

French Run Elementary

Parent/Student Handbook

15-16 School Year

Thomas Holdren
Principal

Nicole Lewis
Administrative Assistant
nicole.lewis@reyn.org

1200 Epworth Ave.
Reynoldsburg, OH 43068
Phone # 367-1950
Fax # 367-1958

**Also follow us on
Facebook**

Elaine Tornero, President
(614) 759-9735 (home)
elainetornero@reagan.com

Sandra Long, Vice President
(614) 638-6581
SLong4RSchools@gmail.com

Ryan Brezinski, Member
(614) 738-2375 (cell)
Ryan.Brezinski@reyn.org

Dan Hayes, Member
(614) 501-6434
BOEdanhayes@gmail.com

Superintendent
Tina Thomas-Manning
(614) 501-1023
tthomasmanning@reyn.org

Joe Begeny, Member
(614) 575-9352 (home)
(614) 571-3435 (cell)
jbegeny@aol.com

Dear Families,

Welcome to the 2015-2016 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 2015-2016 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,

Thomas Holdren
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.

Always SOAR!



Self-Control

-be patient -stay seated -hand and feet to self -make good choices -play fair -wait your turn -use indoor voices -silent in hallway

On-task

-be an independent worker -go directly to your destination -always walk in the building -follow directions -do your business and get back to class

Acceptance

-listen to others -be a cooperative learner -include others -treat others the way you want to be treated

Respect

-be on time -avoid interrupting -use manners -respect others choices and personal space -be kind

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 2015. At the January Organizational Meeting of Board the dates and times of Board meetings in 2016 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.**

French Run Elementary Staff/Assignments 2015-2016 SY		
Group	Staff Member	Assignment
Preschool	April Pulfer	Preschool Teacher
Kindergarten	Pam Nutter	Kindergarten Teacher
	Sonia Flagg	Kindergarten Teacher
1st grade	Sam Sargent	1st grade Teacher
	Kayla Hamlin	1st grade Teacher
	Melissa Jackson	1st grade Teacher
	Lori Noskowiak	1st grade Teacher
2nd grade	Rachel Chippindale	2nd grade Teacher
	Amber Winston	2nd grade Teacher
	Brittney Cramer	2nd grade Teacher
	Allison Piemonte	2nd grade Teacher
3rd grade	Demetria Hogan	3rd grade Teacher
	Rose Becker	3rd grade Teacher
	Brittany McDevitt	3rd grade Teacher
	Jena Koos	3rd grade Teacher
	Staci Lang	3rd grade Teacher
4th grade	Sarah Parker	4th grade Teacher
	Tiffany Clark	4th grade Teacher
	Paige Hanf	4th grade Teacher
	Ryder Ferguson	4th grade Teacher
Intervention	Emily Dillon	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
Support Staff	Scot Ashton	Performing Arts Teacher
	Amy Gochenour	Physical Education Teacher
	Jeni King	Visual Arts and Technology Teacher
	Thomas Holdren	Principal
	Cathy McGee	Dean of Students
	Brittany Flynn	Psychologist
	Lisa Null	Nurse
	Sandra Kageorge	Nurse
	Emily Dannemiller	Occupational Therapist

Classified	Nicole Lewis	Secretary
	Kathy Petroski	Spec. Ed paraprofessional
	Tammy Marsh	Spec. Ed paraprofessional
	Silke Theuer	Spec. Ed paraprofessional
	Ron Pavlov	Head Custodian
	Gary White	Custodian
	Jane Mason	Head Cook
	Tammy Simon	Cook
		Cook
	Sheri McMillan	Librarian
	Juanita Pennington	Title paraprofessional
	Lauren Himes	Health/Wellness Paraprofessional

IMPORTANT DATES/EVENTS FOR THE 15-16 SCHOOL YEAR

- 8/12/15 5:30-6:30pm Meet the Teacher/Ice Cream Social
- 8/17/15 First Day of School (students with last names beg. A-L)
- 8/18/15 First Day of School (students with last names beg. M-Z)
- 8/19/15 Second Day of School (All Students)
- 9/7/15 No School – Labor Day
- 10/15/15 End of 1st Quarter
- 10/22/15 Parent Teacher Conferences
- 10/28/15 Parent Teacher Conferences
- 12/18/15 End of 2nd Quarter
- 2/4/16 Parent Teacher Conferences
- 2/10/16 Parent Teacher Conferences
- 3/11/16 End of 3rd Quarter
- 5/26/15 Last Student Day/End of 4th Quarter

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
9:25 AM	Any morning kindergarten student arriving after this time will be considered absent for ½ day
9:35 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
10:40 AM	1st grade lunch
10:55 AM	Morning kindergarten dismissal
11:10 AM	2 nd grade lunch
11:40 AM	4 th grade lunch
11:45 AM	School day begins for afternoon kindergarten.
12:05 PM	Any grade 1-4 student leaving school before this time will be considered absent for ½ day
12:10 PM	3 rd grade lunch
1:05 PM	Any afternoon kindergarten student arriving after this time will be considered absent for ½ day.
1:15 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 2015-16 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 2015-2016 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.

Annual Notification of Rights Under The **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**



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

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

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

3. **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosure without consent.** One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is:
 1. a person duly elected to the Board;
 2. a person certificated by the State and appointed by the Board to an administrative or supervisory position;
 3. a person certificated by the State and under contract to the Board as an instructor;
 4. a person employed by the Board as a support staff member (including, but not limited to, health, medical, and law enforcement personnel);

5. a person employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute;
6. a person or company with whom the Board has contracted to perform special tasks or provide educational services (including an attorney, auditor, consultant, or therapist); or
7. a parent or student serving on an official committee, such a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

4. **Student Privacy Interests in Surveillance Videos.** Occasionally requests from parents and other members of the public may want to review surveillance videos. These videos are educational videos that contain personally identifiable information about students that cannot be disclosed to third parties without the consent of the parents of every student on the video.
5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW**

Washington, D.C. 20202-4605

CONDUCT/DISCIPLINE POLICY

The rules and standards set forth apply to conduct on school premises or on school buses or involving school property. The 2015-16 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, CD players, MP3 players or cell phones are permitted at school. School is 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
WQTE-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 2015-2016 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 2015-2016

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 physician and the parent must submit written requests on the designated form for the medication to be given at school.



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

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. These services are provided by our School Psychologist and Dean of Students.



SCHOOL FOOD SERVICES

Breakfast Program

Breakfast will be served in the morning after arrival to those students that wish to purchase breakfast. **This is new to the 2015-16 school year.**

Program

Students may bring a packed lunch or purchase a hot lunch from the school cafeteria. Copies of the school lunch menu will be sent home with the students and will also be posted on the school website. Meal pricing is as follows:

Meal Pricing

Always **SOAR!**

Self-Control

- be patient -stay seated -hand and feet to self -make good choices
- play fair -wait your turn -use indoor voices -silent in hallway

On-task

- be an independent worker -go directly to your destination -always walk in the building -follow directions -do your business and get back to class

Acceptance

- listen to others -be a cooperative learner -include others -treat others the way you want to be treated

Respect

- be on time -avoid interrupting -use manners -respect others choices and personal space -be kind

Student Breakfast.....	\$1.00
Reduced Breakfast...	\$0.30
Student Lunch.....	\$2.00
Reduced Lunch.....	\$0.40
Extra Main.....	\$2.00
Extra Side.....	\$1.00
Extra Milk.....	\$0.50

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

If a student forgets his/her 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.).

WHATS NEW in Food Service:

Pay Online Feature & New Mobile App

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

Online Free and Reduced School Meals Application

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

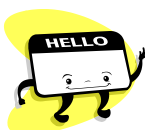
Mobile Lunch Menus & Nutritional Information

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

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. **No adult is permitted in the outside of the office without a visitor badge and permission of the office staff.**

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 phone with 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 2015-2016 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.



2015-2016 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.

2015-16 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.

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>

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

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

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

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

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

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

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

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

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

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

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

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

[Adoption date: March 20, 2012]

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

CROSS REFS.: AC, Nondiscrimination
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JG, Student Discipline
JHG, Reporting Child Abuse
Student Handbooks

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

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

School Personnel Responsibilities and Complaint Procedures

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

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

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

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

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

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

Teachers and Other School Staff

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

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

Complaints

1. Formal Complaints

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

2. Informal Complaints

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

3. Anonymous Complaints

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

Intervention Strategies

1. Teachers and Other School Staff

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

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

2. Administrator Responsibilities

A. Investigation

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

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

B. Nondisciplinary Interventions

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

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

C. Disciplinary Interventions

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

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

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

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

Report to the Parent or Guardian of the Perpetrator

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

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

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

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

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

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

Police and Child Protective Services

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

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

[Adoption date: March 20, 2012]

**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 2015-2016.

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 a 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 22 and 28, 2015 and February 4 & 10, 2016.
 Parents and teachers may also schedule conferences as needed throughout the school year.

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

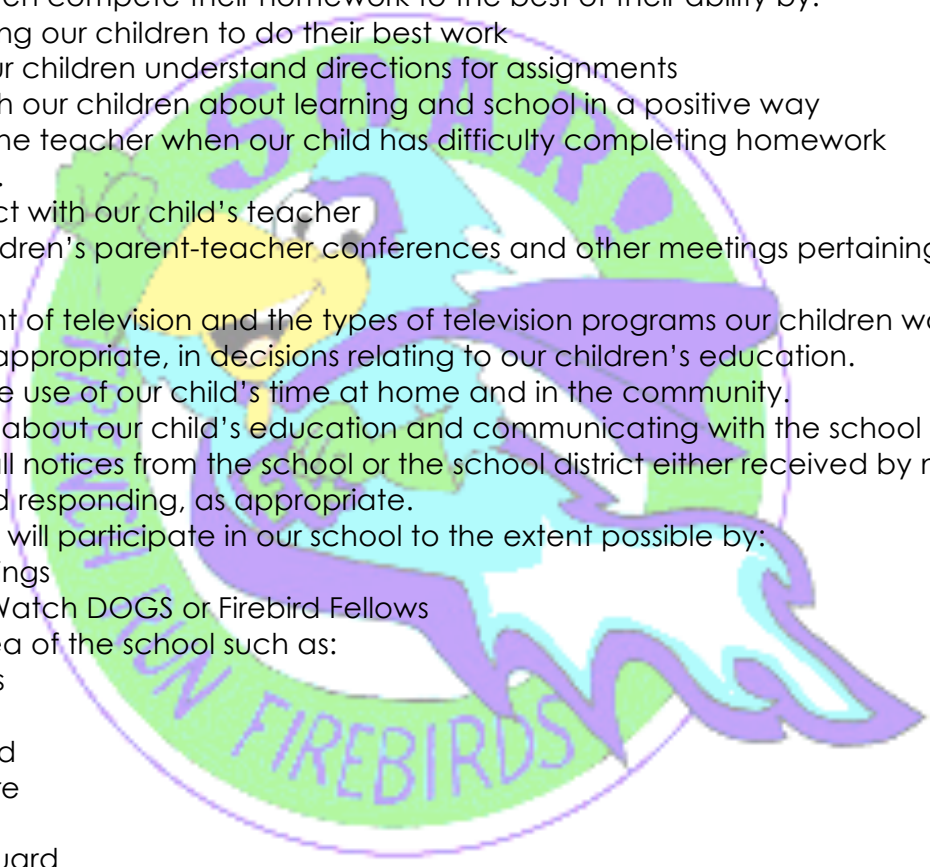
Family Responsibilities

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:
 - o Encouraging our children to do their best work
 - o Helping our children understand directions for assignments
 - o Talking with our children about learning and school in a positive way
 - o 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:
 - o classrooms
 - o library
 - o playground
 - o school store
 - o cafeteria
 - o crossing guard
 - o 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:

All staff and students(parents) using technology devices in the RCSD must read and sign the RCSD Acceptable Usage Agreement document (found in the Technology Rules section of the Parent area on the RSCD website).

AUP Sections

1. **Acceptable Use**
2. **Privileges**
3. **Internet Access**
4. **Procedures & Caveats**
5. **Netiquette**
6. **Guarantee of Service**
7. **Security**
8. **Vandalism**
9. **Copyright & Intellectual Property**
10. **Student Assigned Devices**
11. **Personal Technology Device**

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