

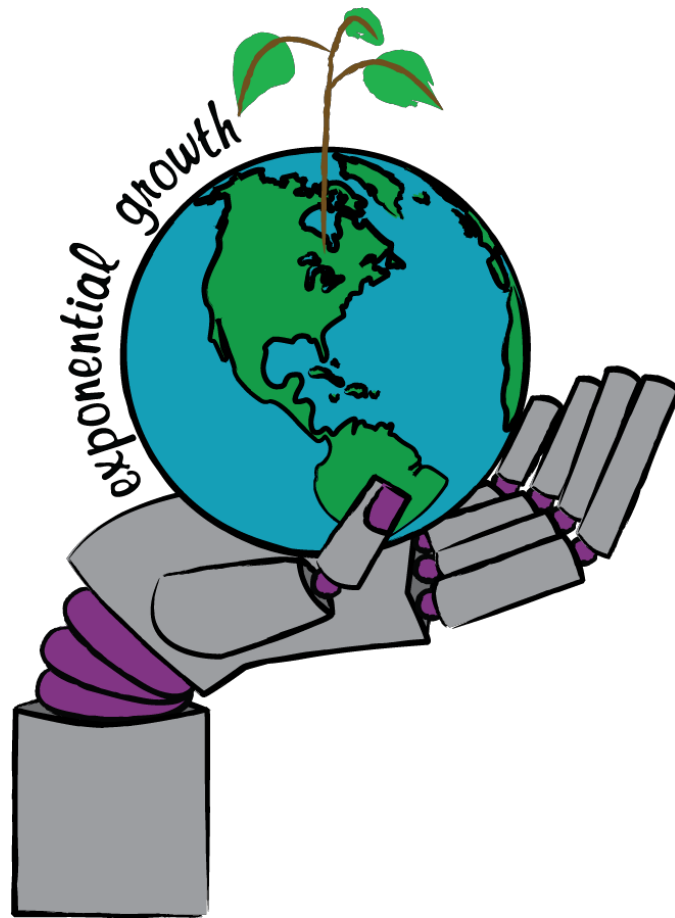
# STEM Middle @ Baldwin Rd JHS

2300 Baldwin Road, Reynoldsburg, OH 43068

Phone: 614.367.1600 / Fax: 614.367.1625

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

Twitter: @BR\_STEM/Facebook: @STEMMiddleAtBRJH



## Student Handbook 2018-2019

## **Administrative Team**

Toby Fischer, Principal 614.367.1602,

[Toby.fischer@reyn.org](mailto:Toby.fischer@reyn.org)

Jon Moorehead, Assistant Principal 614.367.1616,

[jon.moorehead@reyn.org](mailto:jon.moorehead@reyn.org)

Jared Ball, Assistant Principal 614.367.1606,

[jball@reyn.org](mailto:jball@reyn.org)

Shawn Jeter, Building and Safety Coordinator 614.367.1603,

[shawn.jeter@reyn.org](mailto:shawn.jeter@reyn.org)

Cara Boettner, School Counselor 614.367.1619,

[cara.boettner@reyn.org](mailto:cara.boettner@reyn.org)

Jackie Kirksey, Administrative Secretary 614.367.1601,

[jackie.kirksey@reyn.org](mailto:jackie.kirksey@reyn.org)

Brenda Starkey, Administrative Secretary 614.367.1601,

[brenda.starkey@reyn.org](mailto:brenda.starkey@reyn.org)

Jake Perkins, Athletic Director 614.501.4002,

[jperkins@reyn.org](mailto:jperkins@reyn.org)

## **Reynoldsburg Board of Education**

President: Joe Begeny Vice President: Debbie Dunlap

Members: Robert Barga, Jeni Quesenberry, Neil Whitman

### **Superintendent**

Melvin Brown

### **Treasurer**

Tammy Miller



## **STEM Middle @ BRJH Basic Beliefs**

STEM Middle @ BRJH is committed to providing a safe learning environment where staff members, students, parents, and community partners nurture the development of responsible, thoughtful citizens in an increasingly interdependent global society. We achieve this by creating educational opportunities in which students are challenged to explore, create, make decisions, and actively participate in their learning.

STEM Middle @ BRJH is a collaborative, student-centered learning community where we embrace diversity and work to strengthen students' academic, emotional and social skills. We believe that trans-disciplinary problem-based coursework that emphasizes critical thinking skills is paramount to developing successful students. We work to develop life-long learners who solve real world problems in a creative and thoughtful manner, not merely students who answer questions.

### **2018 – 2019 Habits of Mind**

- \*Lead**
- \*Persevere**
- \*Collaborate**
- \*Think Critically**
- \*Act Responsibly**

Students at STEM Middle @ BRJH will demonstrate these habits daily as they work to become exceptional students and productive citizens.

### **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.

# 2018-2019 District Calendar

Inservice No School Schools Closed							Reynoldsburg City Schools 2018-2019 School Year																				
Conference Days																											
End of Quarters																											
August 2017							September 2017							October 2017							November 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
							30																				
8/13 - Inservice 1/2 Day 8.14 - Inservice Full Day 8.15 - Inservice Full Day 8.16 - 1st day of School 5 & 7 8.17 - 1 <sup>st</sup> day of school for 6 & 8							9.3-- Labor Day - No School							10.19- End of Quarter 10.26 - Inservice No School 10.29 Conference - No School							11.21 to 11.23 - Thanksgiving Break						
December 2017							January 2018							February 2018							March 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
30	31																				31						
12.21- End of Quarter 12.24 to 12.31 - Winter Break							1.1 Break - No School 1.2 - Inservice - No School 1.21 - MLK Day - No School							2.15 - Conference - No School 2.18 - President's Day - No School							3.8- End of Quarter 3.11 to 3.18 - Spring Break						
April 2018							May 2018							June 2018													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	1	2	3	4	5	6				1	2	3	4						1								
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8							
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15							
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22							
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29							
														30													
4.19- No School 4.22 No School							5.23- Last Day of School 5.24 - 1/2 Day Inservice																				



Fall Conferences: Thursday November 8, 2018  
 Thursday November 15, 2018  
 Spring Conferences: Thursday February 7, 2019  
 Wednesday February 13, 2019

## **Important Phone Numbers and Addresses**

STEM Middle Attendance Line: 614-367-1629

Transportation: 614-501-1041

STEM Middle Cafeteria: 614-367-1615

Athletics: Livingston Campus Reynoldsburg High School  
6699 East Livingston Avenue  
614-501-4020

Welcome Center: 1555 Graham Road  
614-501-1033

# ACADEMIC POLICIES AND PROCEDURES

## MASTERY GRADING SYSTEM

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The administration and teaching staff at STEM Middle @ Baldwin have high expectations for all students. Therefore, students must demonstrate mastery of the content in order to pass each core course (Language Arts, Mathematics, Science, Social Studies). Students who have successfully demonstrated mastery will receive either an “A,” “B,” or “C” based on their individual level of mastery.

Failure to demonstrate mastery will result in an “I” until the student is able to demonstrate mastery of the content. Students will have remediation opportunities throughout the school year in an effort to help them achieve mastery of the content being taught.

Mastery Achievement Level	Grade Descriptors	Habits of Mind Descriptors
<b>A</b>	Demonstrating excellent and consistent achievement of grade level standards	Demonstrating excellent and consistent attributes of grade level expectations
<b>B</b>	Meeting grade level standards	Meeting grade level expectations
<b>C</b>	Progressing toward grade level standards	Progressing toward grade level expectations
<b>IP</b>	In Progress – Limited demonstration of mastery of grade level expectations	Limited demonstration of grade level expectations
<b>IN</b>	Incomplete work and/or assignments	

## ACADEMIC REPORTS TO PARENTS

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Students receive a report card four times each school year. Students and parents have access to their grades, attendance and other information at any time through PowerSchool. Each family will receive their access codes at the beginning of the year. Please contact the school if you need assistance with PowerSchool. Below are the end dates for each of the grading quarters; reports cards will follow within two weeks after these dates:

1<sup>st</sup> Quarter – October 19, 2018

2<sup>nd</sup> Quarter – December 21, 2018

3<sup>rd</sup> Quarter – March 8, 2019

4<sup>th</sup> Quarter – May 23, 2019

## CUMULATIVE RECORDS

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Parents may request to view their child’s school records. This request should be done in writing and given to the building principal. Arrangements will be made for the view of the records. Parents must present identification before being allowed to review student records.

## HIGH SCHOOL CREDIT COURSES

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Students have the opportunity to earn high school credit at the middle level. High school credit courses earn 1.0 regular credit and the grade earned will appear in the high school transcript and be included in the student’s high school GPA.

High school credit grades are calculated by this formula:

### Year-long Classes with a semester exam:

$$\text{Semester 1 Average} = (\text{Quarter 1 Grade} \times .40) + (\text{Quarter 2 Grade} \times .40) + (\text{Midterm Exam Grade} \times .20) \text{ Semester 2}$$

Average = (Quarter 3 Grade x .40) + (Quarter 4 Grade x .40) + (Final Exam Grade x .20)

Year End Average = (Quarter 1 Grade x .20) + (Quarter 2 Grade x .20) + (Midterm Exam Grade x .10) + (Quarter 3 Grade x .20) + (Quarter 4 Grade x .20) + (Final Exam Grade x .10)

**Year-long Classes without a semester exam:**

Semester 1 Average = (Quarter 1 Grade x .50) + (Quarter 2 Grade x .50)

Semester 2 Average = (Quarter 3 Grade x .50) + (Quarter 4 Grade x .50)

Year End Average = (Quarter 1 Grade x .25) + (Quarter 2 Grade x .25) + (Quarter 3 Grade x .25) + (Quarter 4 Grade x .25)

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## **DROPPING A HIGH SCHOOL CREDIT COURSE**

Students may opt to drop a course at no penalty to their grade under the following conditions:

- The course is dropped within 10 days of the class.
- There is another course for a student to enter.

Students who drop a course after the first 10 days of the class must Withdraw Fail (WF). A grade of WF will be listed on the official transcript with a 0.0 grade attached. Please note, WF negatively impacts GPA.

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## **HOMEWORK**

Homework will be assigned to students that will be meaningful and beneficial to the student. It is the obligation of the student to communicate with the teacher regarding any problems with homework assignments. Homework may be recorded by the teacher as part of the student's grade. Homework is assigned to help students become self-reliant, learn to work independently, improve the skills; which have been developed, and complete projects.

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## **PROMOTION, PLACEMENT, and RETENTION PROCEDURES**

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

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## **ATTENDANCE POLICIES AND PROCEDURES**

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### **ATTENDANCE**

Research continually connects student attendance to student achievement. It is our philosophy that establishing positive attendance patterns as a junior high student will increase student achievement and encourage life-long habit that will prepare students for the future. Make-up work cannot replace the learning activities that occur in our classrooms.

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### **EXCUSING AN ABSENCE**

Any absence from school will count against perfect attendance.

Board of Education Policy: JED, in agreement OAC 3301-39-02 states the reasons for which students may be excused, but are not limited to;

1. Personal illness of the student
2. Illness in the student's family
3. Death in the family
4. Quarantine for contagious disease

5. Religious reasons

## **EXCUSED ABSENCE PROCEDURES**

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1. Parents/Guardians are required to report all absences by calling (614) 367-1600 as soon as you know that your student will not be in school. State your child's first AND last names, your name, and reason for the absence in the message.
2. Before school begins on the first day of return, the student must bring a signed note to the office from the parent/guardian indicating the reason for the absence or tardy. The note must include the student's first and last name, the exact dates of the absence as well as the reason for the absence. The parent/guardian must sign the note AND provide a daytime phone number where the parent/guardian can be reached.
3. A note from parent/guardian must be on file in the office within three (3) days of the absence. After three (3) days, the absence will remain unexcused. Unexcused absences may be subject to disciplinary action.

## **EARLY ARRIVAL**

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In the interest of personal safety and for the protection of public and personal property, students may not be in the school building prior to 8:30 a.m. or after 3:30 p.m. unless under the direct supervision of a staff member.

## **EARLY DISMISSAL**

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1. Send a note to school with your child on or before the day of dismissal.
2. The student will bring the note to the office to receive an early dismissal pass. This pass will allow your student to leave class at the requested time to be ready and waiting for pick-up in the main office.
3. Please remember that you must come to the main office, and provide a valid ID, to sign your child out of the building.

## **MEDICAL EXCUSE**

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If the student has seen a doctor for an illness or injury, that excuse must be on doctor's letterhead with the doctor's signature. For an illness that causes a student to miss an entire day or several days of school, the exact dates the doctor is excusing the student from school and reason for the absence must be provided by the doctor in order for absence to be excused. The student is to bring the doctor's excuse on the first day of return to school. Should the student return without a signed parental or doctor's note, he or she will be considered as unexcused and may be subject to disciplinary or Juvenile Court action.

## **PLANNED ABSENCES**

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Board Policy JED states that the Board does not believe that students should be excused from school for non-emergency trips out of the District. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified at least 24 hours 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.

Students must:

1. Obtain prior permission from the office;
2. Complete the pre-planned absence form;



3. Return the form one week prior to their absence;
4. Follow make-up work policy of the teachers;
5. Understand that providing assignments in advance will not always be possible.

## **REQUEST FOR HOMEWORK**

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Students may request homework assignments through the office if they are ill or will be absent from school or excused reasons for a period of at least three days. Students/Parents making requests for homework assignments must allow at least twenty-four (24) hours for the collection of assignments. When assignments are missed for excused reasons, arrangements for make-up work must be made immediately upon return to school. This is the student's responsibility to contact the teacher for make-up assignments. A general rule for students to follow is that they have as many days to make-up homework as they missed class, not to exceed 5 school days under normal circumstances.

*For large projects, term papers, or other assignments where the due date has been established two (2) weeks in advance, students will not be given an extended period of time to complete work. Student absent on the due date due will turn the project/paper in on the day they return to school. These policies will apply to in school and out of school suspensions as well.*

## **STUDENT ILLNESSES**

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If your child has a fever of 100 degrees or above, we ask that your child stay home for 24 hours, after the fever has subsided without the use of medication to reduce the fever. Having a fever indicates that a child is infectious. This will enable your child to remain healthier at school as well as the other students in their classroom. In addition, if your child is vomiting, we encourage your child to remain at home for 24 hours after symptoms have subsided.

For conjunctivitis (pinkeye) or impetigo, the guidelines include 24 hours of antibiotic treatment PRIOR to re-entering school. Reynoldsburg City Schools follow the Ohio Department of Health guidelines for all communicable diseases. For control measures you can contact the ODH at 1-614-466-0273. Thank you for your assistance with keeping our children healthy.

## **TRUANCY (HABITUAL/CHRONIC)**

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Truancy shall be defined as deliberate unexcused absences by a student from a class or from school – this includes students who walk out of class without permission. Disciplinary action, police involvement, and/or a referral to court may result in a truancy situation.

**HABITUAL TRUANT REFERS TO A CHILD OF COMPULSORY SCHOOL AGE WHO IS ABSENT FROM SCHOOL WITHOUT LEGITIMATE EXCUSE FOR THE FOLLOWING NUMBER OF HOURS**

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one month without a legitimate excuse; or
- c. Absent 72 or more hours in one year without a legitimate excuse.

### **EXCESSIVE ABSENCES**

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

*Unruly child* refers to a habitual truant who has not previously been adjudicated for being a habitual truant but if based solely on being a habitual truant, court shall consider alternatives to adjudication to divert the child from the juvenile court system.

*Delinquent* child applies to a child who violates a court order regarding the child's prior adjudication as an unruly child for

habitual truancy, but no longer includes habitual (or chronic) truant.

## **TARDY TO CLASS**

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Students are responsible for being in their classrooms prior to the tardy bell for each period. Failure to do so results in being marked tardy for that class. Disciplinary consequences for tardiness to class will be determined by your student's team of teachers. Please refer to the team document distributed at the beginning of the school year for more information. A tardy will be defined as being ten or less minutes late to class. A duration of time beyond ten minutes will constitute being truant (skipping) class and subsequent disciplinary action will be administered.

## **UNEXCUSED ABSENCE**

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The following are examples of unexcused absences/tardiness: truancy, cutting a class, oversleeping, missing a ride, car trouble, or no parent contact with the Office. When a student has an unexcused absence/truancy, he/she will receive a zero for all work missed. In addition, the truant student is subject to disciplinary action. *Unexcused absences or tardiness not cleared up within three (3) school days will remain unexcused.*

# BRING YOUR OWN DEVICE EXPECTATIONS



Technology plays a large role in our students' lives. Personal devices can enhance and enrich learning opportunities both at home and at school. STEM Middle @ BRJH is committed to allowing responsible use of personal devices at school so as to provide as many pathways to understanding as possible

for our students. If a teacher is using technology in a classroom lesson or activity, all students will be provided access to necessary devices. If you decide to allow your student to bring a personal learning device to school, it is permitted.

## General Info

Access to the Reynoldsburg wireless network, whether with school-provided or personal devices, is filtered. However, access from personal devices is limited to Internet use only. Students will not have access to any documents that reside on the school network from their personal devices.

Access to the Reynoldsburg wireless network is a privilege, not a right.

Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the Reynoldsburg City School's network also allows administration to conduct investigations regarding inappropriate Internet use at any time.

## Guidelines for use

- Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- The only purpose of the use of personal devices at school is educational.
- The use of a personal device is not to be a distraction in any way to teachers or students.
- The use of personal devices falls under Reynoldsburg City Schools' Acceptable Use Policy, found in the student handbook.
- Students will refrain from using personal devices at school outside of their classroom unless otherwise directed by their teacher.
- Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online)

### **Consequences for Misuse/Disruption (one or more may apply):**

- Device taken away for the period
- Device taken away and kept in the front office until parent picks it up; student is required to surrender their personal device at the request of the teacher/administrator.
- Student is not allowed to use personal devices at school
- Disciplinary Referral resulting in ISS or OSS

### **School Liability Statement**

**Students bring their devices to use at STEM Middle @ BRJH at their own risk.** It is their duty to be responsible in the upkeep and protection of their devices.

### **STEM Middle @ BRJH is in no way responsible for:**

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

## **SCHOOL INFORMATION**

### **BUILDING HOURS**

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Students may enter the school at 8:40 am. At 8:50 am all students must be in their first period classroom to avoid tardiness. All students should exit the building at 3:20 unless they are staying for a supervised school activity.

### **BUS REGULATIONS**

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Riding a school bus is a privilege. When riding a bus, you are expected to obey all rules established by the Board of Education. Failure to do so will result in disciplinary action. Parents must contact the transportation department and the school office if alternative transportation is to take place. Such regulations also apply to athletic events, field trips and other student activities.

### **CAFETERIA EXPECTATIONS**

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1. All school rules apply during breakfast and lunch periods.
2. All students must remain in cafeteria for the entire lunch period unless they have received permission from a staff member to go to another location.
3. Laminated passes for office, locker, and clinic will be available for students to use when leaving the cafeteria for a special reason.
4. No students are to be in any non-designated area without permission.
5. All food to be purchased must remain on the serving line in plain sight of the cafeteria workers. Any food items put into pockets will be considered an attempt at theft.

6. All food and drinks must remain in the cafeteria.
7. Students will maintain an acceptable level of noise in the cafeteria. No yelling, loud conversations or inappropriate noise making will be tolerated.
8. Students shall remain seated during lunch. Students will raise their hand and get permission before leaving their seat.
9. Violation of the above rules may result in the assignment of lunch clean up duty or detention.

## **COMMUNICATION**

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Two-way communication between school and families is integral for the continued development of our students. Communication will occur in the following ways:

- Email Newsletters: newsletters about school events will be emailed to the email addresses provided
- Website: our school website serves as the hub of all of our events. News items, a calendar and links to resources will be housed here.
- Social Media: our school, teams, and teacher Facebook pages and/or Twitter accounts will communicate various school related items
- PowerSchool: all student grades and progress is housed on PowerSchool. Teachers will update grades weekly.

## **CONFERENCES**

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We encourage you to participate in parent-teacher conferences. Calendar scheduled Parent-Teacher Conferences will be held on four evenings during the school year. If a parent feels that a conference is needed at any other time throughout the school year additional conferences will be arranged.

## **DISTRIBUTION OF PRINTED MATERIAL AND CIRCULATION OF PETITIONS**

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The principal or assistant principal must be informed before printed material may be distributed or posted, or before petitions may be circulated. Students may not use force or use coercion in getting signatures. Students are responsible for cleaning up material they distribute or post.

Printed materials and petitions must:

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

Printed materials and petitions must not:

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

## **EMERGENCY CLOSING**

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

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

## **FIELD TRIPS AND ASSEMBLIES**

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Each year our students are given the opportunity to participate in a variety of field trips and assemblies. At all special

events, students are expected to use their best behavior. At assemblies, students will sit in areas designated by school staff. No inappropriate talking, noises, or remarks will be tolerated. Assemblies and field trips are privileges. Students who do not demonstrate appropriate behavior may be excluded from field trips and assemblies. The district acceptable use policy (AUP) still applies to digital devices while on school sponsored field trips.

## **FOOD SERVICES**

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Students may bring a packed lunch or purchase a hot lunch from the school cafeteria. Menus will be published at the beginning of the school year. Copies of the school lunch menu will be sent home with the students and will also be posted on the school website. Please make checks payable to STEM Middle @ BRJH.

Children from families whose income is at or below specified levels are eligible for milk and/or meals free or at a reduced price. Application forms for this program are included in the beginning of the year mailing and through the school office.

## **LOCKS AND LOCKERS**

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Each student will receive a locker for his/her books and supplies. Lockers will be assigned the first week of school. The school is not responsible for lost or stolen items. Students are to occupy ONLY the locker assigned to them. Sharing lockers will result in disciplinary action.

Although provided for students' use, lockers are the property of STEM Middle @ BRJH and are thereby subject to search and seizure regulations by school authorities. Students possess the right of privacy as well as freedom from unreasonable search and seizure of property. The student's individual rights, however, are balanced by the school's responsibility to protect the health, safety, and welfare of its students.

## **LOST AND FOUND**

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A lost and found is located in the cafeteria. Please check the cafeteria if your student is missing an item. We encourage parents to label all items that your child brings to school. All unclaimed items will be donated at the conclusion of each quarter.

## **SCHOOL OFFICE**

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The office is a place to transact school business and every student is welcome to come in for that purpose. The principal, assistant principal, guidance counselor and secretaries are housed in the office and are willing to help with any problem you have during the school day. When reporting to the office, please remember the following:

- When in the office, be courteous.
- If you are requested to report to the office, report directly to the office. Failure to report will result in disciplinary action.
- You must obtain a pass from your teacher to visit the office.

## **SOCIAL ACTIVITIES**

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Activities are scheduled periodically and admission will be charged at most events to defray the costs and to provide funds for the sponsoring organization.

Students will be expected to demonstrate the same high standards of conduct at social activities as they are at school. Failure to do so may result in restriction from future activities. In general, social activity guidelines are as follows:

- Students will not be permitted to leave a social activity early without parent pickup.
- Inappropriate dress will result in refusal of admission.
- All adopted Reynoldsburg City Schools policies regarding student conduct and behavior will be enforced at all school social activities.
- Students who accumulate disciplinary referrals will be restricted from social activities.
- Students must be in attendance at school for the full day the activity is scheduled.

## **STUDENT SAFETY**

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1. When entering and exiting the building, sidewalks need to be used at all times.
2. Parents must present a prior written note in order for their child to be transported by anyone other than themselves or the school. Only the custodial parent may issue this note.
3. Students are expected to use the right half of the hallway when moving through the building.
4. During school hours, students are expected to be on school premises and in their designated area.

## **VISITORS**

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We welcome parents visiting STEM Middle @BRJH. If you wish to follow your child's schedule or visit a classroom, please call and schedule the time with the teacher at least 24 hours ahead of time. All conferences must be scheduled ahead of time.

1. All visitors and parents must obtain a visitor's pass from the office immediately upon entering the building.
2. Anyone who is not a BRJH student may not be on campus property before, during, or after school unless specific arrangements have been made with school staff prior to the visit.
3. Students are not required to see visitors they do not wish to see unless there is a court order to the contrary.
4. Any parent/guardian that wishes to have lunch with his/her student will not be permitted to eat in the cafeteria unless she/he is fingerprinted and clears a background check with Board Office.
5. Reynoldsburg High School will NOT accept non-emergency or non-academic deliveries. These items include but are not limited to floral deliveries, balloon deliveries, etc.

## **VOLUNTEERS**

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

## **HEALTH SERVICES**

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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.

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

It is our policy that any student found with pediculosis (lice) 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.

Students with a temperature of 101 degrees or higher will be sent home. Please do not send your student to school if he/she has had a temperature of 101 degrees or higher within 24 hours.

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

## **Medication Policy**

### Prescription Medications

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

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

### Over-the-Counter Medications

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

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

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

## **Vaccines**

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

## **INTERNET ACCESS**

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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**

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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**

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**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**

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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**

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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.**

## **SEARCH & SEIZURE**

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The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers, cars that are parked on school grounds, or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property within the area of the school's responsibility.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator or designee to search any locker and its contents as the administrator believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building. Motor vehicles driven by students and parked on school property can also be subject to random searches.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs, firearms and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy. (Board of Education Policy JFG-R, adopted March 20, 2012)

# STUDENT CODE OF CONDUCT

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## 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

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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

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

## R02 Serious Bodily Injury

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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

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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

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- 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, and 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**

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

## **R06 Disruption of Class**

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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**

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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 – RCS Board Policy**

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The District's policy for student dress codes are on the District's website. Policy JFCA Student Dress Code refers to al students in grades 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>

### **SCHOOL IDENTIFICATION**

School-issued IDs must be in the possession of each student while on school property and at school-sponsored events.

### **BOTTOMS (including skirts and dresses)**

Pants, shorts, skorts, skirts, capris and dresses must meet all of the requirements below:

1. Color: Can be any color or pattern as long as the pattern is appropriate for school.
2. Style: Must be worn at the waist and cannot sag or have holes, rips, or tears. The waist is determined as the hip bone to the bottom of the rib cage.
3. Fabric: Any fabric with the exception of: translucent material, leather, pleather, stretch knits (Spandex), sweats, velour or wind pants material. Material should not have holes, rips, or tears.
4. Length: Shorts, capris, skorts, and dresses cannot be shorter than two (2) inches above the knee and pants cannot drag on the floor. No slits in skirts or dresses shall be higher than two (2) inches above the knee.

### **TOPS (including dresses)**

Must meet the following requirements:

1. Color: Can be any color or pattern as long as the pattern is appropriate for school.
2. Style: Polos, button-down shirts, mock-necks, turtlenecks, sweaters, dresses and t-shirts (no underwear):
  - a. All tops including dresses must have sleeves.
  - b. No words, graphic designs, logos except logos located on the upper left chest portion of the top.
  - c. Decorative scarves may be worn around the neck.
  - d. Hoodies are not allowed.
3. Fabric: Any fabric with the exception of: translucent material, leather, or pleather material.

4. Length: All tops, including dresses must meet the following:
  - a. All tops must meet bottoms-torso cannot be exposed.
  - b. No more than two (2) inches below the collar bone
  - c. Dresses that do not meet the requirements for tops must be worn with a top that does.

#### TOP OUTER LAYERS

May only be worn over a dress code compliant top and must meet all the requirements below:

1. Style must be one of the following styles:
  - a. Sweatshirts: V-necks, scoop-necks, or crew-necks.
  - b. Vest/Cardigan.
  - c. Suit jacket, fleece full length zip jacket, or letter jacket.
  - d. No words, graphic designs, logos with the exception of logos located on the upper left chest portion of the top. Exception to this requirement: Letter jacket.
  - e. Hoodies are not allowed.

#### RAIDER SPIRIT

Must meet all of the requirements below:

1. Days: Raider Spirit wear is appropriate any school day, unless administrators state otherwise for a particular day or days.
2. Bottoms: Students must wear dress code pants, shorts, capris, skirts, skorts, or dresses as listed above.
3. Tops: Students may wear t-shirts or sweatshirts (no hoodies) for Raider Spirit as long as the t-shirt or sweatshirt meets the following criteria.
  - a. Shirt design must include the Reynoldsburg High School mascot, school logo, school name or anything associated with a school team, club or other program that is sponsored by Reynoldsburg Schools.
  - b. Purple and/or Gold t-shirts without words or images shall be considered appropriate Raider Spirit.
4. Theme Days: Administrators may designate special Theme Days, such as College Team, Spirit Day or Homecoming Spirit Week.
5. Special note regarding hoodies: because hoodies are popular items to wear outside of school and at school events such as football games, and because they can be good fundraising items for athletic teams, clubs, or booster organizations, these organizations are allowed to sell them. However, because hoodies are forbidden in school, organizations are strongly encouraged to put a statement on order forms to the effect that hoodies are to be worn only outside of school hours.

#### ATHLETICS/CLUBS

Athletes or club members may wear a uniform (top only) on competition days as long as the top meets the requirements stated above. Coaches and club advisors shall be responsible for obtaining administrator approval for uniform tops to be worn during school.

#### THE FOLLOWING ARE PROHIBITED:

1. Bottoms: leggings, jeggings, sweats, and yoga pants
2. Hoodies.
3. Exposed undergarments (except t-shirts)
4. Head gear: caps, hats, sweatbands, bandanas, visors, or scarves, etc.\*
5. Tattered or torn clothing.
6. Sunglasses (unless prescribed (see JFCA)).
7. Heavy chains of metal.
8. Slippers or houseshoes.

\* EXCEPTION TO THE AFOREMENTINED DRESS CODE REQUIREMENTS SHALL BE:

1. Students shall be permitted to wear religiously significant clothing which is part of their religious practice. Approval must be made by administrators, in advance.
2. Other exceptions may be allowed only upon the prior approval of the administration.

## DRESS CODE VIOLATIONS

Students who violate the Dress Code shall be subject to the following disciplinary actions:

1. The student's parents/guardians will be requested to pick up a student or bring alternative clothing for the student to wear.
2. Class time missed due to a violation of this policy will be marked as in-school suspension.
3. Repeated violations will result in other disciplinary action pursuant to the Student Code of Conduct, which may include, but are not limited to: detention, suspension, and/or expulsion.
4. The administrator will make the final decision, at the building level, if a student's attire is inappropriate or does not meet the requirements of this policy.

## **R09 Drugs**

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

### **A. Suspected Use**

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

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

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

### **C. Prescription Drugs and Over the Counter Drugs.**

Students who must take either prescription or non-prescription medication during school hours must have parental permission on file in the clinic. Medication cannot be brought to school, take, 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, of the school grounds at a school activity, function, or event, or on school buses or rented carriers.

## **R10 Extortion**

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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**

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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**

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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**

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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 identify of another person.

## **R14 Gambling**

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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)**

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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. In the event of a one-time incident, administration shall determine and implement discipline to their discretion.

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

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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**

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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**

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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).

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**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.

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**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.

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**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.

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

A student shall not operate a vehicle or motor vehicles 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.

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**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.

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**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 pipe tobacco, chewing tobacco or snuff. A cigarette includes clove cigarettes and hand-rolled cigarettes.

Tobacco-related products, such as electronic cigarettes, vapor pens, electronic cigarette liquid, any electronic cigarette component, matches and lighters, are also prohibited. **1<sup>st</sup> offense – Out of school suspension or attendance to HABIT (Healthy Alternatives for Being Independent of Tobacco).**

**R25 Profanity/Abusive Language**

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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**

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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**

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A student shall not take, receive, nor attempt to take or receive into this 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**

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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**

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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**

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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**

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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**

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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)**

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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**

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Students will not knowingly use, possess, sell, conceal, negotiate, or broker to distribute or be under the influence of

any alcoholic beverage or intoxicant of any kind while on school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

**A. Suspected Use**

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

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

1<sup>st</sup> offense may include – notify 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**

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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 Emergency Equipment**

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A student shall not destroy, damage, tamper with, remove or deploy any fire safety equipment automated electronic defibrillator or other device that’s intended use is for or during an emergency situation. 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**

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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**

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The following provides genera 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.

9. **Recommendation to Superintendent for Expulsion** – The involuntary removal of a student from school by the Superintendent. The Superintendent may expel a student from school for a period of 80 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**

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

**DRUGS & ALCOHOL**

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School activities, functions, events, grounds, classes, and instruction are to be completely free of controlled substances and alcohol. Therefore, the following student conduct is prohibited:

1. The use, possession, purchase, transmission, or sale of any alcohol or controlled substance during school, on school grounds, or at a school sponsored function and/or activity, or on school – owned or provided transportation is prohibited.
2. A student is prohibited from consuming/ingesting beer, intoxicating liquor, prescription drugs and/or controlled substance on or off school property during any calendar day when after such consumption/ingestion a student attends school or school function and/or activity, or is on school – owned or provided transportation, or is on school grounds during that same calendar day.

3. Furthermore, a student is prohibited from attending school, a school sponsored function and/or activity or being on school grounds or on school – owned or provided transportation having used alcohol or a controlled substance prior to such presence or attendance and exhibiting, manifesting or reflecting any symptoms, sign, evidence, or manifestation of such use or consumption of alcohol or a controlled substance, including but not limited to: smell of alcohol or chemical, reddened eyes, or any other sign or condition which a reasonable person would associate with the use of consumption of alcohol or controlled substance.

The Reynoldsburg School District recognizes its responsibility to inform and involve the appropriate law enforcement officials of violations by adhering to the relevant provisions of the Student Code of Conduct.

#### Student self-referral to drug/alcohol involvement

If a student seeks assistance for dealing with a drug or alcohol problem by self-referral to an administrator, guidance counselor, or school social worker and agrees to participate in and follow all recommendations, there shall be NO violation of the drug and alcohol policy. Refusal or failure to follow through with any recommendations made will place the students' status in school in jeopardy.

#### Students suspected of alcohol/drug involvement due to their inappropriate behavior

1. All school staff members are expected to refer to the school social worker and building administrator:
  - A. Any student who they witness in violation of #8 of the Student Code of Conduct
  - B. Any student who exhibits a definite and repeated pattern of unacceptable school performance which does not respond to usual and customary attempts to correct it
  - C. Any student exhibiting signs, symptoms, or indications of an alcohol or drug related problem
  - D. Any student whose self-disclosed alcohol/drug-related behavior places them or others at risk or in imminent danger
2. Students who are suspected of being involved with alcohol and/or drugs will be confronted in a constructive manner by a school counselor, building administrator, or school social worker member with an emphasis on referring the student and his or her family to the appropriate outside agency. The appropriate school personnel should notify parents when a child manifests unusual behavior within the school setting. The behaviors may include but are not limited to:
  - A. Excessive tardiness or absenteeism
  - B. A drop in the quality of class performance
  - C. Regularly sleeping in class
  - D. Significant changes in behavior and attitude on a day-to-day basis
  - E. Negative changes in physical appearance
  - F. Incoherence in responses
  - G. Open conversation about alcohol/drug use
  - H. Other behavior unusual for a particular student

### **Family Educational Rights and Privacy Act (FERPA)**

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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.

**3. 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

## RELEASE OF INFORMATION

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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.

## GRIEVANCES & COMPLAINTS

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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.**

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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.

## Complaint 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)

## **ANNUAL NOTICE REQUIREMENT TO PARENTS OF THE DISTRICT'S RESTRAINT AND SECLUSION POLICIES AND PROCEDURES**

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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>

## **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.

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

## **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.

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

## Teachers and Other School Staff

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

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

## Complaints

### 1. Formal Complaints

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

### 2. Informal Complaints

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

### 3. Anonymous Complaints

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

## Intervention Strategies

### 1. Teachers and Other School Staff



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

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

## 2. Administrator Responsibilities

### A. Investigation

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

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

### B. Nondisciplinary Interventions

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

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

### C. Disciplinary Interventions

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

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the

reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

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

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

#### Report to the Parent or Guardian of the Perpetrator

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

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

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

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

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

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

#### Police and Child Protective Services

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

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

All District personnel must cooperate with investigations by outside agencies.

[Adoption date: March 20, 2012]

