

# French Run Elementary

## Parent/Student Handbook 2014-15

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Principal

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Dear Families,

Welcome to the 2014-2015 school year here at French Run Elementary. We are proud and honored to be a part of educating your child and setting him/her up to be a successful, creative adult.

Open communication and teamwork between home and school is such an integral part to your child's education. We look forward to partnering with you to ensure the very best experience for your child. We encourage volunteering in any way that you can and participating as much as possible for the benefit of the students at French Run Elementary.

The purpose of this handbook is to provide you with information about the school. After carefully reading the 2014-2015 French Run Elementary School Parent/Student Handbook, please sign and return the signature pages to the school.

Throughout the year, stay connected with French Run Elementary through our website, classroom web pages, and Facebook.

Please contact the office at (614)367-1950 if you have any questions or I can be any help to you.

Sincerely,

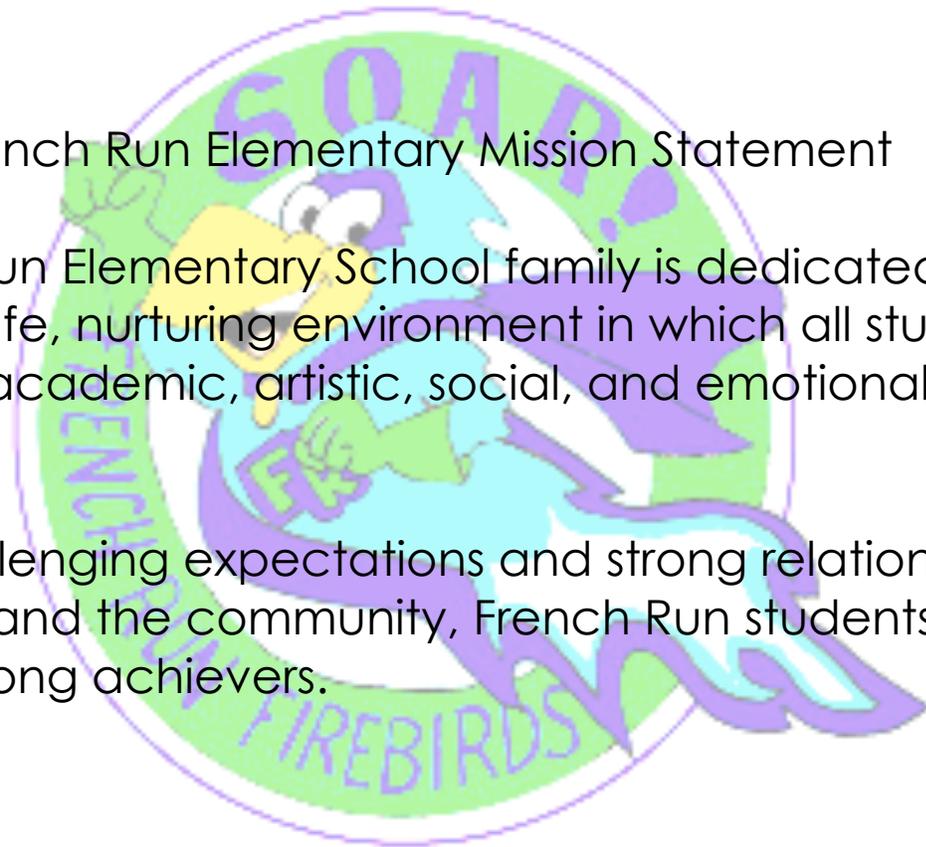
Christopher Hardy  
Principal  
(614)367-1951



## French Run Elementary Mission Statement

The French Run Elementary School family is dedicated to creating a safe, nurturing environment in which all students will achieve academic, artistic, social, and emotional success.

Through challenging expectations and strong relationships with families and the community, French Run students will become lifelong achievers.



## **The Reynoldsburg Board of Education**

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

The regularly scheduled meetings of the Reynoldsburg Board of Education are held on the third Tuesday of every month for the remainder of the 2014. At the January Organizational Meeting of Board the dates and times of Board meetings in 2015 will be established. Meetings are held at the Reynoldsburg City Hall at 7:00 PM.

Occasionally a meeting will need to be moved to an alternate location. Notice of any change of location and time will appear in the local newspapers.



**The Reynoldsburg  
Compact on Respect**

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

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

<b>French Run Elementary Staff/Assignments 2014-2015 SY</b>		
<b>Group</b>	<b>Staff Member</b>	<b>2014-2015 Assignment</b>
<b>Preschool</b>	April Pulfer	Preschool Teacher
<b>Kindergarten</b>	Pam Nutter	Kindergarten Teacher
	Samantha Dodson	Kindergarten Teacher
<b>1st grade</b>	Arielle Holdren	1st grade Teacher
	Kayla Hamlin	1st grade Teacher
	Melissa Jackson	1st grade Teacher
	Lori Noskowiak	1st grade Teacher
<b>2nd grade</b>	Emily Dillon	2nd grade Teacher
	Jennifer Spring	2nd grade Teacher
	Brittney Cramer	2nd grade Teacher
	Allison Piemonte	2nd grade Teacher
	Trina Anderson	2nd grade Teacher
<b>3rd grade</b>	Demetria Hogan	3rd grade Teacher
	Samantha Sargent	3rd grade Teacher
	Brittany McDevitt	3rd grade Teacher
<b>4th grade</b>	Sarah Parker	4th grade Teacher
	Brandi Jennice	4th grade Teacher
	Brittany Smith	4th grade Teacher
	Ryder Ferguson	4th grade Teacher
<b>Intervention</b>	Bobbi Rochus	Intervention Specialist
	Caitlin Stiles	Intervention Specialist
	Amy Booth	Intervention Specialist
	Nikki Huffman	ESL teacher
	Renee Boudreau	Non-Spec Ed Intervention
	Alicia Blake	Non-Spec Ed Intervention
	Melanie Wollam	Speech Lang. Pathologist/Literacy Coach
	Wendy Leitch	Title Intervention
<b>Support Staff</b>	Scot Ashton	Performing Arts Teacher
	Amy Gochenour	Physical Education Teacher
	Jeni King	Visual Arts and Technology Teacher
	Christopher Hardy	Principal
	Cathy McGee	Dean of Students
	Brittany Flynn	Psychologist
	Lisa Null	Nurse
	Sandra Kageorge	Nurse
	Emily Dannemiller	Occupational Therapist
<b>Classified</b>	Nicole Lewis	Secretary
	Kathy Petroski	Spec. Ed paraprofessional

	Tammy Marsh	Spec. Ed paraprofessional
	Ron Pavlov	Head Custodian
	Gary White	Custodian
	Jane Mason	Head Cook
	Tammy Simon	Cook
	Martha Beals	Cook
	Sheri McMillan	Librarian
	Juanita Pennington	Title paraprofessional
	Katherine Jarvis- Nivens	Health/Wellness & Tech Paraprofessional

<b>FRENCH RUN SCHOOL CALENDAR – 2014-15</b>	
	<b>August</b>
Aug 7,11,12	Staff In-service Days
8-Aug	Kindergarten Screening
11-Aug	Ice Cream Social 5:00-6:00pm
13-Aug	First Day A – L
14-Aug	First Day M – Z
15-Aug	ALL students attend
18-Aug	PTA Meeting 6:00 p.m.
27-Aug	School Pictures - Group
	<b>September</b>
1-Sep	Labor Day - no school
5-Sep	Pride Assembly
8-Sep	PTA Meeting 6:00 p.m.
	Market Day
16-Sep	School Board Meeting, 7:00 p.m.
	<b>October</b>
1-Oct	School Pictures - candids
October 6-10	3 <sup>rd</sup> Grade Reading OAA window
6-Oct	PTA Meeting 6:00 p.m.
10-Oct	End of 1 <sup>st</sup> Grading Period
	Market Day
16-Oct	Parent/Teacher Conferences 3:00-7:00pm
17-Oct	Fantastic Firebirds Breakfast 7:20am (by invitation)
21-Oct	Parent/Teacher Conferences 3:00-7:00pm
	Progress Reports Home
	School Board Meeting, 7:00 p.m.
24-Oct	No School – P/T Conferences
31-Oct	"Collaboration" parties and parade 1:30pm
	<b>November</b>
3-Nov	No School - conferences
4-Nov	No School - election day
7-Nov	PRIDE assembly 10am
10-Nov	PTA Meeting 6:00 p.m.
	Market Day
18-Nov	School Board Meeting, 7 p.m.
Nov 26-28	No School - Thanksgiving Holiday
	<b>December</b>
1-Dec	PTA Meeting 6:00 p.m.
	Market Day
Dec 10-12	Winter Book Fair
14-Dec	Witner Craft Night
16-Dec	School Board Meeting, 7:00 p.m.
19-Dec	End of 2 <sup>nd</sup> Grading Period
Dec 22-Jan 2	No School - Winter Break
	<b>January</b>
5-Jan	PTA Meeting 6:00 p.m.
5-Jan	Students Return to School
6-Jan	Yearbook Pictures
9-Jan	Fantastic Firebirds Breakfast 7:20am (by invitation)
	Market Day
12-Jan	Progress Reports Home
15-Jan	PRIDE assembly 9am
16-Jan	No School - Teacher In Service
19-Jan	No School – Martin Luther King Day
20-Jan	School Board Meeting, 7:00 p.m.
12-Jan	Progress Reports Home
15-Jan	PRIDE assembly
16-Jan	No School - Teacher In Service
19-Jan	No School – Martin Luther King Day
20-Jan	School Board Meeting, 7:00 p.m.
	<b>February</b>
2-Feb	PTA Meeting 6:00 p.m.
3-Feb	Parent/Teacher Conferences 3:00-7:00pm
	Market Day
12-Feb	Parent/Teacher Conferences 3:00-7:00pm
13-Feb	"Communication Celebration" 1:30 pm
16-Feb	No School – Presidents' Day
Feb 16-Mar 20	PB Assessments 3rd Math & 4th LA/Math
17-Feb	No School – Conferences
	School Board Meeting, 7 p.m.
	<b>March</b>
March 2-13	Soc. St. PB Assessments 4th grade window
2-Mar	PTA Meeting 6:00 p.m.
3-Mar	Pictures - Individual
	Market Day
11-Mar	COSI on Wheels
12-Mar	End of 3 <sup>rd</sup> Grading Period
13-Mar	No School
17-Mar	School Board Meeting, 7 p.m.
20-Mar	Fantastic Firebirds Breakfast 7:20am (by invitation)
23-Mar	Progress Reports go home
	<b>April</b>
April 2–May 1	3rd Reading OAA window
April 3-10	No School - Spring Break
13-Apr	PTA Meeting 6:00 p.m.
	Market Day
21-Apr	School Board Meeting, 7:00 p.m.
	<b>May</b>
May 4-15	EOC Exam 3rd Math & 4th LA/Math window
	EOC Exam 4th Soc. St. window
2-May	French Run Carnival
4-May	PTA Meeting 6:00 p.m.
	Market Day
15-May	PRIDE assembly
19-May	School Board Meeting, 7:00 pm
22-May	Fantastic Firebirds Breakfast 7:20am (by invitation)
25-May	No School – Memorial Day
28-May	4th Grade Recognition 6pm
28-May	Progress Reports Home
	Last day of school for students
	Field Day
	End 4 <sup>th</sup> Grading Period & 2 <sup>nd</sup> Semester

## The School Day

7:55 AM	Earliest time for student arrival
7:55 AM	Breakfast served until 8:13
8:05 AM	School day begins for morning kindergarten and grades 1-4
8:06 AM	Any student entering the classroom is considered tardy; Students who are tardy should be brought to the office by the parent and signed in before going to class
8:30 AM	Deadline for parents to notify the office of a student's absence
8:05 AM	Any morning kindergarten student arriving after this time will be considered absent for ½ day
9:05 AM	Any morning kindergarten student leaving before this time will be considered absent for ½ day
10:05 AM	Any grade 1-4 student entering school after this time will be considered absent for ½ day
10:50 AM	1st grade lunch
10:55AM	Morning kindergarten dismissal
11:05 PM	2 <sup>nd</sup> grade lunch
11:20 PM	3 <sup>rd</sup> grade lunch
11:45 PM	School day begins for afternoon kindergarten.
11:45 PM	4 <sup>th</sup> grade lunch
12:05 PM	Any grade 1-4 student leaving school before this time will be considered absent for ½ day
1:05 PM	Any afternoon kindergarten student arriving after this time will be considered absent for ½ day.
1:35 PM	Afternoon kindergarten student leaving before this time will be considered absent for ½ day
2:30PM	Dismissal of car riders, walkers and Kiddie Academy students
2:35 PM	Dismissal of bus riders and day care students

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

## Attendance Policy and Procedures

When your child is absent or tardy:

1. Parents are to notify the school by 8:30 a.m. if their child is going to be absent or tardy. Please call the office at (614) 367-1972. This is a 24-hour line and can accept voice mails at any time.
2. A **written excuse** must **also** be sent to school with the child and given to the teacher within three days of his/her return to school or the absence will be unexcused. If your child must leave school early, we request that a note be given to the teacher on or before the day that the student is to be dismissed. When picking up the child the parent must report to the office and the child will then be called to the office. This prevents disruption of classroom instruction.

3. Reynoldsburg City Schools will refer excessive unexcused absences and tardiness to the appropriate county juvenile court. The events that will lead to a referral are the following:

- **Five unexcused absences** and a letter will be sent to the parent by the building principal.
- **Ten absences, excused or unexcused**, and a conference may be scheduled with the parents, the school social worker or guidance counselor, and/or the principal to create an action plan that will prevent future absences. At this time a doctor's note may be required for any additional absences to be excused.
- **Fifteen (15) unexcused absences** may result in a referral being made to Children Services and charges may be filed, on parents, with the Prosecutor's Office. A referral to the Reynoldsburg Police department may also be initiated.
- Again, any absences due to discipline issues will be considered unexcused absences.

#### STUDENT ABSENCES AND EXCUSES Policy JED

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

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

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

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for

reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). **Students are required to bring a note to school within three school days after each absence explaining the reason for the absence or tardiness.**

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

### **VACATIONS:**

You need to complete a vacation form in advance of any planned vacation or extended absences. You may request this form in the office. Please note: the absent days will still be unexcused per Board of Education policy. However, with planned notice, the teacher can get work together for the student, so they do not get behind during their absence.

### **ACADEMICS**

Our school has four nine-week grading periods. A report card will be sent home approximately one week after the end of the grading period. We do use the district standards-based report card. Students are graded on their understanding, knowledge and performance on the state academic content grade level indicators. This will provide the parent with skill-based information on what a student demonstrates at school. If you have any questions about the standards-based report card system or how to interpret an E, M, P or L, please call the principal or stop by the office and pick up a standards-based report card parent handbook.

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

We encourage you to participate in parent-teacher conferences. Calendar scheduled parent-teacher conferences will be held **two** times during the school year. If the teacher or parent feels that a conference is needed at any other time, contact between the teacher and parent should be made to schedule the conference. The conference dates for 2014-15 are October 16th and 21st, and February 3rd and 12th 3:00-7:00pm.

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

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

**Kindergarten Eligibility** – Children may be enrolled in kindergarten if they are five years of age on or before September 30. Each spring, one week is designated to register new kindergarten students for the next school year. Please contact the school office for further information.

Enrollment/Residency - 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.***

**Gifted Services** – Reynoldsburg City Schools identifies students who are gifted in grades Kindergarten through 12. Our mission is to match the gifted services with the needs of the individual child.

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

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

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

Each of our schools has an **Response to Intervention (RTI) Team**. The purpose of the RTI Team is to accept referrals made by parents or school personnel who have concerns about a student's academic performance, emotional, social or behavioral problems. The team consists of a group of teachers, social worker, administrators, parents and other appropriate school personnel. All students being considered for retention will have an intervention plan. Parents are encouraged to attend their students RTI meetings.

### **3RD GRADE GUARANTEE**

The Third Grade Reading Guarantee from the Ohio Department of Education came into effect for the 2012-13 school year and continues for the 2014-2015 school year. This sets into place guidelines for assessment, intervention and promotion/retention into the next grade level. For the most current information on what this law means for French Run Elementary visit the link below:

<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=5&ContentID=129423&Content=131642>

### **RESPONSE TO INTERVENTION at French Run Elementary**

At French Run every students will take a universal screener in Reading (STAR, DIBELS) and Math (STAR) three times per year. Those not meeting benchmark will be progress monitored and discussed in Grade Level data meetings and began in tier 2 interventions. If students do not respond to the interventions the team may call a tier 3 meeting to discuss growth and possible additional interventions in which parents are invited and are valued members of the team.

### **ADDRESS AND TELEPHONE CHANGES**

Any changes of address or telephone numbers need to be reported to the school office in a timely fashion. The updated information allows for effective communication between the home and school. **In the event of an emergency, it is imperative that we have a working contact number for you.**

### **ANIMAL/PET POLICY**

In order to respect everyone's health and safety, please do not bring animals into the building unless it has been pre-planned with your child's teacher. The teacher will send home a letter with families to make sure there are no allergies. Also, please do not bring your pet with you during pick-up and drop-off. This is an extremely busy time and we do not want any pets or students to be harmed.

## **BICYCLES**

The state of Ohio sees it as the parents' responsibility to get children to and from school. Parents must decide whether they are comfortable with their kids walking, biking or carpooling and make appropriate arrangements. Bicycle riders are required to abide by the same laws governing cars and other vehicles. All bicycles must be walked on school property and parked and locked in the racks provided. Any misuse of a bicycle will result in the revocation of the bicycle riding privilege.

## **CONCERNS AND INQUIRIES**

Our open door policy allows for any concerns or inquiries to be addressed immediately. Parents should feel free to call the school if any questions or problems arise. However, please be aware that except during emergencies, teachers will not be able to receive a phone call during instructional time. The school secretary will relay the message to the teacher (or you may leave a message on the teacher's voicemail), who in turn, will return the call during a time that does not interrupt with the classroom instruction.

## **CONDUCT/DISCIPLINE POLICY**

The rules and standards set forth apply to conduct on school premises or on school buses or involving school property. The 2014-15 Reynoldsburg City Schools' Code of Conduct is located at the end of the handbook.

## **CONTACTING THE SCHOOL**

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

## **ELECTRONIC GAMES, CD PLAYERS, CELL PHONES**

No electronic games or devices, permitted at school. School is



CD players, MP3 players or cell phones are not responsible for confiscated items.

## **EMERGENCY SCHOOL CLOSING**

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

case of an unscheduled closing of schools. The following list of television and radio stations will broadcast the closing or delay of schools.

WBNS-TV	WCMH-TV	WSYX-TV
WQTTE-TV (Fox)	ONN-TV	WOSU-TV
WMNI-radio 92.0	WBZX-radio 99.7	WEGE-radio 103.9
WOSU-radio 82.0	WOSU-radio 89.7	WTVN-radio 610 WNCI-radio 97.9 WCOL-radio 97.9
THE FOX-radio 105.7		
WBNS-radio 1460	WBNS-radio 97.1	WSNY-radio 94.7

If we exceed our allotted days for inclement weather, the following days have been designated as 2014-2015 make-up days:

May 29, 2015

June 1-4, 2015

### **FIELD TRIPS / ASSEMBLIES / FIELD DAY**

Each year our students are given the opportunity to participate in a variety of field trips, assemblies and field day. At all special events, students are expected to use their best behavior. At assemblies, students will sit in areas designated by school staff. Inappropriate talking, noises, or remarks will not be tolerated. Assemblies, field trips and field day are privileges. Students who do not demonstrate appropriate behavior may be excluded from field trips, assemblies and field day. Parental permission is required for student participation in field trips.

## **FIRE, TORNADO, AND ACTIVE INTRUDER DRILLS**

Fire, tornado and active intruder drills will be held periodically during the school year in accordance with Ohio Revised Code. We ask that you emphasize to your child the importance of these drills and the need to accurately follow the directions that will be given to them by their teachers.



## **HEALTH SERVICES**

### **NOTES FROM THE SCHOOL NURSE 2014-2015**

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

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

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

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

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

In good health,  
Sandra Kageorge, RN



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.

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

If the medication is a **prescription**, both the child's must submit written requests on the designated form for given at school.



physician and the parent the medication to be

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

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

## **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.

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

### **Over-the-Counter Medications**

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

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

Your child's name

Date

Dosage

Name of the medication

### **NON-DISCRIMINATION/EQUITY IN EDUCATION**

It is the policy of the Reynoldsburg City School District that educational activities, employment, programs, and services are offered without regard to race, color, national origin, sex, religion, handicap, or age.

## P. T. O.

Our P.T.O. has shown excellent support for our school by providing volunteer aide programs, fund raising projects, scholarship programs, and legislation at the state level. They have also made significant contributions to our building and grounds such as the remodeling of our library and playground improvements. We encourage you to become an active member of our P.T.O. organization.



**WATCH D.O.G.S.® (Dads Of Great Students)** is the safe school initiative of the National Center for Fathering that involves fathers and father figures to help create a more safe and secure learning environment in our nation's schools.

Who are Watch DOGS? Fathers, grandfathers, step-fathers, uncles, and other father figures who volunteer to serve at least one day each year in a variety of school activities as assigned by the school principal or other administrator. French Run's PTA sponsors the watch D.O.G.S program. Interested? Please contact our PTA.

## DIRECTORY INFORMATION and MEDIA RELEASE

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

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

## RECESS AND PLAYGROUND SAFETY

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

Always **SOAR** on the  
**PLAYGROUND!**



**S**afety

**O**utstanding sportsmanship

**A**ttitude

**R**espect

**rollerblades, Heelies, Wheelies or scooters to be brought to school.** School is not responsible for confiscated items.

Be sure to dress your children appropriately for the weather. Please remember that students need coats, hats, gloves, and (sometimes) boots when the weather is cold. Students will have recess on the playground nearly every day. Parents should plan for their children to go outside unless the temperature is below 20 degrees and/or the wind chill below 15 degrees.

## REYNOLDSBURG CITY SCHOOLS WEBSITE

We do have a website for Reynoldsburg City Schools. You can access the website at [www.reyn.org](http://www.reyn.org). Click "schools" and choose French Run to see our school website. You can also "like our Facebook page to keep up on what's happening at French Run from our website.

## REYNOLDSBURG COMPACT ON RESPECT

The Reynoldsburg Compact was developed by the "Community Forum on Respect," reflecting the values and expectations of Reynoldsburg citizens. As a part of our announcements each Monday and during our PRIDE Assemblies, our students recite the "French Run Pledge" as follows:

***As a member of the French Run  
Community, I will show my strength by ...***

- being friendly and kind,
- taking responsibility for my actions and how they affect others
- being truthful and honest
- treating others the way I want to be treated
- accepting myself and others as important members of our school.



## SAFETY PATROL

Our school safety patrol is a group of student volunteers under the leadership of an adult supervisor. Their main responsibility is to help children cross safely at heavily traveled intersections on their way to and from school. Your understanding and support for our student patrol will be greatly appreciated.

Always **SOAR** in the  
Hallway!



**S**ilent

**O**rdery

**A**lways walk

**R**espect

## SCHOOL COUSELING SERVICES

The elementary social work program is designed to help in bringing as much success as possible to each student by providing assistance in social/emotional/behavioral, as well as educational areas. Topics may include study skills, conflict resolution, social skills, violence prevention, empathy training, problem solving, and anger management. We offer support and address concerns through small-group meetings, crisis intervention, individual sessions, referral to community resources, and consultation with agencies out of the school.



## SCHOOL FOOD SERVICES

### Breakfast Program

Students in grade 1 – 4 will be provided a breakfast each day. Students may select items in their classroom starting shortly after the entrance bell.

### Program

Students may bring a packed lunch or purchase a hot lunch from the school cafeteria. Full school lunches cost \$2.00. Extra milk cost \$.40. Copies of the school lunch menu will be sent home with the students and will also be posted on the school website.

A chef salad will be offered as an alternative to the hot lunch offered.

If a student forgets his lunch we will provide a peanut butter and jelly sandwich and a drink for the student.

Children from families whose income is at or below specified levels are eligible for milk and/or meals free or at a reduced price. Contact the school office for the application forms for this program.

Our cafeteria uses a computerized system. This means you may purchase single-day or multiple-day lunches. It is not necessary for your child to buy lunch for consecutive days, and the days do not have to be in the same week. **We encourage you to purchase multiple day lunches and keep track of the number of days left on your child's purchases.** To pay for multiple day purchases, please place a check in a sealed envelope. Designate on the envelope how many lunches you want to purchase and the balance will be placed on ala carte items. Your child may make payment for multiple day lunches in the cafeteria Monday through Friday before school (7:55 – 8:05 a.m.).



## Cafeteria Rules

- line up on the black line and wait at the red line before entering
- enter to get your food when you see the milk
- use inside voices
- use good table manners
- clean up your space
- raise hand and wait for the duty teacher to dismiss you
- throw trash away and line-up for recess



## SCHOOL VISITATION

Parents are welcome to visit their child's classroom (advance notice to the teacher is requested) or to have lunch with their child. We ask that all parents sign-in each time they enter the school. You will be given a badge to wear at that time so that the students will recognize that you are not a stranger in the building.

**Student visitors are not permitted during school hours.**

## SERVICES OF OUR SCHOOL

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

A **lost and found** is located in our building. Please contact the office staff if your student is missing an item. We encourage parents to label all items that your child brings to school. At the end of the school year, all items not claimed will be donated.

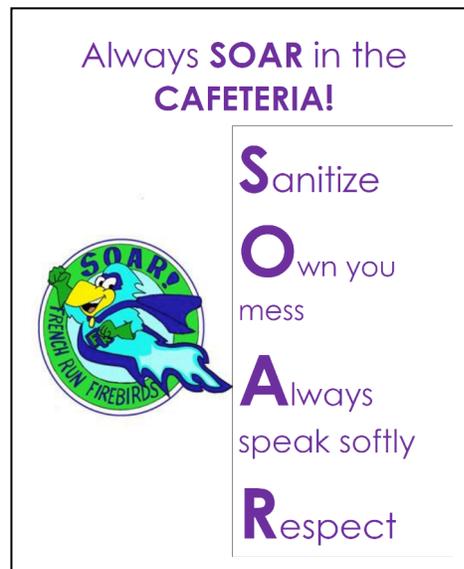
The **school library** is available to all students. Students are encouraged to utilize the school library and to take books home to read.

**Building Usage** – Some of our school facilities are available for private use. If you wish to use a school facility for an activity, please contact the school office for a building usage form. There may be a charge for use of a school facility.

**Use of school telephone**- Due to the importance of keeping our phone lines open as much as possible, we do not make our phones available for public use. If an emergency exists the student will be allowed to use the special permission of office personnel or his/her teacher.



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



## SCHOOL DRESS CODE

In order to promote school safety and provide a healthy and respectful educational environment, all students in grades kindergarten through four and Waggoner Road Middle School (Waggoner Road Middle School for the 2012-2014 school year only) shall adhere to this dress code policy. The objective of this dress code is to provide an appropriate, safe and respectful educational environment while allowing students to dress comfortably, within limits, to facilitate learning. The District expects students to maintain the type of appearance that is not distracting to students, teachers or the educational process of the schools. The final determination of a student's adherence to the dress code will be made by the school administration. Parents/guardians share equal responsibility with their child for the student's adherence to the dress code policy. Based on input received from principals, staff, and parents, the required dress code shall consist of the following clothing:

### GENERAL GUIDELINES

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

### PANTS, SHORTS, CAPRIS, SKORTS

1. No clothing that is more than one inch larger or smaller than waist measurement.
2. No pajama pants.
3. No jogging pants, sweatpants, gym shorts or any kind of athletic clothing. (for fifth and sixth graders only)
4. No stretch knits, flannel or fleece. (for fifth and sixth graders only)
5. No skirts, shorts or skorts above the knee. (for fifth and sixth graders only)

### TOPS

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

### HEAD COVERINGS

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

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

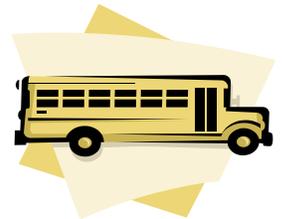
[Adoption date: July 19, 2012]  
LEGAL REFS.: U.S. Const. Amend. I  
ORC 3313.20; 3313.665  
CROSS REFS.: JFC, Student Conduct (Zero Tolerance)  
JFCEA, Gangs

## **VOLUNTEERS IN EDUCATION / FIREBIRD FELLOWS**

Parents and other interested adults are welcome to take part in helping our children. Volunteer help in the library and classroom offers additional depth and dimensions to our learning activities. We also have volunteers who read, work on mathematics and build relationships visiting weekly with students through the Firebird Fellows program. If you would like to participate in these programs, please give us a call. You will need to be fingerprinted at the Reynoldsburg City Schools central office. This is a free service.

### Buses

Buses will run daily. Students must pay close attention to the time schedule and location of their bus stop. All students being transported are under the authority of the bus drivers. Riding the school bus is an exciting start and end to many students' day. To keep our children safe, please go over the bus rules with your child located at the end of this handbook. The number for Transportation is (614) 501-1042.



## 2014-2015 Rules and Regulations for Bus Riders

### BEFORE THE BUS ARRIVES:

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



### BOARDING THE BUS:

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

### CONDUCT ON THE BUS:

1. Follow the directions of the driver, including seat assignment, if given.
2. Walk to your seat and remain there. Do not stand or move around while the bus is moving. No one is permitted to save a seat for another.
3. Sit three to a seat, if necessary, and be careful not to block aisles.
4. Do not talk to the bus driver unless it is an emergency.  
(Drivers need to keep their minds on driving and their eyes on the road).
5. Talk quietly so that the driver can hear traffic sounds.
6. Keep arms, feet, book bags, and school books out of the aisles.
7. Do not open or close windows, except when requested by the driver.
8. Keep hands and head inside the bus. Do not stick anything out of the windows or throw anything out of the bus.
9. Loud, profane language and yelling are not permitted.
10. Eating is not permitted on the bus.
11. Smoking is not permitted on the bus. Do not light matches or lighters on the bus.
12. Do not deface or litter the bus; use waste baskets.
13. Do not tamper with the safety device or any other equipment.
14. Band instruments and other items that can be carried by the student without taking up room of another student on a crowded bus, or blocking the center aisle, may be carried on the bus. When there is a difference in the point of view of the student, band director, and driver, the principal of the school shall make the determination.

### LEAVING THE BUS:

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

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

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

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



## 2014-14 Reynoldsburg City Schools' Code of Conduct

### INTRODUCTION

In order to protect a student's right to an education, the State of Ohio has given the Board of Education the authority, by statute, to "make such rules and regulations as are necessary for its government and the government of its employees, pupils of its schools, and all other persons entering upon its school ground or premises." Good conduct is based on respect and consideration for the rights of others. The Reynoldsburg City Schools support and promote the Reynoldsburg Compact on Respect:

**As a member of the Reynoldsburg Community  
I will show my Strength by...**

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

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

The building principal is charged with the overall control and discipline of all students in his/her building. However, the primary responsibilities of management and discipline of students is in the hands of each teacher. Parents will also be informed of the conduct expected of students. Students are reminded that they are responsible for their actions toward school personnel and school property during all school-related activities and events, even when such activities occur off school grounds.

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

Discipline policies are designed to

- protect the health, safety, and welfare of each student
- maintain an atmosphere and climate conducive to learning
- protect the building and grounds from vandalism and destruction

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

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

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

## **CODE OF CONDUCT VIOLATIONS**

The following infractions constitute major disciplinary violations. Consequences will be issued at the discretion of the administrator. This Code of Conduct is in effect while (1) students are under the authority of school personnel and/or (2) during all school-related activities and events, even when such activities occur off school grounds. The Code of Conduct applies to school buses, extracurricular events and to some alternative education programs. In addition, this Code of Conduct includes

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

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

1. **Alcohol/Drugs** – A student will not knowingly use, possess, sell, conceal, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, steroid, controlled substance, drug paraphernalia, look-alike drug, alcoholic beverage, or intoxicant of any kind while on school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.
2. **Assault** – A student shall not knowingly or with reckless disregard cause physical injury, or threaten to cause physical injury, to any person.
3. **Cheating** – A student shall not plagiarize (i.e., use another's thoughts, words or ideas as one's own). A student shall not provide work for another student's use or use unauthorized materials or devices. Cheating may result in no credit for an assignment as well as other disciplinary consequences.
4. **Dangerous Weapon other than a Firearm or Explosive, Incendiary or Poison Gas** – A student shall not use, possess, sell or distribute a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. Dangerous weapons include, but are not limited to laser pointers, knives, metal knuckles, pocket chains, martial arts devices, or other dangerous instruments which could be mistakenly identified as dangerous instruments.
5. **Disrespect** – A student shall not demonstrate disrespect through action, attitude, or word to any school staff member, guest or other students.
6. **Disruption of School** – A student shall not exhibit behavior that is deemed by the teacher or staff member in authority to be disruptive to the normal operation of the school. Such behavior includes violence, force, coercion, threat, noise, passive resistance, or other disorderly

conduct (e.g., setting fires; firing explosives) that causes or attempts to cause disruption or obstruction to the normal school operation.

7. **Dress Code** – A student must wear appropriate clothing and footwear at all times that is in accordance with the established dress code and Board Policy. Student clothing and appearance must be appropriate for the educational climate and should not create a safety hazard or distraction to the educational process.
8. **Explosive, Incendiary or Poison Gas** – A student shall not use, possess, sell or distribute any destructive device, which would include a bomb, a grenade, a rocket having a propellant charge, a missile having an explosive or incendiary charge or a similar device. This includes any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant.
9. **Extortion** – A student shall not use force or intimidation to obtain anything (e.g., privileges, property, money) from another person. This would include begging, borrowing and panhandling.
10. **False Alarms/Bomb Threats** – A student shall not make any threat (verbal, written or electronic) to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.
11. **Fighting** – A student shall not strike, push or fight with another person. This includes mutual participation in an incident involving physical violence, regardless of who initiated the incident. An individual whose deliberate behavior directly leads to a fight between other parties shall be considered a participant, and may receive consequences as a result of their actions.
12. **Firearm** – A student shall not use, handle, transmit, transport, sell, conceal, distribute or possess any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm or firearm silencer; or any machine gun. This includes, but is not limited to, zip guns, starter guns and flare guns.
13. **Firearm Look-a-Likes** – A student shall not use, possess, sell or distribute any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance. This includes, but is not limited to, toy guns, cap guns, bb guns and pellet guns that are indistinguishable from a firearm.
14. **Forgery, Falsification and Lying** – A student shall not falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities or use the name or identity of another person.
15. **Gambling** – A student shall not play a game for money or other considerations. Gambling includes, but is not limited to, casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.
16. **Hazing** -- Hazing is prohibited. Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. (See Hazing policy)
17. **Inappropriate Materials** – A student shall not possess, bring, transmit, conceal, sell, or offer to sell material which is considered by reasonable standards of the school community to be offensive, obscene, sexually explicit, gang-related, violent and/or pornographic.

18. **Insubordination** – A student shall comply with any reasonable instruction(s) of school staff/employees during any period of time when he or she is under the authority of such school personnel (e.g., identification of student by name when requested).
19. **Interference with an Investigation** – A student shall not interfere with school personnel during an investigation or apprehension. This includes failing to tell the truth, serving as a “look-out” for a person(s) violating rules, or attempting to prevent the apprehension of another person.
20. **Internet/Computer Abuse** – The internet and school computers and computer equipment will be used for educational purposes only. A student will not submit, publish, print or display any defamatory, threatening, sexually explicit, racially offensive or illegal material, nor shall a student encourage the use of controlled substances. A student shall not transmit material, information, or software in violation of any local, state, or federal law. A student will obey the electronic network/internet user contract. Parents and students will be required to sign a contract prior to student internet access.
21. **Loitering** – A student shall not loiter in restrooms, hallways, or on school grounds during, or after the school day or during school activities. Students are not to be in any area of the building or ground without permission.
22. **Persistent and Expanded Behavior/Repeat Violations/Failure to Serve Consequences** – A student shall not persist in inappropriate behavior or escalate to a point of danger to self or others. Students who continually break school rules will face greater consequences. A student shall not fail to report, report on time or serve the full duration of consequences.
23. **Possession of Unauthorized Devices** – A student shall not bring or possess unauthorized devices that interfere with the educational process and/or safety of the school community. Unauthorized devices include, but are not limited to, pagers, cell phones, beepers, radios, CD players, MP3 and tape players, expensive jewelry, electronic games, toys, water guns, and laser pointers. The administration reserves the right to hold any unauthorized device, and release the item only to the student's parent or guardian. A student bringing an unauthorized device does so at his/her own risk. The school will not investigate lost or stolen unauthorized devices.
24. **Profanity/Abusive Language** – A student shall not use profane, vulgar, abusive, obscene, or other words, which under the circumstances, are offensive by reasonable standards of the school district community or which disrupt normal school activities.
25. **Public Display of Affection/Sexual Misconduct** – A student is prohibited from demonstrating physical actions which are considered by reasonable standards of the school district community to be inappropriate for the school environment. This includes, but is not limited to, kissing and hugging, pinching, grabbing, suggestive comments or jokes, welcome or unwelcome sexual advances, requests for sexual favors or other physical or verbal communication of a sexual nature that creates an intimidating, hostile or offensive educational environment.
26. **Serious Bodily Injury** – A student shall not cause serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty” (18 U.S.C. Section 1365(3)(h)).
27. **Theft** – A student shall not take, receive, nor attempt to take or receive into his or her possession property of the school district or property of another student, teacher, visitor, or employee of the school district without privilege to do so. The school will make a reasonable effort to recover or obtain restitution, but is not held responsible for stolen items.
28. **Threatening Behavior (including Bullying, Harassment, Intimidation and Gang-related Behavior)** – A student shall not engage in any behavior which threatens or degrades another person by written, verbal, or nonverbal means. Threatening behavior consists of any words or

deeds that intimidate, harass or cause fear concerning a person's physical well-being or is intended to degrade or disgrace the person toward whom the behavior is directed. (See Non-Discrimination Policy) A student shall not wear, carry or display gang paraphernalia; exhibit behavior which symbolizes gang membership; or cause and/or participate in activities which intimidate or affect the attendance of another student. A student shall not be involved in initiations, hazings, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm.

29. **Trespassing** – A student shall not enter school property before, during or after school hours without express permission of an appropriate school official.
30. **Truancy/Nonattendance** – Truancy includes, but is not limited to, leaving school without permission, being absent from school without a parent's knowledge, being absent from class without permission, obtaining a pass to a specified place and failing to report there, coming to school, but not attending classes or parents unable to get their student to school. In-school truancy occurs when a student is somewhere other than where a staff member directs or where the schedule designates. Out-of-school truancy occurs when a student leaves the designated building area or does not attend school without parental consent for the absence. Nonattendance applies to students who are 18 and over.
31. **Tobacco** – A student shall not smoke, use, possess or distribute tobacco or tobacco products on school grounds or at school-sponsored activities. A tobacco product is any product that is made from tobacco, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco or snuff. A cigarette includes clove cigarettes and hand-rolled cigarettes. Tobacco-related products, such as matches and lighters, are also prohibited.
32. **Vandalism** – A student shall not knowingly or with reckless disregard cause or attempt to cause damage to or deface school property or private, personal property including but not limited to buildings, grounds, equipment, materials, or computers or other technology. In accordance with state law, parent(s) may be liable for payment for the cost to repair or replace any such property damage caused by the acts of their children.

## **DISCIPLINARY CONSEQUENCES/DEFINITIONS**

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

1. Verbal Reprimand
2. Restriction of Privileges
3. Alternative Education Placements: The suspension of the student's normal instructional activities by the Superintendent or school principal due to discipline reasons. Placements include the following:
  - The student attends school but is assigned a special placement that allows him/her to do school work but does not specifically address the behavior that resulted in the discipline.
  - The student attends a special class, program, or building that specifically addresses the behavior(s) that resulted in discipline. This may occur within or outside the district. Some alternative education placements outside the district are governed by the Code of Conduct of the referring school and the policy of the Reynoldsburg City Schools.
4. Removal from Activity

5. Parent Contact
6. Restitution
7. Emergency Removal from School or School Activity: If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or a principal or assistant principal may remove a student from curricular activities or from the school premises, and a teacher may remove a student from curricular activities under the teacher's supervision, without the notice and hearing requirements for out-of-school suspension.
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 school principal due to discipline reasons. Suspension from school shall not exceed 10 days for each occurrence. During the suspension, students are not permitted on school grounds or at school functions throughout the district without permission from the Principal or designee.
  - Appeal: If the student or the parent/guardian chooses to appeal a suspension to the Superintendent or his designee, he/she must do so within 10 days of the notice of suspension. The student or the parent/guardian has a right to be represented at such a hearing. The student or the parent/guardian may appeal the Superintendent's decision to the Board of Education and has a right to be represented at such a hearing. Under State law, appeal of the Board's decision may be made to the Court of Common Pleas.
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 on school property without permission of the Principal or designee. Within one week prior to returning to school, the student and parent must schedule a reenrollment conference with his/her grade level administrator.
  - Appeal: The student or the parent/guardian may appeal an expulsion to the Board of Education and has a right to be represented at such a hearing. Under State law, appeal of the Board's decision may be made to the Court of Common Pleas
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 for materials used in a course of study, or damage to school property)

## **RESTRAINT POLICY**

The District's policy and Administrative Guidelines on Positive Behavioral Interventions and Supports (Restraint and Seclusion) are on the District's website. They can be located at: <http://www.reyn.org/Policies.aspx>

## HARASSMENT, INTIMIDATION, AND BULLYING

### Introduction

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 building 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 implement this policy and 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 building 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.

### 1. Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, “harassment, intimidation, or bullying” means any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other student; and

- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or 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, of the perpetrator.

## 2. 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:
  - 1. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
  - 2. Sending abusive or threatening instant messages;
  - 3. Using camera phones to take embarrassing photographs of students and posting them online;
  - 4. Using Web sites to circulate gossip and rumors to other students; and
  - 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

## 3. Complaint Process

#### **A. Formal Complaints**

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

#### **B. Informal Complaints**

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior 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, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

#### **4. Confidentiality**

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

## 5. Investigation

- A. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment, intimidation, or bullying, and the Board's interest in a prompt and fair investigation.
- B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

## 6. Post-Investigation Procedures

- A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.
- C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

## 7. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting

harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

#### **8. Remedial Actions**

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

#### **9. Non-Disciplinary Interventions**

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

#### **10. Disciplinary Interventions**

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.

#### **11. Strategies for Protecting Victims**

- A. Supervise and discipline offending students fairly and consistently;**
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition;**

- C. Maintain contact with parents and guardians of all involved parties;**
- D. Provide counseling for the victim if assessed that it is needed;**
- E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;**
- F. Check with the victim to ensure that there has been no further incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.**

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other district actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;**
- B. Planned professional development programs addressing bully/targeted individuals' problems;**
- C. Data collection to document bully/victim problems to determine the nature and scope of the problem;**
- D. Use of peers to help ameliorate the plight of victims and include them in group activities;**
- E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);**
- F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;**
- G. An attitude that promotes communication, friendship, assertiveness skills, and character education;**
- H. Modeling by staff of positive, respectful, and supportive behavior toward students;**
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;**

- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or**
- K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.**

**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.**

**[ Adoption Date: September 18, 2007 ]**

**LEGAL REFS: O.R.C. §3313.666  
O.R.C. §3313.667**

**\*\*Should any information contained within this booklet contradict Board policy, Board policy takes precedence.**

# French Run Elementary School

## Home - School Compact for Student Learning

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

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

### Our School's Responsibilities

French Run administrator, teachers and support staff will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards as follows:

- Provide targeted academic and behavioral supports to students ensuring all subgroups of students meet their learning targets
- Ensure a safe environment conducive to learning
- Progress monitoring with formative assessments are used for all students to ensure all students make at least a year's growth in Reading and Math
- Curriculum is aligned to Ohio Academic Content Standards/Common Core Standards
- Enrichment activities are provided to enhance and support higher – level learning

2. Hold parent-teacher conferences twice a year as it relates to the individual child's achievement. Specifically, those conferences will be held:

Scheduled conferences are held October 16 and 24, 2014 and February 3 & 21, 2015. Parents and teachers may also schedule conferences as needed throughout the school year.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

- Report cards are sent home quarterly. Parents are invited to contact their child's teacher with questions.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- Phone and voicemail
- E-mail
- Written notes in child's Agenda (daily assignment log)
- Two scheduled conferences a year and additional conferences as requested by the parent or teacher.

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

- Join children for lunch
- Chaperone field trips
- Observe classrooms
- Serving on the PTA
- Volunteering with Watch DOGS or Firebird Fellows
- Assist in an area of the school such as our children's classroom, library, playground or cafeteria
- Attend school events such as Open House, performances, field day, pride assemblies, etc.

- Help to review Title I plans and compacts
- Participate on Reynoldsburg City Schools District committees
- \* Reynoldsburg City Schools requires that all school volunteers who have individual contact with students must be fingerprinted and have a background check. This is done free of charge by Reynoldsburg City Schools.

#### Family Responsibilities

French Run families will support our children's learning in the following ways:

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

French Run families will participate in our school to the extent possible by:

- Attend PTA meetings
- Volunteering as Watch DOGS or Firebird Fellows
- Assisting in an area of the school such as:
  - classrooms
  - library
  - playground
  - school store
  - cafeteria
  - crossing guard
  - book fairs
- Advocating for our children
- Attending school events such as Open House, musical performances, field day, pride assemblies, etc.
- Helping to review Title I plans and compacts
- Participating on Reynoldsburg City Schools District committees
- Attend Board of Education meetings
- Volunteer at parties

#### Student Responsibilities

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

- Do our homework when assigned and ask for help when we need to.
- Read every day outside of school time.
- Give to our parents or the adult who is responsible for our welfare all notices and information received by us from our school every day.

## Reynoldsburg City Schools

### Computer and Technology Acceptable Use Policy Staff, Volunteers and Students

#### AUP Sections

- 1 – Acceptable Use
- 2 – Privileges
- 3 – Internet and Information Access
- 4 – Procedures & Caveats
- 5 – Netiquette
- 6 – Guarantee of Service
- 7 – Security
- 8 – Vandalism
- 9 – Copyright & Intellectual Property
- 10 – Personal Technology Devices



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

#### 1. Acceptable Use:

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

- Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret.
- Use for commercial activities by for-profit institutions is generally not acceptable. Use for any kind of product or service advertisement, or political lobbying is also prohibited.
- Installation of software, freeware, shareware, and demos not owned or authorized by the Reynoldsburg City School District is prohibited on district computers.
- Staff members are assigned a district e-mail account. The primary purpose of this account is to conduct **school** business. It is expected that all communication on this District owned forum is professional and school related. All communication in this District owned forum is subject to District review and public records request. Assume no right to privacy. Users routinely shall delete outdated or unnecessary e-mails from their mailboxes.
- Games are not considered an educational use of technology. Games may not be played when using technology tools within the Reynoldsburg City School District with the following exceptions:
  - o Games that are created as part of an educational curriculum.
  - o Games that directly support current curricular objectives.

#### 2. Privileges:

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

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

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

### **3. Information and Internet Access:**

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

#### **Filtered/Blocked Internet Sites:**

- Intolerance and Hate
- Criminal Activity
- Tasteless and Offensive
- Violence and Weapons
- Alcohol and Tobacco
- Illegal Drugs
- Gambling
- Hacking
- Spyware
- Proxies and Translators
- Phishing/ Fraud
- Personals, Dating, and Chat
- Intimate Apparel and Swimwear
- Non-educational Games
- Sexually Explicit Images
- Other Sites

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

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

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

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

#### 4. Procedures and Caveats:

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

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

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

- **Movies (example files: .avi, .mov, .mpeg)**
- **Songs (example files: .wav, .mp3, .mid)**
- **Pictures (example files: .gif, .jpg, .jpeg, .bmp, etc.)**
- **Viruses and Other Malware** are an ongoing problem. Malware is a term used to describe any software program whose intentions are to destroy or disrupt a system. Although viruses are the most well known malware, worms and Trojan horses are the fastest growing category of malware today. The district has put in place security measures to protect district systems from the various forms of malware. Those measures include, but are not limited to, virus protection software on all district owned systems, spam and virus filtering software for the e-mail servers, strengthened security settings on systems, rapid deployment of security updates, and a firewall to protect the district network. Due to the increasing interconnectedness of computer networks it is in the district's best interests to ensure that personally owned technology devices such as home computers and notebooks are free of malware as well.

**The district recommends that all staff, students and parents consider implementing three basic security measures on their personal computers if possible:**

1. Install and regularly updated virus protection software.
2. Enable the a Firewall or use a third party firewall program.
3. Turn on Automatic Updates to automatically install security fixes.

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

#### 5. Netiquette:

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

- Users shall not create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials.
- Illegal activities are strictly forbidden.
- Never reveal your personal address, phone number, credit card number or those of other students or colleagues via Internet computer resources.
- Do not post names with personal pictures on the Internet. Information that has been posted on the Internet, it is likely posted and archived forever by Internet archiving sites such as [www.archive.org](http://www.archive.org)
- Unless you are registering for a service directly related to your coursework, do not register for anything on the World Wide Web, which involves filling out a form on the District network.
- District computers are used by multiple users throughout the day. Leave the computer in as good as or better shape than you found it.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

#### 6. Guarantee of Service:

Reynoldsburg City School District makes no warranties of any kind for the service it is providing. Reynoldsburg City School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, erroneous deliveries or service interruptions caused by negligence, errors, or omissions.

Use of any information obtained via District Network is at your own risk. Reynoldsburg City School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. *No assumption of privacy should be made when district personnel investigate problems with, or inappropriate use of any system on the District network.*

### **7. Security:**

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

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

### **8. Vandalism:**

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

### **9. Copyright and Intellectual Property:**

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

### **10. Personal Technology Tools:**

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

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

***There must be a signed Student/Parent/Guardian Permission Form or Staff/Volunteer Agreement Form on file before the user gains access to the Network. Parents/Guardians will complete the Student/Parent/Guardian Permission Form upon registration for new students annually. The signed form will be kept in the student's cumulative folder.***

**Please tear off or print the next three pages and fill them out completely before returning to your child's teacher.**

**SIGNATURE PAGE**

Student's Full Name: (Please print clearly): \_\_\_\_\_

Class: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name (Printed): \_\_\_\_\_ Phone: \_\_\_\_\_

**STUDENT/PARENT HANDBOOK**

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Reynoldsburg City Schools  
Media/Electronic Release Form**

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

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

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

These media-based presentations may be used in:

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

This release is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
between \_\_\_\_\_ (parent or guardian) and Reynoldsburg City Schools. The parent or guardian hereby represents that he/she is the legal guardian of \_\_\_\_\_  
(student's name) and has the right to sign this release granting Reynoldsburg City Schools permission to use the student's name and/or voice, likeness and any or all of the audio or video footage in any of the Reynoldsburg City Schools or media-based productions for the above stated purpose.

**X** \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date

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

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

**Reynoldsburg City Schools**

Computer and Technology Acceptable Use Agreement

**Students/Parents/Guardians****All Board policies are available in each school's administrative office and on the district website.**

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

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

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

\_\_\_\_\_  
**Student Name (Printed)**\_\_\_\_\_  
**Student Signature**\_\_\_\_\_  
**Date**

***If the student named above is under 18 years of age, a parent or legal guardian must complete the following:***

**PARENT/GUARDIAN PERMISSION FORM**

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

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

\_\_\_\_\_  
**Parent/Guardian Signature**\_\_\_\_\_  
**Date**\_\_\_\_\_  
**Home Phone #**\_\_\_\_\_  
**Student ID #**\_\_\_\_\_  
**Work Phone #**\_\_\_\_\_  
**Student Date of Birth**

