make our school a better place. If you have any questions about the PTO, please feel free to contact any of the officers. Our PTO president, April Darling, can be reached at april.darling@reyn.org

School-Wide Positive Behavior Supports

The goal of the Slate Ridge Elementary School positive behavior plan is to have a fair and consistent way in which to deal with discipline problems that interfere with the academic process. We encourage our students to work hard to achieve success academically and behaviorally. With the following school-wide plan, we are able to support our students and redirect them when necessary to ensure poor choices and misbehavior do not interfere with their academic success at Slate Ridge.

School-Wide Positive Behavior Plan

Each Slate Ridge student will have a form like this where the teacher can monitor behaviors in the classroom. Once a student receives so many violations and reaches Step 6, or if a behavior immediately warrants it, a student will be referred to the office to speak with an administrator. Parents/guardians will be notified of a student's misbehavior from either the classroom teacher (via phone, email, letter, etc.) or the school administrator.

Classroom Level Intervention

Date	Violation	Consequence	Notification
	1.	-15 min. Recess Detention (student choice: bench or laps) -Better Behavior Letter sent home	-Parent contact via phone or email
	2.	-15 min. Recess Detention (student choice: bench or laps)	-Parent contact via phone or email
	3.	-15 min. Recess Detention (student choice: bench or laps)	-Parent contact via phone or email. -Begin collecting baseline data on the Skill-Based Data Form (3-5 days) -Begin Intervention Documentation (after 3-5 days of baseline data)
	4.	-Full Recess Detention (student choice: bench or laps) -Better Behavior Letter sent home	-Parent contact via phone or email
	5.	-Full Recess Detention (student choice: bench or laps)	-Parent/teacher conference
	6.	-Complete Office-Level Referral Form -Better Behavior Letter sent home	-OFFICE LEVEL! ▾ ▾ ▾

Office Level Intervention

Date	Violation	Consequence	Comments	Notification
	6.	Office Lunch & Recess Detention		-Parent Contact:
	7.	ISS – 1 hour & Recess Detention		-Parent Contact:
	8.	ISS – 1 hour & Lunch/Recess Detention		-Parent Contact:
	9.	ISS - ½ Day		-Parent Contact:
	10.	ISS - ½ Day		-Parent Contact:

				-Refer to BAT
	11.	ISS - 1 Day		-Parent Contact:
	12.	OSS - 1 Day		-Parent Contact:
	13.	OSS - 3 day		-Parent Contact:
	14.	OSS - 5 day*		-Parent Contact:
	15.	OSS - 10 day*		-Parent Contact:

**Consequences for infractions taking place outside the classroom will be left to teacher/administrative discretion*

Violations of the Student Code of Conduct, which includes, but are not limited to: physical assaults, possession of tobacco, alcohol or drugs, defying or disrespecting authority, threats, destruction of school property, etc. should be immediately referred to the office and may result in suspension and/or expulsion from school.

Better Behavior Letter

If your student displays poor choices or behaviors at school, the teacher may send home a letter like the one below to inform you of the situation that occurred and the consequences for those actions.

This letter is to inform you that your student, _____, displayed disruptive behavior at school today. Please discuss with your child why their actions were not acceptable and what behaviors are appropriate for school. Your student's violation(s) are indicated below:

- ___ Talking Out
- ___ Disruption of Class/School
- ___ Arguing/Talking Back
- ___ Disrespectful Words/Actions
- ___ Using Profanity
- ___ Insubordination
- ___ Cheating
- ___ Stealing
- ___ Having Inappropriate Materials
- ___ Not Keeping Body to Self
- ___ Inappropriate Use of Technology
- ___ Inappropriate Hallway/Restroom Behavior
- ___ Inappropriate Recess Behavior
- ___ Other: _____

The consequence your student received because of his/her action(s) was a step on our school-wide discipline plan. Some behaviors (fighting, major theft, threats, disrespecting authority, possession of weapons, destruction of property) are immediate referrals to the office, and consequences are up to administrative discretion. The step your student is on and the consequence received is:

Step	Consequence	Date to be Served
1	Better Behavior Letter <i>and</i> 15 min. Recess Detention	
2	15 min. Recess Detention	
3	15 min. Recess Detention	
4	Better Behavior Letter <i>and</i> Full Recess Detention	
5	Full Recess Detention	
6	Better Behavior Letter <i>and</i> Refer to Administration Administrative Consequence: _____	

Please sign this letter, and return it to the school by: _____

Parent/Guardian Name (print): _____

Parent/Guardian Name (sign): _____

We appreciate your cooperation and assistance with this.

**REQUIRED NOTIFICATIONS AND STUDENT CODE OF CONDUCT
FOR ELEMENTARY SCHOOLS**

Table of Contents

Reynoldsburg Compact on	2
Respect.....	2
Annual Notice Requirement to Parents of Restraint and Seclusion Policies and	2
Procedures.....	2
Emergency	3
Closing.....	4
Family Educational Rights and Privacy Act	8
(FERPA).....	8
Grievances and	8
Complaints.....	8
Harassment, Intimidation and	9
Bullying.....	10
Health	19
Services.....	
....	
Internet	
Access.....	
..	

Release of

Information.....

Residency and Custodial

Changes.....

Safety and

Security.....

Student Code of

Conduct.....

Attachment: Hazing and Bullying Policy

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.

Annual Notice Requirement to Parents of the District’s Restraint and Seclusion Policies and Procedures

The District’s policy and Administrative Guidelines on Positive Behavioral Interventions and Supports (Restraint and Seclusion) are on the District’s website. Policy JP and JP-R Positive Behavioral Interventions and Supports (Restraint and Seclusion) can be located at:

<http://www.reyn.org/Policies.aspx>

Emergency Closing

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

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

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the District’s receipt of a request for access. Parents or eligible students should submit to the academy principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Parents or eligible students may ask the Reynoldsburg City School District (“the District”) to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student’s privacy rights. They should write the academy principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

1. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is:

1. a person duly elected to the Board;
2. a person certificated by the State and appointed by the Board to an administrative or supervisory position;
3. a person certificated by the State and under contract to the Board as an instructor;
4. a person employed by the Board as a support staff member (including, but not limited to, health, medical, and law enforcement personnel);
5. a person employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute;
6. a person or company with whom the Board has contracted to perform special tasks or provide educational services (including an attorney, auditor, consultant, or therapist); or
7. a parent or student serving on an official committee, such a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility including:

1. perform an administrative task required in the school employee’s position description approved by the Board;
2. perform a supervisory or instructional task directly related to the student’s education; or
3. perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement or student financial aid.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S W
Washington, D.C. 20202-4605

Grievances & Complaints

It is in the sincere desire of the Reynoldsburg City Schools to resolve all problems, regardless of their nature as fairly, equitably, and confidentially as possible. It is the intent of this Complaint Procedure to provide a due process mechanism by which the complainant and the school can resolve problems of concern. The suggested steps of the procedures are as follows:

1. Initial Contact – Teacher or Staff Member: As a general rule, complaints should first be discussed with the staff member involved. If the complainant is not satisfied with the solution offered at this Initial Contact Level, the complainant may appeal to the Intermediate Level (if appropriate) or school principals.
2. Intermediate Level (if appropriate) – Guidance Counselor or Teacher Leader: If the complaint is unresolved at the Initial Contact Level and the problem is of a very personal nature, the complainant should discuss the situation with a guidance counselor or principal. If the complainant is not satisfied with the solution offered at this level, he or she may appeal to the principal.
3. Building Level – Principal: The principal will hear the complainant’s views on the problem and will gather all facts and information concerning the problem. The principal will make a solution to the problem. If the complainant is not satisfied with the solution offered at this level, the complainant may appeal to the Superintendent.
4. Central Office Level – Superintendent: The Superintendent or designee will hear the complainant’s views on the problem and will gather all facts and information concerning the problem. The Superintendent will make a solution to the problem if the complainant is not satisfied with the solution offered at this level, the complainant may appeal to the Board of Education.
5. District Level – Board of Education: Any complainant desirous of being heard before the Board must state his or her case in writing and submit the written communication to the Treasurer at least one (1) week prior to the next meeting of the Board. The Treasurer shall send a copy of the communication to the President of the Board of Education. The Board of Education will hear the complainant’s views on the problem and will gather all facts and information concerning the problem. A decision will be rendered by the Board of Education concerning said complainant’s problem. (Board of Education Policy)

HARASSMENT, INTIMIDATION, AND BULLYING *See attachment for additional information.

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property or during any school sponsored event and at the times, and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly

prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

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

Definition of Harassment, Intimidation, or 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.

Harassment, intimidation, or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, web site postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

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

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.

Conduct Constituting Harassment, Intimidation, or Bullying

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

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

Coplain Process

A. 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.

B. 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.

C. 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

A. 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.

B. Administrator Responsibilities

1. 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.

2. Non-disciplinary 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.

3. 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.

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.

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

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

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The district administration will semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the district's website to the extent permitted by state and federal student privacy laws. (Board of Education Policy JFCF, JFCF-R, adopted March 20, 2012)

Health Services

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

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

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

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

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

If the medication is non-prescription, the parent must complete and submit the designated form for the medication to be administered. The appropriate forms can be picked up in the school office or downloaded from the Reynoldsburg City Schools website.

Over-the-Counter Medications

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

It is your responsibility to deliver the proper form and the medication to your child’s school.

The medication should be in its ORIGINAL container and be labeled with:

- * Your child’s name * Date
- * Dosage * Name of Medication

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

Internet Access

The Internet system of linked, computerized databases and services offers the possibility of quick access to a wealth of local, national, and international information which can be of tremendous benefit to the education of students enrolled in the Reynoldsburg City School District. The Internet also affords possibilities for abuse and misuse and may make inappropriate materials accessible to school-aged children. Students are subject to the discipline in the Student Code of Conduct for any inappropriate use of the computers. Prior to the start of school, each student will be given an Acceptable Use Policy form. These forms must be on file with the office prior to the use of any hardware or software. The policy is available for review on the district website under Forms.

Release of Information

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

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

Residency and Custodial Changes

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

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

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

Withdrawing from School

Prior to withdrawing from school, the student must pick up an “Intent to Withdraw” form from their school office. This form must be completed, signed by the parent or legal guardian and returned to the school office. On the last day the student will be in attendance, the student must pick up the final withdrawal form which will be signed by an administrator and all the student’s teachers. Student records will not be released until the student has returned all school property (including textbooks, media center materials, and music materials) and has met all financial obligations including fees, fines, and fund raising goods or money. Reasons for withdrawal are change of residence or if the student is enrolled in and attending another school. All other withdrawals are considered “dropout” and may result in the loss of driving privileges.

Safety and security

The safety of our students continues to be of utmost importance in Reynoldsburg schools. One of our primary goals is to provide a positive and safe environment for our children to learn. However, some incidents may cause a temporary interruption in our daily routine to reach those goals. The district or school will communicate to parents as quickly as possible if a school is placed on lock down or if the student day is disrupted in any way. A follow-up communication will provide a more complete description of the disruption and the school’s response.

We ask that you do not come to the school if you receive a notification. During a limited mobility or lockdown situation, visitor access will be suspended and student movement inside the school will be prohibited. This is a safety measure to maintain strict accountability of the school population and keep the hallways clear. If you do arrive, you will not be permitted entry. Secondly, please do not call the school. The phone lines must be open for emergency communication. Please understand that school personnel, in collaboration with first responders, will be working diligently to investigate the incident and restore a safe environment as quickly as possible.

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

SafeR Schools TIPLINE

Reynoldsburg City Schools utilizes a school safety tip line that is anonymous and available 24 hours a day to alert local law enforcement about potential crisis situations. The Ohio Safer

Schools Tip Line - 844-SaferOH (844-723-3764) – provides students, teachers, parents and school administrators a valuable resource to report potential threats of violence, suicide or bullying of a student. Trained professionals at Ohio Homeland Security’s Threat Assessment and Prevention (TAP) Unit answer all calls and texts to 844-SaferOH. The analysts at the TAP Unit may ask for additional information, but the caller can remain anonymous or leave contact information for follow-up questions. When action is necessary, the analysts immediately contact local school officials and law enforcement agencies to ensure the incident is investigated and track the outcome.

Research shows that in 81 percent of violent incidents in U.S. schools, someone other than the attacker had information that may have prevented the incident, but didn’t report it for fear of being identified. The assurance that calls or texts cannot be traced and that action will be taken to end the threat is helping to persuade young people to take a stand against school violence.

SECURITY CAMERAS

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

Volunteers

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

Student CODE OF CONDUCT

Discipline Policy

In order to protect a student’s right to an education, the State of Ohio has given the Board of Education the authority, by statute, to “make such rules and regulations as are necessary for its government and the government of its employees, pupils of its schools, and all other persons entering upon its school ground or premises.”

Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students will respect school authority, conform to school regulations, and accept directions from authorized school personnel. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations.

School administrators are charged with the overall control and discipline of all students in his/her academy. However, the primary responsibilities of management and discipline of students is in the hands of each teacher. Parents will also be informed of the conduct expected of students. Students are reminded that they are responsible for their actions toward school personnel and

school property during all school-related activities and events, even when such activities occur off school grounds.

Policies are designed to:

1. Protect the health, safety, and welfare of each student
2. Prevent disruption of the educational process
3. Maintain an atmosphere and climate conducive to learning
4. Protect the building and grounds from vandalism and destruction

The administration reserves the right to exercise flexibility and individuality in interpreting and implementing the rules of the Student Code of Conduct in compliance with the Reynoldsburg Board of Education Policy. This also means the administration may develop appropriate rules and regulations as called for by various situations. In addition, the administration may, in severe or unusual cases, or in cases where it is in the best interest of the student(s), to discipline students in ways other than stated specifically in the Student Code of Conduct. *Note: any step found in the Code of Conduct may be waived at the administrator's discretion.*

Students who fail to report or to report on time, the completion of lesser consequences, may have additional assignments of those consequences or additional disciplinary consequences assigned by the administration. Repeated violations of school rules and regulations are a violation of the Student Code of Conduct. Consequences will vary depending on the severity and number of previous disciplinary actions and may include removal, suspension, and/or expulsion.

Code of Conduct Violations

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

R01 Assault/Bodily Injury

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

R02 Serious Bodily Injury

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

R03 Academic Misconduct

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

R04 Dangerous Weapons

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

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

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

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

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

R05 Disrespect

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

R06 Disruption of Class

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

R07 Disruption of School

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

R08 Dress Code/Raider Wear - RCS Board Policy

The District's policy for student dress codes are on the District's website. Policy JFCA Student Dress Code refers to all students in grade K-4, and Policy JFCAA

Student Raider Wear refers to students in grades 5-12. Both can be located at:
<http://www.reyn.org/Policies.aspx>

R09 Drugs

Student will not knowingly use, possess, sell, conceal, negotiate or broker to distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, steroid, controlled substance, drug paraphernalia, look-alike drug, or intoxicant of any kind while on school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

A. Suspected Use

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

B. Possession or having control, use of, or evidence of use.

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

C. Prescription Drugs and Over the Counter Drugs.

Students who must take either prescription or non-prescription medication during school hours must have parental permission on file in the clinic. Medication cannot be brought to school, taken, or administered except in compliance with these guidelines and board policy. No student shall have possession of, sell, conceal, negotiate, or broker to distribute or be under the influence of any prescription drug or over the counter drug of any kind while on school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

R10 Extortion

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

R11 Failure to Serve/Persistent Disorderly/Repeated Violations

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

R12 Fighting

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

R13 Forgery, Falsification, and Lying

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

R14 Gambling

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

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

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student, staff member

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

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

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

R17 Insubordination

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

R18 Interference with an Investigation

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

R19 Loitering

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

R20 Misconduct On the Bus

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

R21 Misconduct at a School Sponsored Event

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

R22 Misconduct while Driving and Parking on Campus

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

R23 Possession of Unauthorized Devices

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

R24 Tobacco

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

R25 Profanity/Abusive Language

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

R26 Public Display of Affection/Sexual Misconduct

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

R27 Theft

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

R28 Threatening Behavior

A student shall not engage in any behavior, make verbal, nonverbal or other forms of communications or gestures that would be considered by reasonable standards of the school community, including staff or students, to be

threatening, harmful, or likely to provoke a violent response. No student shall threaten harm to persons or property or act in a turbulent or offensive manner. This includes engaging in conduct designed to urge or incite another to commit any act of violence.

R29 Truancy/Nonattendance

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

R30 Vandalism

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

R31 Inappropriate Materials

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

R32 Arson

No student, by means of fire or explosion, shall cause or create a risk of physical harm or damage to any school or privately property. No student shall cause a fire or attempt to cause a fire on school property or at school sponsored activities, unless expressly permitted and supervised during the course of classroom instruction or experimentation.

R33 Personal Electronic Devices (Cell Phones)

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

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

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

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

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

The school is not responsible for and will not investigate lost or stolen personal

electronic devices.

R34 Alcohol

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

A. Suspected Use

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

B. Possession or having control, use of, or evident of use.

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

R35 Trespassing/Aiding in Trespassing and Skipping

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

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

A student shall not destroy, damage, tamper with or deploy any fire safety equipment or automated electronic defibrillators. No student shall cause the evacuation of any school building or related property, or otherwise cause panic, alarm or inconvenience by means of a false alarm, threat, false activation of a fire alarm or by circulating any information, verbal or written, to indicate any emergency or danger exists or has the potential to exist when it is known, or the

person has reason to know that the information or alarm is false.

R37 Gang Related Behavior

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

Disciplinary Consequences/definitions

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

1. Verbal Reprimand
2. Restriction of Privileges

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

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

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

4. Removal from Activity
5. Parent Contact
6. Restitution
7. Emergency Removal from School or School Activity – If a student's presence in school or at a school activity poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either

within a classroom or elsewhere on the school premises, the Superintendent or an academy principal may remove a student from curricular activities or from the school premises, and a teacher may remove a student from curricular activities under the teacher's supervision, without the notice and hearing requirements for out-of-school suspension.

8. Out of School Suspension – The denial of attendance at school and the suspension of the student's normal instructional activities by the Superintendent or 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. Students can make up work from their suspension for 100% credit.

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

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 be on school property without permission of the principal or designee. Within one week prior to returning to school, the student and the parent must schedule a reenrollment conference with his/her grade level administrator.

Other Disciplinary Interventions

10. Community Service
11. Parent Shadowing
12. Notification of Civil Authorities
13. Court Citation

Other Alternative comparable, acceptable and fair consequences (e.g., withholding grades and transcripts for a student who owes money)

**Additional information about Hazing and Harassment

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

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

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

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

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

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

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

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

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

File: JFCF

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

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

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

[Adoption date: March 20, 2012]

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

CROSS REFS.: AC, Nondiscrimination
EDE, Computer/Online Services (Acceptable Use and Internet Safety)

IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JG, Student Discipline
JHG, Reporting Child Abuse
Student Handbooks

File: JFCF-R

HAZING AND BULLYING
(Harassment, Intimidation and Dating Violence)

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

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other 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
 - D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

File: JFCF-R

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

SIGNATURE PAGE

(Return to homeroom teacher)

Student’s Full Name (Printed): _____ **Grade:** _____

Parent/Guardian’s Name (Printed): _____

Phone: _____

STUDENT/PARENT HANDBOOK

I have received the Student/Parent Handbook and I have reviewed its content with my son/daughter. We have specifically reviewed the following:

- o Dress code policy.
- o Attendance policy.
- o Cell phone policy.
- o Behavior expectations.
- o Visitation policy

Student Signature

Date

Parent Signature

Date

**Computer Usage Policy
(Return to Homeroom teacher)**

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 username or password to another student.

Student Name(Printed)

Student Signature

Date

If the student named above is under 18 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 username or password to another student.

Parent/Guardian Signature

Date