

Reynoldsburg City Schools

Rose Hill

Elementary School

HANDBOOK

2013-2014



After reading through the Rose Hill Handbook, the "Signature Page" on page 42 must be completed, signed and returned to the classroom teacher. Copies of this page are available in your orientation packet or the school office.



Thank you.

The Rose Hill Pledge

*I promise to do my very best today.
I will treat myself and others with respect.
I will challenge myself to learn something new today.
I will show Rose Hill pride in all that I do.*

M. Fleming - 2004

760 Rosehill Road
Reynoldsburg, Ohio 43068
Phone: (614) 367-2380 Fax: (614) 575-5868

Dr. Maria Manzola, Principal

Rose Hill Elementary School

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Dr. Maria Manzola, Principal

Dear Rose Hill Parents and Students,

The Rose Hill Staff and I would like to welcome you to the 2013-2014 school year. Education at Rose Hill Elementary is designed to meet the needs of each individual student. We believe that every child has the ability to learn and make positive choices at school. With the partnership of parents and our staff we will nurture and develop every child: academically, physically, socially and emotionally. We are committed to provide opportunities for children to be Living In Excellence by adhering to the Rose Hill Code of Conduct.

To increase the degree of educational success, it is essential that teachers, parents and administrators communicate openly and frequently concerning the progress of students.

The Rose Hill Staff will work in partnership with parents. Parents must play a key role in the education of your children. Your words of encouragement, hugs when the day has been rough, celebrations of success, your interest in your child's work and your presence at school is vital!

Parents Count! Come to school, join PIE (Partners In Education), and volunteer at school. Your involvement will show your children that you value their education. Together we can provide a successful year. It takes a village to raise a child. Be part of the Rose Hill Elementary village to create opportunities of success for your children.

Sincerely,

Dr. Maria Manzola
Principal

Rose Hill Elementary School Staff Roster 2013-2014



Dr. Maria Manzola-Principal

Linda McCormick – Secretary

Kindergarten

Diane Brown am/pm (rm. 03)
Shannon Lastrapes am (rm. 04)

1st Grade

Kristin Bender (rm. 24)
Tami Hughes (rm. 25)
Morgan Lester (rm. 27)
Lindsay Weals (rm. 26)

2nd Grade

Carol Browe (rm. 17)
Tonya Sherman (rm. 19)
Laureen Tracht (rm. 18)

3rd Grade

Molly Chang (rm. 28)
Emily Dillon (rm. 29)
Michele Fleming (rm. 23)

4th Grade

Shannon Lastrapes (rm.07)
Amy Rodenmayer (rm.07)
Alisa Limbers (rm 06)
Maria Wolfe (rm.05)

Kiddie Academy

Carmen Brose (rm.02)
Matthew Gatton (rm.02)
Jovon Moore (rm.02)

Special Area Teachers/Staff

Scot Ashton (rm. 16) Music
Jamie Declercq (rm.501) Social Worker
Allison Fenner (rm. 09) Speech Pathologist
Amy Gochenour Physical Education
Steve Griffin (rm. 10) Intervention
Judy Helm (rm. 01) Intervention Specialist
Stephanie Herman (rm. 01) ELL
Amanda Hughes (rm. 01) Intervention Specialist
Sandra Kageorge Clinic - School Nurse
Jenifer King Innovation Art Design
Jessica Syper (rm. 08) Psychologist
Kacey Powell (rm. 13) CCU

Paraprofessional Staff

Viola Bundy (rm.1) Aide
Leslie Hehmeyer (rm.13) CCU
Lisa Null Health Aide
Cathy Pierro (rm.10) Intervention
Bonny Titus (rm. 20) Intervention
Carol Thompson Library
Shakeeba Vaughn Health and Wellness
Candace Wyant (rm.13) CCU

Cooks

Melissa Rosen
Pam Saraniero Head Cook
Terry Wince

Custodians

Tim Paris Head Custodian

Additional Staff

Rebekah Manzo OSU Graduate Student
Nicole Farley OSU Graduate Student

Important Phone Numbers

Rose Hill School Main Office: **614-367-2380**

Rose Hill Fax: 614-575-5868

Absence Line: 614-501-2398

Website: www.reyn.org

Reynoldsburg City Schools Administrative Center

614-501-1020

7244 East Main Street

Reynoldsburg City Schools Transportation Department

614-501-1041

7932 East Main Street



Reynoldsburg High-Livingston Campus

- 614-501-4000 614-501-4030
6699 E. Livingston Ave.

Reynoldsburg High-Summit Campus

- 614-501-2300 614-501-2310
8579 Summit Road

Baldwin Road

- 614-367-1600
2300 Baldwin Road

Waggoner Road Junior High

- 614-501-5700
360 S. Waggoner Road

Hannah J. Ashton

- 614-367-1530

Police Department (non-emergency)

- 614-866-6622
Emergency: 911

Fire/Medical (non-emergency)

- 614-864-2445
Emergency: 911

Reynoldsburg City Hall

- 614-322-6800

Reynoldsburg Parks & Recreation

- 614-322-6806

Reynoldsburg Street Department

- 614-322-5800

Waggoner Road Middle

- 614-501-5600
340 S. Waggoner Road

French Run Elementary

- 614-367-1950
1200 Epworth Ave

Herbert Mills Elementary

- 614-367-2160
6826 Retton Road

Slate Ridge Elementary

- 614-501-5500
7199 Taylor Road SW

Summit Elementary

- 614-501-5530
8591 Summit Road

Taylor Road Elementary

- 614-367-2930
8200 Taylor Road



SCHOOL HOURS

Grades 1-4	8:05 a.m.—2:35 p.m.
AM Kindergarten	8:05 a.m.—10:35 a.m.
PM Kindergarten	12:05 p.m.—2:35 p.m.

Contacting the School

We understand that there may be times when the parent must contact the student during the school day. Please call the general telephone number of the school (**614-367-2380**) 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.

DAILY SCHEDULE

7:45 a.m. to 8:00 a.m.	Breakfast or Homeroom
8:05 a.m.	Instruction Begins for A.M. Kindergarten and Grades 1-4
8:30 a.m.	Deadline for parents to notify the office that a student will be absent
10:15 a.m.	Students in Grades 1-4 entering at or after this time will be marked as a half-day absent
10:35 a.m.	A.M. Kindergarten dismissal
10:45 a.m.	Latest pickup for A.M. kindergarten
11:55 a.m.	Earliest time for P.M. Kindergarten students arrival
12:05 p.m.	School day begins for P.M. Kindergarten
12:35 p.m.	Students in Grades 1-4 leaving at or prior to this time will be marked as a half-day absent
2:35 p.m.	School day ends for P.M. Kindergarten and Grades 1-4



Emergency Closing

In the event of an emergency, it may be necessary to close school for the day. Such announcements will be made within one hour prior to the school day. If the school is closed due to inclement weather, school will reopen the following day unless further closing announcements are made. Please check your local television and radio stations for updates.

It may also be necessary to close school while in session. Always make sure you and your child have an alternate plan in the event of an early dismissal. Thank you.

Arrival and Departure Procedures

Students will need to line up outside the front doors or outside the rear playground doors when they arrive. Students must wait to come in until they are invited in by a Rose Hill staff member. A bell will sound at 7:45 a.m.—this is a reminder bell for staff, not a signal for students to enter.

Rose Hill Code Guidelines for Success at Arrival and Dismissal

1. Use kind words.
2. Use inside voices while in the building.
3. Make sure you have all of your belongings.
4. Keep your belongings to yourself.
5. Walk at all times.
6. Stay out of the parking lot unless you are with an adult.
7. Arrival—wait in line responsibly.
8. Departure—stay off of the playground and go straight home.

If you make any changes in your child's pick up and/or drop off procedures during the year, notification must be made to the office and the teacher. In certain circumstances a "Transportation Form" will need to be completed.

Thank You

All bus students must observe **bus rules** (see pages 26-27)



Crossing Guards

Crossing guards will be positioned on Rose Hill Road in front of the school and on Roundelay Road at the crosswalk behind the school at the following times:

Morning	7:50 a.m. - 8:05 a.m.
Afternoon	2:35 p.m. - 3:45 p.m.

Please instruct your child to cross the street under the supervision of the crossing guards.

Attendance Policy and Procedures



When your child is absent or tardy:

1. Parents are to notify the school by 8:30am. Please call the office at 614-367-2380. This is a 24-hour line and can accept voice mail 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 your 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 as follows:
 - Five (5) unexcused absences – a letter will be sent to the parent by the building principal.
 - Ten (10) absences, excused or unexcused – a conference may be scheduled with the parents, the school social worker or guidance counselor, and/or the principal to create an action plan that will prevent future absences. At this time, a doctor's note may be required for any additional absences to be excused.
 - Fifteen (15) unexcused absences will 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.
 - Any absence 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)
8. Other reasons 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 (3) school days after each absence explaining the reason for the absence or tardiness.

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

Tardiness

All doctors, dentists, counseling sessions, court appearances or other scheduled appointments will be considered an excused tardy if appropriate documentation is submitted to the principal. All other tardy circumstances will be considered unexcused.



All tardies will be reported on the student's academic progress report.

If a child arrives late to school, he/she must report to the office along with the parent/guardian before going to the classroom. The parent/guardian must walk the child into the building and sign them in. Please do not drop off your child and drive away leaving them to walk into the school by themselves. Students are required to bring a note to school when they arrive or within three (3) school days explaining the reason for the tardiness.



Children will not be counted tardy due to late bus arrival.

Missing Child Act

Reynoldsburg City Schools support activities that may locate and identify a missing child. Efforts will be made by the school to identify possible missing children and the proper persons or agencies will be notified. School records from the most recently attended school and a copy of the birth certificate or comparable certificate will be obtained in order to verify the identity of a child when he/she is enrolled. **It is extremely important that parents or persons responsible for the child provide the school with a current address as well as home, work, cell, and emergency telephone numbers.**

Requesting Homework from Student Absences

1. **Parents must give the teacher at least ½ day notice if homework is requested.** Please call the school office (614-367-2380) to make arrangements.
2. Teachers will decide what work will be completed during the absence and what will be completed upon return.
3. Assignments completed during the absence are due upon the child's return to school.

4. Make-up assignments given after the absence will be due no later than the number of school days missed.
5. Parents are encouraged to help with directions and give examples, but all work must be completed independently by the student.



Visitors

Custodial parents and/or guardians are welcome to visit their child's classroom (*see below*) or to have lunch with their child. We ask that all parents/guardians sign-in each time they enter the school. You will be given a visitor's sticker to wear at that time so that our students will recognize that you are not a stranger in the building.



Visits to observe the classroom, however, need to be arranged with the teacher prior to the scheduled day of visit. Please allow at least a 24 hour notice.

All visitors other than the custodial parent or guardian must be on the approved list or granted permission in writing by the parent/guardian to visit. The 24 hour notice also applies here to a classroom observation visit. Anyone other than the parent/guardian wishing to pick up a student from school must have prior written approval from the custodial parent or legal guardian. Proper identification (photo ID/driver's license) will need to be presented to the secretary. If no prior approval is received, and the school personnel is unable to make proper contact with the parent, the visitor will not be granted permission to visit or to pick up the child from the school.

No pets are allowed inside the school building unless approved in advance by the principal.

Former students wishing to visit former teachers are not permitted during school hours but are most welcome to visit after school is dismissed.



Textbooks and library books are on loan to students for their use during the school year. Books should be kept clean and handled carefully. The books will be returned to the classroom teacher or the school librarian at the end of the school year. You will be required to pay for any lost or damaged textbooks or library books.

Cafeteria/Food Services



Reynoldsburg Schools federally supported school lunch program provides one-third of a child's daily nutritional needs in every meal. Lunches include 2 oz. of meat or alternative source of protein, 2/3 cup of fruit and/or vegetables, grains, and 8 fluid oz. of milk.

Students may bring a packed lunch or purchase a hot lunch from the school cafeteria.

Full school lunch cost \$1.85 Extra milk cost \$0.50

Money may be sent in on a daily or weekly basis. Each student, however, has their own account with the cafeteria. Parents may deposit money in this account with the cafeteria personnel to cover several days in advance.

If you would like to check your child's current available account balance, you may contact Pam Saraniero, Rose Hill Head Cook, at 614-367-2379.

The yearly menu is posted on the school website at www.reyn.org. You can access the menu by clicking on the lunch and breakfast tab.

Children from families whose income is at or below specified levels are eligible for milk and/or meals free or at a reduced price. **A new application must be filled out by the end of September of the current school year in order to qualify for the program.** Applications are available in the school office.

If a student forgets his/her lunch, we will provide a peanut butter and/or jelly sandwich and a drink for the student for up to two days.

Parents/guardians are welcome to join their child for lunch or take them out for the full period. . All parents must sign out their children through the office prior to leaving the building. We encourage parents to go outside for recess with their child.

Rose Hill Code Guidelines for Success in the Cafeteria

- Use inside voices.
- Use kind words.
- Use good manners.
- Eat only your own food.
- Clean up all of your trash.
- Use lunch items the way they were meant to be used.
- Stay in your seat until given permission to get up.
- Walk at all times.



No carbonated drinks
packed in student
lunches.
Thank you

Health Services

Our school has a health clinic available to students who have medical needs during the school day. The Rose Hill staff member 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 and 3 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.

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

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.**

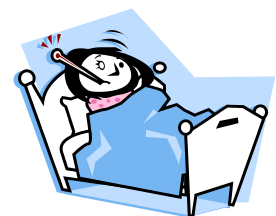
Over-the-Counter Medications

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

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



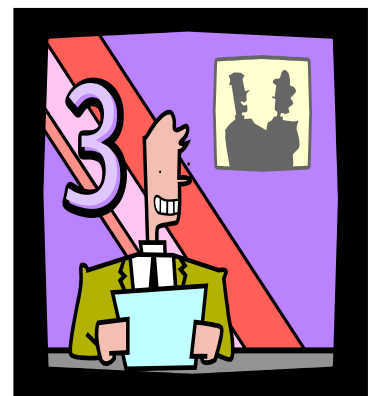
Please keep your child home if they have a fever, vomiting, diarrhea, or bad cough/cold symptoms. Students must be fever, vomit and diarrhea-free for 24 hours without the aid of medication to return to school!

Abuse/Neglect

Professional staff is required by law to report suspected instances of abuse or neglect. The threshold of suspicion is reached when a staff member notices physical injuries or marks on a child, the child brings injuries or marks to a staff member's attention, a third party reports concern, or the child tells a staff member something that warrants suspicion. The principal or his/her designee is required to conduct a preliminary investigation which may involve the principal or other personnel (nurse, social work) questioning and/or examining the child. The results of this investigation will determine if a report to Children Services is warranted. If the school feels that the child's welfare is at risk, the call will be made anonymously.

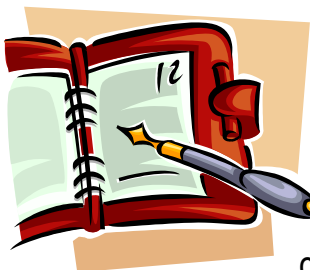
Release of Information

It is Ohio law that certain information concerning staff and students must be released if requested. This information is considered "Directory Information". "Directory Information" includes such things as name, address, telephone number, date of birth and dates of attendance, etc. If you do not want ANY information about your child released by the school, 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, website, on radio or television, please submit your request in writing or fill out a Media/Electronic Release Form available at the school office.**

Please note that video cameras and other recording devices may be used throughout the school year for instructional purposes and surveillance. These recordings will not be released to any public media or to any unauthorized persons.



Address and Telephone Changes

If a family's address and/or telephone number changes this information must be reported to the school as soon as possible. Up-to-date information allows for effective communication, especially in times of emergency. If your move is within Reynoldsburg, a "Change of Address Form" must be completed and turned into Central Registration along with proof of residency for the new address. If you intend to withdraw from Reynoldsburg City Schools due to a move to another city or state, notification to the school is imperative to ensure a smooth transition for the

child. Pending time constraints, “Intent to Withdraw” papers should also filled out and given to the Central Registration Department. Please check with the school office in all cases.

Academics

Our school has four nine-week grading periods. A progress report will be sent home approximately one week after the end of the grading period.

Rose Hill Elementary 9-Week Grading Schedule 2013-2014

	1 st 9-weeks	2 nd 9-weeks	3 rd 9-weeks	4 th 9-weeks
<i>Dates</i>	Aug. 19 – Oct.18	Oct.21 – Jan. 10	Jan.13- Mar.21	Mar.31 – May 29
<i>Interim Reports Due Electronically Posted</i>	Monday, September 23	Tuesday, November 26	Tuesday, February 18	Friday, May 2
<i>Progress Reports Due Paper Copy Sent Home</i>	Friday, October 25	Friday, January 17	Friday, April 4	Thursday, May 29
<i>Number of Days in Grading Period</i>	44	45	47	42

Total: 178 days

Periodic assessments of student progress will be made throughout the school year. You will receive information about these assessments and any other testing from your child’s classroom teacher.

We encourage you to participate in Parent-Teacher Conferences. Calendar scheduled Parent-Teacher Conferences will be held twice 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 a conference.

Parent/Teacher Conferences Days: Thursday, October 24 and Tuesday, October 29, 2013 Wednesday, February 12 and Thursday, February 20, 2014

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 principal. Parents will need to provide proper identification prior to viewing student records.



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

Special Services - In addition to the regular curriculum, we are pleased to offer specialized services for students qualifying for Tier 2 or Tier 3 as well as classes for students 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 and Social Worker is available to our school. They provide supportive help to teachers and parents in working with determining the best academic program for your child.

Each of our schools has a **Response to Intervention Team (RTI)**. The purpose of this 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, counselors, administrators, parents and other appropriate school personnel.

Highly Qualified Teachers

The No Child Left Behind Act (NCLB) emphasizes the importance of teacher quality in improving student achievement and requires each State Educational Agency to develop and implement a plan to help local educational agencies within the state to ensure that public school teachers are highly qualified.



The Ohio Department of Education has verified that the teachers at Rose Hill Elementary School are highly qualified. If a parent/guardian would like to discuss the credentials of their child’s teacher, please contact the principal.

Teacher Qualifications

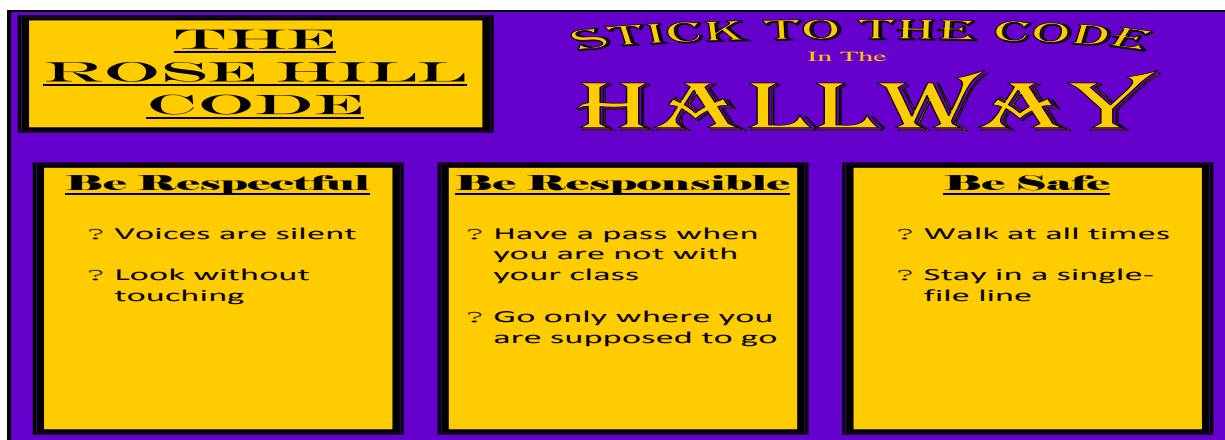
In compliance with “No Child Left Behind” parents can check on the status of their child’s teacher to see if they are highly qualified.

Conduct/Discipline Policy

It is essential that students conduct themselves appropriately while in school and at school functions. Students who conduct themselves appropriately learn better, make and keep friends easier, have better attendance, and are confident children.

At Rose Hill Elementary we have developed a building-wide behavior expectation policy called the Rose Hill Code of Conduct. The Code is a positively stated set of guidelines that focuses on student expectations while at school. Students who 'Stick to the Code' are Living in Excellence.

The Rose Hill Code consists of three easy to remember concepts: Be Respectful, Be Responsible, and Be Safe. Students will be specifically taught the Code in all areas of the building (arrival, hallways, classroom, bathrooms, cafeteria, playground, and dismissal). For each building area, there are several guidelines that fall into one or more of the three categories. While these guidelines cover the most important behaviors, they are not all inclusive. There may be many other behaviors that are not listed but that, nonetheless, are covered by the Code. For example, the Code does not specifically state that it's not OK to poke someone with a pencil; however, the Code does say to be respectful, and part of being responsible is using items in the way they are intended to be used. Additionally, students and classrooms will receive positive incentives for sticking to the Code. The Code will be reviewed and re-taught multiple times throughout the year. You will see signs in classrooms and around the building like the one below to remind students of the Code and what the Code means in different areas.



Student Rights

All students have the right:

- ◆ to learn in a positive and safe environment
- ◆ to be treated fairly and not be discriminated against
- ◆ to be informed about school rules and expectations

No student has the right to disrupt the learning of others.

Student Responsibilities

All students have the responsibility:

- ◆ to know and follow the rules and expectations
- ◆ to respect the dignity and value of themselves, other students, and staff
- ◆ to respect the authority of school staff including teachers, administrators, and others who are authorized in helping to maintain discipline
- ◆ to behave in a way that is safe to self and others and does not disrupt the learning of self and others
- ◆ to learn to handle problems and conflicts by problem-solving in ways that are respectful and safe.

While the expectations are made very clear to students, there will be times when students commit infractions to the Rose Hill Code of Conduct. In these instances, there will be corrective instruction for those who fail to Stick to the Code. There are many possibilities for correcting student behavior. This depends on a student's need, history of conduct, and the seriousness of the specific infraction, and number of infractions occurring at once.

General Infraction Guidelines and Disciplinary Actions

The following guidelines give possible infractions along with definitions. They are divided into three categories: Minor Infractions, Major Infractions, and Severe Infractions. Please note that some behaviors may fall into one or more categories depending on frequency, severity, intent, and result of the behavior. This is not an all inclusive list of misconduct but covers many of the main areas which may lead to disciplinary action.

Minor Infractions: First-time Offenses OR Minor Misconduct

Major Infractions: Repeated Minor Infractions OR Serious Offenses

Sever Infractions: Repeated minor/major infraction, Illegal, OR Life or Health Threatening Offenses

Minor Infractions

Disruptive Behavior:	Any behavior which disrupts the learning of others (including talking out, making noises, playing around, refusal to cooperate with others, giving put downs to others, etc.)
Profanity:	Swearing, cursing, or making obscene gestures (also written).
Minor Insubordination:	Noncompliance with a request, direction, or instruction of an adult. Also includes inappropriate tone or attitude toward adults.
Cheating/Plagiarism:	Using or getting information dishonestly. Presenting the ideas or work of others as your own.
Inappropriate use of Internet or Computers:	Any act that violates the RCS Acceptable Use Policy. Using for personal reasons. Using the network to personally attack or harass another person. Going to or attempting to go to unauthorized or inappropriate sites.
Electronic Devices:	Having and/or using electronic devices during school hours. Includes handheld games, music devices, phones, and other electronics not specifically approved by the school for educational purposes. Student

	cell phones must be turned off and not kept on the student's person at any time during the day. (The school, the district, and its staff shall not assume responsibility for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy)
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Major Infractions

Gross Insubordination:	The blatant, public, and disruptive refusal to follow the request, direction or instruction of an adult. All other misconduct not addressed in another category.
Assault:	A one-way physical attack on another person such as hitting, kicking, biting, spit, shoving or otherwise causing physical pain or harm.
Fighting:	A two-way physical conflict.
Bullying: Harassment / Intimidation / Threats / Coercion	Any act verbal or written (note, drawing), gesture or other form of communication through technology that is used to intimidate, harass, or threaten harm to another person for any reason. Bullying is any of these acts including physical acts that a student exhibits toward another particular student more than once and the behavior both: A) Causes mental or physical harm to the other student ; and B) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
Vandalism:	The intentional damage or destruction of another's property.
Theft:	Taking or helping to take someone else's property without permission.
Sexual Misconduct:	The unacceptable touching of or making reference to the private body parts of another person verbally or in writing (including pictures, drawings, emails, text messages, any form of technology, etc.).
School Bus/Vehicle Disruption:	Conduct not listed elsewhere that obstructs the orderly and safe operation of school buses/vehicles

Severe Infractions

Drug possession, use, sale:	Having, buying, selling or being under the influence of alcohol or illegal drugs. This also applies to look alike substances or any substance that a student claims is a drug.
Weapon:	Possession, transmission, or use of any kind of weapon including firearm, knife, razor, mace, pepper spray, clubs, chain, look-alikes, home-made weapons, or any item that is used like a weapon.

Corrective Intervention Strategies

School personnel will use intervention strategies to help students replace negative or unwanted behavior with more positive behavior in order to keep the school safe and increase the likelihood that students will improve achievement.

Strategy	Description	Used For:
Parent Contact	Includes written contact (notes, email, communication logs, Think Tank and Office Referral pink slips), verbal contact (phone conversation or left message), or face-to-face meeting.	Minor, Major, Severe
Loss of	Loss of non-guaranteed privileges such as recess, class	Minor, Major,

Privilege	celebration, assembly, reward, etc.	Severe
Re-teaching	Re-teaching of the desired behavior.	Minor, Major, Severe
Before or After School Detention	School personnel will contact parents to determine date and time for detention.	Minor, Major, Severe
Behavioral Contract	A contract between teacher and student which includes the desired behaviors, incentives, consequences, and teacher or self monitoring.	Minor, Major
Referral to School Resource Personnel	Student may be referred to Guidance Counselor, Social Worker, or Response To Intervention team for classes, small group intervention, or consideration for behavior plan.	Major, Severe
Functional Behavioral Assessment and Behavioral Intervention Plan	A meeting will take place to determine the function that the negative behavior is serving, what the antecedents to the behavior are, and what the replacement behavior will be. Then a Behavior Intervention Plan will be developed to encourage the desired behavior while discouraging the undesired behavior. These plans are generally more restrictive than a contract and data is collected during the implementation of the plan to help in determining whether adjustment of the plan is needed or whether the behavior requires a deeper reaching plan.	Major, Severe
Emergency Removal	Following an infraction, if it is determined by the Principal that a student cannot be returned to class, the student will be removed for a period of not more than 24 hours. The student will have to be picked up from school by a parent, guardian, or their approved designee.	Major
In-School Suspension	The student will be kept in school but assigned to an alternate location from his/her normal classroom. The student will be given work to do, will eat lunch separated from peers and will not attend recess or other functions happening at school. ISS is at the Principal's discretion and will not be used for infractions of violence.	Major
Out-of-School Suspension	The student will be removed from school for a period of 1-10 days (discretion of the Principal). During the period of the suspension, the student will not be permitted on school property, on any school bus/vehicle, or be in attendance at any school/district sponsored functions. Students may be able to make up work as appropriate.	Major, Severe
Expulsion	Removal of the student from school for a period of 11-85 school days.	Major, Severe

Field Trips & Assemblies

Each year we try to give our students the opportunity to participate in a variety of field trips and assemblies.

At all special events, students are expected to be on their best behavior. At assemblies, students will sit in areas designated by school staff. Inappropriate talking, noises, or remarks will not be tolerated. Assemblies and field trips are privileges. Students who do not demonstrate appropriate behavior may be excluded from field trips and assemblies.

REYNOLDSBURG SCHOOLS DRESS CODE POLICY

In order to promote school safety and provide a healthy and respectful educational environment, all students in grades kindergarten through four 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.

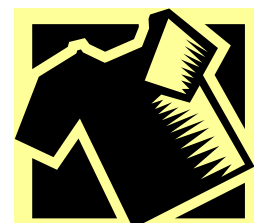
PARENTS SHARE EQUAL RESPONSIBILITY WITH THEIR CHILD FOR THE STUDENT'S ADHERENCE TO THE DRESS CODE.

GENERAL GUIDELINES

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

BOTTOMS

- No clothing that is more than one inch larger or smaller than waist measurement. (If necessary, a belt must be worn to hold the bottoms in place around the waist).
- No pajama pants.
- Skirts, shorts or skorts at or below finger length.

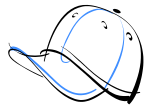


TOPS

- No sleeveless tops.
- No formfitting or oversize baggy shirts.
- No low-cut, scoop or plunging necklines.
- No fabrics so sheer as to allow underwear and/or inappropriate parts of the body to be visible.
- No clothing with hoods to be worn inside the building.
- No coats or cold weather jackets worn inside the school during the school day.

HEAD COVERINGS

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



DRESS CODE VIOLATIONS

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

1. A warning will be issued and the student's parents/guardians shall be required to pick up a student or bring alternative clothing for the student to wear.
2. Class time missed due to a violation of this policy will be marked as unexcused.
3. Repeated violations will 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.
4. Building administrators will make the final decision at the building level if a student's attire is inappropriate or does not meet the requirements of this policy.

*Adoption date: July 19, 2012
Reynoldsburg City School District*

At Rose Hill School, students are NOT allowed to wear shoes with wheels or summer sandals without a back strap.



. Thank you

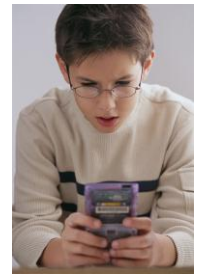
Book Bags

Book bags having wheels (like luggage) will not be permitted to be pulled around through the school building. These book bags will have to be carried while students are inside the building, but may be pulled around outside the school building.



Cell Phones, Electronic Devices and Toys

Personal/portable electronic devices and toys are not permitted at school.



If a parent believes that their child needs to carry a cell phone for safety reasons as they travel to and from school the **“Cell Phone Policy Form”** must be filled out by the parent/guardian and returned to the school office/teacher. When the form is received and approved, the child may bring the cell phone to school. However, once they are on school grounds, the cell phone must be turned off, put away (not on the student) and not used during school hours. If emergencies arise during the school day, the school will contact the parent. If a child feels that they need to contact their parent during school hours, they must request permission from the teacher to do so and use a school phone to make the call. Likewise, if the parent needs to contact the school or speak with their child in the event of an emergency during school hours, they will need to call the school’s main line at 614-367-2380.

Any violation of this policy will result in the confiscation of the device. The district, the school and its staff shall not assume responsibility for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy. The “Cell Phone Policy Form” is available online or from the school office.

Playground Safety

Rose Hill Code Guidelines for Success on the Playground

1. Use kind words and tone of voice.
2. Play only approved playground games by the rules.
3. Use equipment the way it was intended to be used.
4. Walk on the mulch and blacktop areas.
5. Leave sticks, rocks, snow, and other items alone.
6. Stay on the playground at all times unless given permission by staff.
7. Follow adult directions and requests.

Recess is a privilege that students have; it is a time to burn off some energy and get a break in a day filled with work and concentration. Recess is not a guaranteed right, and it can be revoked for those who cannot stick to the Code of Conduct during recess. The playground code will be specifically taught and instruction will be provided for the playground areas, equipment, and games. Additionally, the staff will periodically review the playground code with all students and may do so more frequently with those who may need it. Only school playground equipment will be allowed on the playground. Students will not be permitted to bring their own jump ropes and balls from home.

There will be supervision on the playground at all times. Playground duty teachers have the full authority of the Principal to:

- ◆ close a game or piece of equipment for any period of time (including permanently)

Boundaries

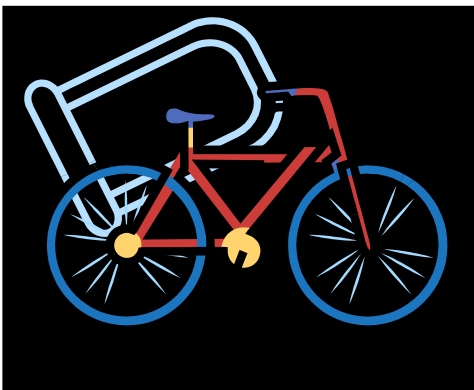
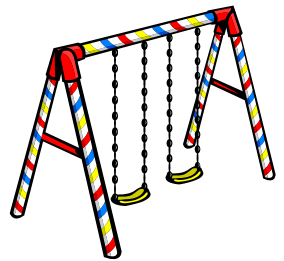
- North - swing and eagle's nest
- South - sidewalk
- East - green cable box (middle of jogging path)
- West – sidewalk

- ◆ restrict certain individuals' access to certain aspects of recess
- ◆ assign students to recess time out for part or all of recess.

The duty teachers' first responsibility is to monitor activity for dangerous circumstances. Accidents will invariably happen—teachers cannot make students make the right choices, but they can address misconduct through any corrective intervention strategy necessary. In case of minor altercations, duty teachers may instruct students to play apart from each other or remove them to recess time out. Non-emergency issues will be addressed at a later time.

Things to Remember

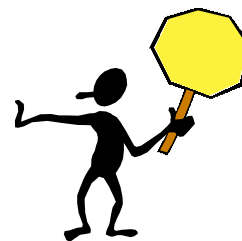
- Soccer may only be played in the field.
- Stay off of the tops of the equipment.
- Go up only on all ladders - down on all poles.
- Dismount from platforms safely (do not jump down).
- Remain seated on swings at all time and swing front to back only.
- Remain upright and keep moving at all times on the Eagle's Nest.
- Footballs may be passed only from one person to another.
- Benches are for sitting.
- Walk around not through a game in progress.
- All playground equipment should be used in the manner for which it was intended.
- Feet first and bottoms on slides



BICYCLES

Students may ride bicycles to and from school. Bicycle riders are required to abide by the laws as those governing cars and other vehicles (safety helmets preferred). Any misuse of a bicycle will result in the revocation of the bicycle riding privilege. **All bicycles must be walked on school property.** They are to be parked and locked in the racks provided. Skates, rollerblades, scooters or skateboards of any kind are not permitted.

TRAFFIC SAFETY



Buses and Daycare Vehicles

The main loop by the front door is for school buses and daycare vehicles only. Only daycare vehicles that have been approved by the office and that have the 'Approved Daycare' sign displayed in the passenger side window are allowed into the loop. The bus loop is closed to all vehicles except buses from 7:35 a.m.–8:35 a.m. and 2:15 p.m.–3:15 p.m.

Students Being Picked Up by Parents/Guardians

There are two (2) options for those parents/guardians who wish to pick their children up at school at the end of the day.

1) Parent Loop

Anyone one wishing to utilize the Parent Loop must observe the following guidelines:

- ◆ The student's name must be displayed on an official Rose Hill pick up card in the front seat driver's window (do not put the sign on the dashboard or front windshield).
- ◆ **Any vehicle in the parent loop without the official Rose Hill pick up card will be directed to park in a designated parking space, and the parent/guardian must come in to pick up their child.**
- ◆ Drivers will pull their vehicle to the assigned numbered cone.
- ◆ Treat all Rose Hill staff courteously and respectfully while picking up your child. Disrespect or abuse of Rose Hill staff will result in loss of parent loop privilege.

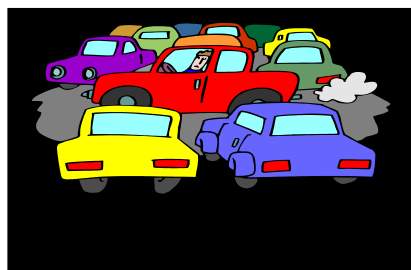
2) Park and Walk In

If you do not wish to wait in the line, you may park in any designated parking space and walk in to pick up your child.

IMPORTANT – Pick-up and drop-off procedures are subject to change at anytime depending on circumstances or need.

While driving on school property, please observe all signs, traffic patterns, and restricted areas. There may be times when Rose Hill staff direct you to do something contrary to signage— please follow the staff directions at these times. Drive slowly while on school property and always be alert for small children and pedestrians.

There is normally sufficient parking in the school lot. In the event this is full, parking is also permitted at the Reynoldsburg Alliance Church across the street. Additional parking is also available on Roundelay Road behind the school. Please be sure to observe the parking restriction signs posted on either side of the crosswalk and follow the traffic arrow pattern.



Always park your vehicle in a designated parking space only. Please remember to drive carefully through all areas of the parking lot. **Children are not always watching for you. Please watch for them!**

RULES AND REGULATIONS FOR ALL BUS RIDERS

This includes riders to/from school and field trips



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*** pickup time.
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.

LEAVING THE BUS:

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

Cross on signal by the bus driver.

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

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

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

ALL Students must have completed paperwork filed with the Transportation Department prior to boarding any bus.

**Reynoldsburg City Schools Transportation Department
7932 E. Main Street
Phone: 614-501-1041
Mike Rosenberger, Director**



Volunteers

Volunteers in our school provide an invaluable service to our students and staff members. We have many school activities that rely upon the services provided by volunteers. We appreciate the role of volunteers in our schools and encourage you to contact the principal or your child's teacher if you are available to help in any way.



Adults who volunteer in the school need to pick up, review and complete the volunteer packet. In some instances, a criminal background check will need to be done before a volunteer can begin.

There are certain circumstances for which a volunteer may need to be fingerprinted. The following scenarios will require fingerprinting/criminal background checks:

- Any parent volunteer that has “unsupervised access to students” will need to be fingerprinted (i.e. one-on-one mentoring/reading; field trips in which a volunteer takes students in a small group unsupervised by district personnel.).
- Any parent volunteer handling PIE (Partners in Education) or school district funds.

Fingerprinting Approvals are good for FIVE YEARS! *Please note: fingerprinting results may take up to six weeks to return.* The school administration will be able to facilitate a criminal background check if it is needed.

Fingerprinting Hours for Volunteers

Reynoldsburg City Schools, 7244 E. Main Street
Phone: (614) 501-1020

Please call the number listed above prior to your visit to inquire about days and times.



Rose Hill PIE (Partners In Education)

Our school has a Parent/Teacher Organization. The PIE (Partners In Education) is very active in working to bring special activities such as classroom parties, school newsletters, scholarship program, fundraiser programs and volunteer aide program for our students. The PTO will be sending information home with your child. If you don't receive this packet, please contact the school office.

Any questions about the PTO, please contact a member of the Executive Board

2013-2014 Executive Board Members

President	Candace Wyant	614-725-9715
Vice-President	Michelle Fye	614-762-7672
Treasurer	TBA	
Assistant Treasurer	Lloyd Newman	614-370-4462
Secretary	Devan McCready	614-205-8654

Additional Services Available at Our School

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

1. 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. The lost and found is located in the multi-purpose room. If items are not claimed, they will be donated to a charitable organization at the end of each semester.
2. The **School Library** is available to all students. Students are encouraged to utilize the school library and to take books home to read.
3. **School Insurance Forms** are available at the school office each school year. If you decide to purchase the insurance, please send the form and payment as indicated on the insurance application.
4. **Building Usage** – Some of our school facilities are available for private use. If you wish to use a school facility for an activity, please contact the school office for a building usage form. There is a nominal charge for the use of a school facility.
5. **Use of School Telephone** - Due to the importance of keeping our phone lines as 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 teacher and/or office personnel. Students are not to use cell phones to call home. They must get permission to use the school phone.
6. **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 any disruptions to classroom activities.

Rose Hill Elementary School

Home/School Compact for Student Learning



The Rose Hill Elementary learning communities 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 2013-2014.

Our School's Responsibilities

Rose Hill administrators, teachers and support staff will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards as follows:
 - Provide targeted academic and behavioral supports to students ensuring all subgroups of students meet their learning targets
 - Ensure a safe environment conducive to learning
 - Progress monitoring with formative assessments are used for all students to ensure all students make at least a year's growth in Reading and Math. Curriculum is aligned to Ohio Academic Content Standards
 - Enrichment activities are provided to enhance and support higher level learning
2. Hold parent-teacher conferences twice a year during which this compact will be discussed as it relates to the individual child's achievement. 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:
 - Interim Reports are electronically accessible for parents to review four times a year, mid-quarter. Parents are invited to ask questions about their child's report.
 - Report cards are sent home quarterly. Parents are invited to contact their child's teacher with questions.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Phone and voicemail
 - 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 Rose Hill students by participating in Rose Hill Elementary as follows:
 - Join children for lunch
 - Chaperone field trips
 - Observe classrooms
 - Serving on the PIE (Partners In Education)
 - Volunteering as a tutor, mentor or activity leader
 - 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, 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

Rose Hill families will support our children's learning in the following ways:

- Ensuring our children attend school if at all possible and come to school on time.
- Reading and signing student agendas daily.
- Helping our children complete their homework to the best of their ability by:
 - Encouraging our children to do their best work
 - Helping our children understand directions for assignments
 - Talking with our children about learning and school in a positive way
 - Notifying the teacher when our child has difficulty completing homework assignments.
- 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 and music they listen to.
- 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.

Rose Hill families will participate in our school to the extent possible by:

- Serving on the PIE (Partners In Education)
- Volunteering as a tutor, mentor or activity leader
- Assisting in an area of the school such as our children's classrooms, library, play ground or cafeteria
- Advocating for our children
- Attending school events such as Open House, performances, field day, etc.
- Helping to review Title I plans and compacts
- Participating on Reynoldsburg City Schools District committees

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
- Ask for help when we need it
- Help to make my classroom a positive and safe place to learn.
- Give my best effort.
- Living In Excellence

Reynoldsburg “Compact on Respect”

As a member of the Reynoldsburg community, I will show my strength by...

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

With your cooperation, the "Compact" will be a positive influence on the quality of life in Reynoldsburg.

Reynoldsburg Board of Education Members

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.

Reynoldsburg Board of Education

**Andy Swope
Elaine Tornero
Ryan Brzezinski
Loretta King
Sandra Long**

The regular meetings of the Reynoldsburg Board of Education are held on the third Tuesday of every month at the Reynoldsburg City Hall at 7:00 p.m. Notice of any change of location and time will appear in the local newspapers.



Reynoldsburg City Schools

Board Policies

- Computer/On-Line Services
- Family Education Rights and Privacy Act (FERPA)
- Harassment, Intimidation, and Bullying

Please review the following policies included in this handbook.

[File: EDE](#)

Computer/On-Line Services

(Acceptable Use and Internet Safety)



Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of Federal and State laws dealing with students' and employees' rights of privacy;
2. using profanity, obscenity or other language which may be offensive to another user;
3. reposting (forwarding) personal communication without the author's prior consent;
4. copying commercial software and/or other material in violation of copyright law;
5. using the network for financial gain for commercial activity or for any illegal activity;
6. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
7. accessing an/or viewing inappropriate material an
8. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, and offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to on-line services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school

nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students, and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of risks and regulations for computer/on-line services use. The District implemented technology-blocking measures to prevent students from accessing inappropriate material on school computers. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion:
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of genital or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.

[Adoption date: January 21, 2003]

LEGAL REF.: U.S. Const. Art. I, Section 8
Family Education Rights and Privacy Act; 20 USC 1232g et seq.
ORC 1329.54-1329.67
3313.20
3319.321

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACAA, Sexual Harassment
JFC, Student Conduct

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, S.W.

Washington, D.C. 20202-4605



HARASSMENT, INTIMIDATION, AND BULLYING

Introduction

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property or during any school sponsored event and at the times, and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

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

1. Definition of Harassment, Intimidation, or Bullying

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

- A. Causes mental or physical harm to the other student; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying

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

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).

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

3. Complaint Process

A. Formal Complaints

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

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

B. Informal Complaints

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

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

4. Confidentiality

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

5. Investigation

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

6. Post-Investigation Procedures

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

7. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

8. Remedial Actions

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

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

9. Non-Disciplinary Interventions

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

10. Disciplinary Interventions

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

11. Strategies for Protecting Victims

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

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

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

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

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

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

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

The district administration will semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the district's website to the extent permitted by state and federal student privacy laws.

[Adoption Date: September 18, 2007]

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

Rose Hill Elementary

School Calendar

2013-2014

August

- 5** School Office Opens [9:00am-12:00pm & 1:00-3:00pm]
- 8-9** Kindergarten Screening – KRAL by appointment only
- 15** Teacher ½ day AM In-service – 8:00-11:30am
- 16** Teacher full day In-service
- 18** P.I.E. Ice-Cream Social & Tour w/Dr. Manzola – 3:00-4:30pm
- School Store Open**
- 19** **FIRST DAY OF SCHOOL** for students last name A-L
- 20** **FIRST DAY OF SCHOOL** for students last name M-Z
- 21** **ALL STUDENTS ATTEND**
- 29** **PARENT & STUDENT ORIENTATION** – 6:00-7:30pm
(specific Grade Level times TBA)

September

- 2** **NO SCHOOL** – Labor Day
- 10** P.I.E. General Meeting - 6:30-7:30pm
- 23** **Interim Reports due**
- 30** GOOD Program Assembly – 4th Grade

October

- 7-11** Fall OAA – Grade 3 Reading
- 8** School Picture Day - Lifetouch
P.I.E. Meeting - 6:30-7:30pm
- 17** Open House - 5:30-7:30pm
Fire Safety/Firehouse Visit –K, 1st, 2nd, 3rd
- 18** End of 1st 9-weeks (*44 days*)
- 24** **Parent/Teacher Conferences** – 3:00-7:00pm
- 25** Fall Festival Parties:
9:45-10:30am – Kindergarten AM
1:30-2:30pm – Kindergarten PM, grades 1-4
- Progress Reports due**
- 29** **Parent/Teacher Conferences** – 3:00-7:00pm

November

- 4** **NO SCHOOL**
- 5** **NO SCHOOL**
- 12** P.I.E. Meeting – 6:30-7:30pm
- 19** School Picture Makeup Day – Lifetouch
- 26** **Interim reports due**
- 27-29** **NO SCHOOL** – Thanksgiving Holiday

December

- 2-6** **P.I.E. Book Fair Week**
- 6** P.I.E. Holiday Craft Night – 5:30-7:30pm
- 10** P.I.E. Meeting – 6:30-7:30pm
- 16-20** P.I.E. Winter Wonderland Shop – 10:30am-12:30pm
- 20** Winter Parties:
9:45-10:30am – Kindergarten AM
1:45-2:30pm – Kindergarten PM, grades 1-4
- 23-31** **NO SCHOOL** – Winter Break

Rose Hill Elementary

School Calendar

2013-2014

January

- 1-3 **NO SCHOOL** – Winter Break
- 6 First day back from Winter Break
- 10 End of 2nd 9-weeks (45 days)
- 14 P.I.E. Meeting – 6:30-7:30pm
- 17 **Progress Reports due**
- 20 **NO SCHOOL** – Martin Luther King Day
- 31 **NO SCHOOL**

February

- 11 P.I.E. Meeting – 6:30-7:30pm
- 12 **Parent/Teacher Conferences** – 3:00-7:00pm
- 17 **NO SCHOOL** – President's Day
- 18 **Interim Reports due**
- 20 **Parent/Teacher Conferences** – 3:00-7:00pm

March

- 11 P.I.E. Meeting – 6:30-7:30pm
- 21 End of 3rd Nine Weeks (47 days)
- 24 **NO SCHOOL**
- 25-28 **NO SCHOOL** – Spring Break

April

- 4 **Progress Reports due**
- 8 P.I.E. Meeting - 6:30-7:30pm
- 17 Spring Picture Day with Lifetouch
- 18 **NO SCHOOL** – Good Friday
- 21-30 Spring OAA window – Gd. 3 & 4 (Reading & Math)

May

- 1-9 Spring OAA window – Gd. 3 & 4 (Reading & Math)
- 2 **Interim Reports due**
- 9 Spring Carnival
- 13 P.I.E. Meeting - 6:30-7:30pm
- 26 **NO SCHOOL** – Memorial Day
- 29 **4th Grade Recognition Ceremony:**
 - 8:05am – Student Breakfast
 - 9:00am– Ceremony begins
- LAST DAY FOR STUDENTS**
- End of 4th Nine Weeks (42 days)
- Progress Reports due**
- 30 Teacher In-Service for Teachers – ½ day AM

June

- 13 School Office Closes

Dates and times subject to change!

2013-2014 STUDENT HANDBOOK SIGNATURE PAGE

(Return to classroom teacher)

Student's Full Name (please PRINT clearly): _____

Teacher: _____ Grade: _____ Parent/Guardian Name (PRINTED): _____

STUDENT/PARENT HANDBOOK

Part 1

I have (please check one) _____ accessed the Student/Parent Handbook online OR _____ received a hard copy of the Student/Parent Handbook from the school office and have reviewed its content with my son/daughter. We have specifically reviewed the following (initial each after reviewing):

____ Attendance Policy (p.8-10) ____ Cell Phone Policy (p.22) ____ Conduct/Discipline Policy (p.16-19)
____ Dress Code Policy (p.20-21) ____ Visitation Policy (p.10) ____ Volunteer Policy (p.26)
____ Traffic Safety Policy (p.23-24) ____ Home/School Compact for Student Learning (p.29-30)

Signature of Parent/Guardian

Date

Student Signature

Date

COMPUTER AND TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

Part 2 - A

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

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

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

Student Name (Printed)

Student Signature

Date

Part 2 - B

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

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

Parent/Guardian Signature

Date

Home Phone Number

Student ID Number

Work Phone Number

Student Date of Birth